



BENTON COUNTY PLANNING DEPARTMENT

INFORMATION HANDOUT FOR SHORT PLAT APPLICANTS

This packet is designed to assist you in preparing your application for a short plat. 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. Monday thru Friday.

Contact the Planning Department to determine if your lot size, land use zoning and density will allow the parcel to be short platted. The following agencies should also be contacted prior to submitting your short plat application to the planning department.

1. **The Benton Franklin District Health Department** to see if your parcel has adequate area to support the number of lots that you want to create. It is best to make application to the Health Department before making official application to the Planning Department, and before hiring a surveyor.
2. **The County Public Works Department** to determine the location for accessing onto a county road. An encroachment permit (attached) will need to be obtained for access upon the county road. If accessing onto a state highway or city street, contact the appropriate agency for access approval.
3. **A Professional Land Surveyor** must prepare the short plat drawing, they must be a Washington State Licensed Land Surveyor. At your option you may have the surveyor prepare and submit the application on your behalf, but the property owner/applicant must sign the application.
4. **The respective municipality** if the property is to be served by a public water and/or sewer system. Written verification of approval to supply the appropriate service from that municipality will be required before recording the short plat.

IT IS ILLEGAL TO CONVEY, SELL, OFFER FOR SALE, LEASE, OR ACCEPT EARNEST MONEY UNTIL THE SHORT PLAT PROCESS IS COMPLETED AND THE SHORT PLAT MYLAR MAP IS RECORDED WITH THE COUNTY AUDITOR.

ENVIRONMENTAL REVIEW: If you are planning on short platting a previously short platted lot or if you are platting two or more contiguous parcels, you will be required to submit an Environmental Checklist along with the required non-refundable \$100.00 fee.

Once it is determined that the proposed short plat is feasible, have the land surveyor draw up your

proposal on a mylar and submit it along with seven (7) paper copies, a complete **Application Form**, a title certificate, the appropriate fees (\$200.00 plus \$10.00 per lot) and an environmental checklist if required. Checks are to be made payable to the **Benton County Treasurer**.

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

PROCESSING SEQUENCE:

1. Once it has been determined that a complete application was submitted a letter of completion will be sent to the applicant and the 30 day review period will begin. During the review period various agencies are contacted regarding your proposed short plat for their comments and/or requirements. By the end of the review period you will be notified in writing that your short plat has been approved, approved with conditions or is denied.
2. Once you complete the conditions of approval you will need to re-submit your mylar along with the \$54.00 (plus \$1.00 for each additional sheet of mylar) recording fee, checks are to be made payable to the Benton County Auditor.
3. The final review takes approximately one week providing there are no changes to the mylar other than those listed in your review letter. If you have made other changes that were not listed in the review letter, the mylar may need to go back for agency review and this will delay the recording of your short plat.
4. When all the conditions have been met and the final review doesn't find any errors, then your short plat will be recorded.
5. Your Short Plat becomes a legal short plat once it is recorded and assigned a short plat number by the Auditor. After the short plat is recorded a copy of the recorded short plat will be sent to the applicant.

JURISDICTIONS TO BE CONTACTED BY THE APPLICANT

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

THE APPLICABLE IRRIGATION DISTRICT

The irrigation district the property is located in will also need to be contacted for their requirements.

Benton Franklin District Health Department

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

P.O. Box 1001

Prosser WA 99350

Prosser - 786-5611

Tri-Cities - 736-3084

The respective municipality if they are providing water and/or sewer.

BENTON COUNTY
SHORT PLAT APPLICATION FILE NO. _____



For Official Use Only

1. Date _____
2. Applicant's Name _____
Address _____
_____ Telephone _____
3. Owner's Name _____
Address _____
_____ Telephone _____
4. Land Surveyor's Name _____ Telephone _____
Address _____
5. Legal Description **and** Parcel Number of proposed Short Plat _____

6. Total area involved _____ Number of lots to be created _____
7. Short Plat will be served by:
Water: Individual Wells _____ One well to serve 2 to 4 lots _____
City Water _____ One well to serve 5 lots or more _____
Sewer: Septic Tank _____ City Sewer _____
Power: P.U.D. _____ R.E.A. _____
Telephone: General Telephone _____ Sprint Telephone _____
Natural Gas: Yes _____ No _____ Name of Utility _____
Irrigation: Yes _____ No _____ Name of Utility _____
8. Existing improvements and structures (i.e., buildings, power lines, septic systems, structures, fences, weir boxes, or wells) _____

9. Environmental Checklist needed: Yes _____ No _____

I certify that the information given above is true and complete to the best of my knowledge.

Applicant's Signature

Print Name DATE

Owner's Signature

Print Name DATE

NOTE: PLEASE INCLUDE THE FOLLOWING WHEN SUBMITTING A SHORT PLAT.

- a. Original and seven (7) copies of the short plat map.
- b. A recent title certificate (two months old or less).
- c. A completed application form.
- d. \$200.00 plus \$10.00 per lot non-refundable application fee. **Please make check payable to the Benton County Treasurer**
- e. \$54.00 filing fee **payable to the Benton County Auditor at the time of recording.** (\$1.00 for each additional page)
- f. If an Environmental Checklist is required, a \$100.00 non-refundable application fee payable to Benton County Treasurer.