



BENTON COUNTY PLANNING DEPARTMENT

Information Handout for Short Plat Exemptions

1. THE APPLICANT must complete the following and present them to the Planning Department.
 - a. A **complete** application (including Health Department approval if required) with all questions answered in detail.
 - b. A site plan showing existing and proposed lot lines and location of existing structures with reference (show the distance between the existing structure and the new lot lines) to new lot lines.
 - c. A fee of \$50.00 payable to the **Benton County Treasurer** (This fee is non-refundable.)
 - d. Submit copies of all permits and/or approvals from agencies that must approve the proposal, as indicated in the application.

2. THE PLANNING DIRECTOR, or his representative, shall review the application and determine if the following information has been satisfied:
 - a. The proposal meets the conditions for exemption as shown in BCC 9.04.014.
 - b. The property taxes for the parcel(s) have been paid through the entire year.
 - c. The proposed use complies with the density requirements of the Benton County Comprehensive Plan.
 - d. Health Department approval has been submitted, if the following applies:
 - i. If a parcel/lot with a residence on it is reduced in size, Health Department approval is required. (If a parcel/lot with a residence on it is increased in size, then no Health Department approval is required.)
 - ii. If the adjusted area is being taken from a parcel/lot that will be used as a building site, Health Department review and approval is required.
 - e. That Variance approval has been submitted, if required:

When adjusting boundary lines between non-conforming lots, a variance must be granted, then a short plat exemption can be completed. (Unless the adjustment was made pursuant to a court order.)

3. APPROVAL BY THE PLANNING DIRECTOR:

If all requirements have been satisfied and the proposal will not have an adverse impact on the surrounding area the Planning Director may issue the authorization form allowing Quit Claim Deeds to be recorded.

4. WHAT TO DO ONCE APPROVED:

After the authorization letter is issued, the applicant needs to prepare Quit Claim Deeds for the property. The most basic boundary line adjustments usually require two Quit Claim Deeds, the first deed is a transfer deed, to transfer the portion of property where the line is being adjusted. Then a second Quit Claim Deed, a combination deed, to combine the transferred portion with the adjacent property. There can be several Quit Claim Deeds if the boundary line adjustment is complicated or if there are several owners involved. These deeds can be written by the property owner, a surveyor, or lawyer. The Benton County Planning Department CANNOT write your deeds for you. **After the deeds are written, the excise tax forms need to be filled out and brought to the Planning Department to be initialed and then taken to the Treasurer's office to be processed and the fees paid. The deeds are then recorded in the Auditor's office, and fees are paid. Finally, the Assessor's office will complete the boundary line adjustment, and may assign new parcel numbers.**

5. DENIAL:

If, after reviewing the application, the Planning Director determines that the proposal does not meet the requirements for approval, the Planning Director shall deny the request and inform the applicant in writing the reason(s) for the denial.

6. APPEAL:

Any person aggrieved by the decision of the Administrator (Planning Director) to approve or disapprove a proposed short plat exemption may appeal the decision to the Board of County Commissioners within fourteen (14) days following issuance of the decision. The Board, following an open record hearing thereon, may affirm or reverse the Administrator's decision, or may remand the application to the Administrator with instruction to approve the same upon compliance with the conditions imposed by the Board.