



BENTON COUNTY PLANNING DEPARTMENT

INFORMATION HANDOUT FOR SHORT PLAT VACATION APPLICANTS

This packet is designed to assist you in preparing your application for a Short Plat Vacation request. Applications may be submitted to the Benton County Planning Department, P.O. Box 910, 1002 Dudley Avenue, Prosser, WA 99350 or to the Benton County Building Department, 5600 W. Canal Drive, Kennewick, WA 99336, between the hours of 8 a.m. and noon and 1 p.m. and 5 p.m., Monday thru Friday.

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

- 1. A completed application form and applicable non-refundable fee of \$300.00.** Please be as specific as possible with regard to your vacation on the application, you may use an additional sheet, if necessary.
- 2. A copy of the short plat to be vacated.** Please highlight the area(s) to be vacated.
- 3. Names and addresses** of all legal owners affected by the vacation.

ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application other than interests exclusively limited to ownership of the parcel's mineral rights. All persons within the entire short plat must sign the application.

- 4. If the short plat is subject to restrictive covenants** which were filed at the time of the approval of the short plat and the application for vacation will result in the violation of a covenant, the application shall contain a written agreement signed by **all** parties subject to the covenants agreeing to terminate or alter the relative covenants to accomplish the purpose of the vacation.

Any information submitted to the Benton County Planning Department is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to the public.

NOTE: THE APPLICATION FEE IS NON REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR APPLICATION WILL BE APPROVED.

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

JURISDICTIONS TO BE CONTACTED

BENTON COUNTY PLANNING DEPARTMENT

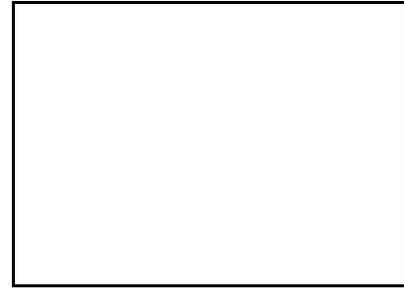
Planning Annex - 1002 Dudley Avenue
P.O. Box 910
Prosser, WA 99350
Prosser: 786-5612
Kennewick: 736-3086

BENTON COUNTY BUILDING DEPARTMENT

5600 W. Canal Drive
Kennewick, WA 99337
Prosser: 786-5622
Kennewick: 735-3500

**BENTON COUNTY PLANNING DEPARTMENT
SHORT PLAT VACATION APPLICATION**

FILE NO. _____



1. Name and address of applicant: _____

Phone number: Home: _____ Work: _____
If you prefer to be contacted via email please provide your email address: _____

2. Legal owners name and address: _____

Phone number: Home: _____ Work: _____
3. Parcel Number or Legal description of the short plat to be vacated : _____

4. Explain the reason for the requested vacation. _____

5. Describe the existing land uses on the properties to be vacated: _____

6. COMMENTS OR PERTINENT INFORMATION: _____

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

PLEASE SIGN AND THEN PRINT YOUR NAME: Signatures of **all** persons holding an ownership interest in the real property area is required (all owners within the entire short plat must sign).

Signature Block for individuals only.

_____ Applicant's Signature	_____ Print Name	_____ Date
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_____ Signature of Legal Owners	_____ Print Name	_____ Date
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_____ Signature of Person with additional ownership interest	_____ Print Name	_____ Date
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_____ Signature of Person with additional ownership interest	_____ Print Name	_____ Date
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_____ Signature of Person with additional ownership interest	_____ Print Name	_____ Date
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<u>ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application other than interests exclusively limited to ownership of the parcel's mineral rights.</u>

SEE NEXT PAGE FOR SIGNATURES OF THOSE SIGNING ON BEHALF OF A CORPORATION/PARTNERSHIP/LLC ETC. **Please include all signature pages with your application submittal whether used or not.**

If the applicant or legal owner is a corporation/partnership/LLC etc. please use the following signature block. Please copy this page if more than one corporation/partnership/LLC signature is required.

Applicant: _____

By: _____,
(print name) (Title)

Signature: _____,
(Signature) (Title)

The above signed officer of _____ (name of entity) warrants and represents that all necessary legal and corporate actions have been duly undertaken to permit _____ to submit this application and that the above signed officer has been duly authorized and instructed to execute this application.

Any information submitted to the Benton County Planning Department is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to the public.

NOTE: THE SHORT PLAT VACATION APPLICATION FEE OF \$300.00 MUST BE SUBMITTED WITH THE APPLICATION. THIS FEE IS NON-REFUNDABLE. PLEASE MAKE THE CHECK PAYABLE TO THE BENTON COUNTY TREASURER. THERE ARE NO GUARANTEES THAT YOUR APPLICATION WILL BE APPROVED. THE RECORDING FEE IS TO BE PAID AT THE TIME OF RECORDING.

FOR OFFICIAL USE ONLY:
Critical Area Review Completed by _____ on _____.
Application approved for processing by _____ on _____.
Zoning _____ Comp Plan Designation _____