



BENTON COUNTY PLANNING DEPARTMENT

INFORMATION HANDOUT FOR PRELIMINARY PLAT APPLICANTS

This packet is designed to assist you in preparing your application for preliminary plat review. Applications may be submitted to the Benton County Planning Department, 1002 Dudley Avenue, Prosser WA 99350 between 8 a.m. and Noon and 1 p.m. and 5 p.m. or to the Benton County Building Department, 5600 W. Canal Place, Kennewick WA 99336 between 9 a.m. and Noon and 1 p.m. and 5 p.m.

It is recommend that the applicant request a pre application conference with County staff to discuss preliminary plat requirements prior to preparing the application. **Contact the Planning Department** to determine if your parcel size, land use zoning and overall density will accommodate the number of lots you wish to create with your application.

Please provide the following information at the time of submittal. If any of this information is not provided we may be not be able to process your application.

1. **A completed preliminary plat application form and applicable non-refundable fees**, along with 30 copies of the preliminary plat map that has been prepared in compliance with BCC Chapter 9.08.
2. **Written verification from the Benton Franklin District Health Department** that the applicant has provided all necessary information so that they can review and make recommendations on the proposed site for wells and/or septic systems.
3. **Written approval to supply the appropriate service from the respective municipality** if the property is to be served by a public water and sewer system.
4. **A title certificate** from a title company which includes a map showing the names, addresses and parcel number of the owners of the property to be subdivided and names of all property owners within three hundred (300) feet of the exterior boundaries of the property involved.
5. **A completed environmental checklist** signed and dated by the applicant or designated agent which includes the \$100.00 application fee.
6. **A preliminary hydrology report** must be prepared and submitted. Contact the Benton County Public Works Dept. for specific requirements.

NOTE: APPLICATION FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR PRELIMINARY PLAT WILL BE APPROVED.

Upon receiving a complete application a file will be setup and the preliminary plat routed to appropriate reviewing agencies. Each agency will review your application and provide the planning department with a list of comments and/or items that you must provide in order to obtain their approval of the preliminary plat. A Notice of Application will be published and also sent to surrounding property owners within 300 feet of the action. There is a 14 day comment period for the Notice of Application. After the 14 day comment period is up the threshold determination for the proposed preliminary plat can be made. See the Environmental checklist for details on the determination

process.

An open record hearing date is set before the Benton County Planning Commission and the applicant notified of the date, time and place of the hearing. Testimony both for and against the proposal will be taken and the applicant will be able to provide rebuttal to all testimony presented. The Planning Commission will then make a recommendation to the Board of County Commissioners. The Board of County Commissioners may at the conclusion of a closed record hearing uphold the Planning Commission's recommendation or they may approve, approve with additional conditions or deny the plat.

Any questions regarding this process should be directed to the Benton County Planning Department, 786-5612 - Prosser or 736-3086 - Tri-Cities. Our office hours are 8 a.m. to Noon and 1p.m. to 5 p.m. Monday through Friday, except holidays.

JURISDICTIONS TO BE CONTACTED

BENTON COUNTY PLANNING/BUILDING DEPARTMENT
Planning Annex, 1002 Dudley Avenue, Prosser WA 99350
Prosser - 786-5612
Tri-Cities - 736-3086
Building Department, 5600 W. Canal Place, Kennewick, WA 99336
Prosser - 786-5622
Tri-Cities - 735-3500

Kennewick Office - 582-7761 - 800 West Canal Drive, Kennewick WA 99336
Prosser Office - 786-1633 - 310 7th Street, Prosser, WA 99350
Prosser Office Hours - Mon., Tues., Thurs. 9-10:30 a.m.

Benton County Public Works
First Floor Prosser Courthouse
Prosser - 786-5611
Tri-Cities - 736-3084

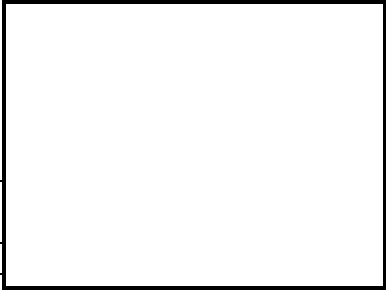
THE APPROPRIATE IRRIGATION DISTRICT
Whichever irrigation District the property is located within will also need to be contacted for their requirements.

The respective municipalities will need to be contacted.

Benton Franklin Dist. Health Dept.

Department of Ecology and/or Dept. of Health if public water and/or sewer systems are proposed.

BENTON COUNTY
PRELIMINARY PLAT APPLICATION



For Official Use Only

1. Name of Plat _____
2. Name and address of property owner _____ Telephone _____
3. Name and address of applicant _____ Telephone _____
4. Name and address of land surveyor _____ Telephone _____
5. Name and address of engineer _____ Telephone _____
6. Legal description **and** parcel number of property included in the preliminary plat:

7. **Land Use Information:**

a. Total area involved _____	d. Average lot area _____
b. Total number of lots _____	e. Acreage in parks _____
c. Smallest lot area _____	f. Length of public streets _____
	g. Total acreage of public streets _____
8. Proposed annexation plans _____

9. Plat will be served by:
 Water: Individual Wells _____ City Water _____ Name of City _____
 Private Water System _____ Name of System _____ Address _____
 Sewer: Septic Tank _____ City Sewer _____ Private System _____
 Power: P.U.D. _____ R.E.A. _____
 Telephone: General Telephone _____ Sprint Telephone _____
 Natural Gas: Yes _____ No _____ Name of Utility _____
 Cable T.V. Yes _____ No _____ Name of Utility _____
 Irrigation: Yes _____ No _____ Name of Utility _____
 Private Irrigation Lines: Yes _____ No _____
10. School District _____
11. Fire District _____
12. Any other comments or information which are significant _____

13. Will this plat be finalized in phases? Yes _____ No _____
14. Comprehensive Plan Designation _____.
15. Zoning Designation _____.

I hereby state that I/we are the applicant(s) of this application and that the owner of the property hereby approves this application. I/we also certify that the information given in this application is true and complete to the best of my/our knowledge.

_____ Owner's signature	_____ Print Name	_____ Address
_____ Applicant's signature	_____ Print Name	_____ Address

FEE: \$350.00 plus \$10.00 per lot, submitted with the application. Checks are to be made payable to the Benton County Treasurer. THIS FEE IS NON-REFUNDABLE.