



## ***BENTON COUNTY PLANNING DEPARTMENT***

### **INFORMATION HANDOUT FOR CONDITIONAL USE PERMIT APPLICANT'S**

This packet is designed to assist you in preparing your application for a Conditional Use/Special Permit. Application(s) 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 \$630.00.** Please be as specific as possible with regard to your proposed use on the application, you may use an additional sheet, if necessary. **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.**
2. **Environmental Checklist (EA) and non-refundable fee:** If an environmental checklist is required it will need to be submitted along with the **application fee of \$300.00** at the same time as the conditional use/special permit application.
3. **Detailed scaled drawing showing the following:** location of proposed shop, business or manufactured home, size of the shop/business/manufactured home, access to the site, easements, parking spaces, etc. **Please see attached sample site plan.**
4. **Written approval from the respective municipality** if the property will be served by a public water and/or sewer system.
5. **PLEASE NOTE:** Contact the Benton County Building Department at 735-3500 or 786-5622, if you are changing the use of a building or portion thereof, as you may be required to make changes to the building in order to be in compliance with the Uniform Building Code, Uniform Fire Code, the American Disability Act, etc. This may prevent the expending of application fees only to find out that the remodeling or altering of the original use of the structure cannot be cost effectively remodeled for the intended use.

**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.**

Upon acceptance of your application, a file will be setup and the application routed to appropriate reviewing agencies. Each agency will review your application and provide the planning department with their comments.

The application will be heard before the Benton County Hearings Examiner at an Open Record Hearing. **THE EXAMINER REQUESTS THAT THE APPLICANT OR A REPRESENTATIVE BE PRESENT** to answer any questions the Examiner may have relative to the proposed use. You will be notified by mail as to what date your application will be heard. After the open record hearing and based upon the findings of fact, the Hearings Examiner will determine whether the conditional use is to be granted, granted with conditions or denied. Written notification of that decision is then sent to the applicant. Upon receipt of the written confirmation that the conditions of approval (if any) have been met and after the Planning Department has conducted a final inspection your permit will be issued. **The use cannot be conducted on the site until the permit is issued.**

**APPEALS:** Decisions of the Hearings Examiner shall be final unless the original applicant or a party with standing makes an appeal per RCW 36.70C after the written notice of decision has been rendered.

**TIME FRAME:** Once the application is deemed complete, the review process will begin and provided there is no continuation of the application or an EIS is required, a decision the Conditional Use Permit will be made within 120 days.

#### **JURISDICTIONS TO BE CONTACTED**

**BENTON COUNTY PLANNING DEPT.**

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 PUBLIC WORKS DEPT.**

First Floor Courthouse - Prosser WA 99350  
Prosser - 786-5611 - Tri-Cities - 736-3084

**BENTON FRANKLIN HEALTH DEPT.**

7102 W. Okanogan Pl.  
Kennewick WA 99336  
460-4205

**RESPONSIBLE MUNICIPAL IF WATER AND/OR SEWER IS TO BE PROVIDED**

**BENTON COUNTY PLANNING DEPARTMENT  
CONDITIONAL USE APPLICATION  
FILE NO. \_\_\_\_\_**



1. Applicant Name \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone number: Home \_\_\_\_\_ Work \_\_\_\_\_

2. Legal owners name: \_\_\_\_\_  
Legal Owners address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone number: Home \_\_\_\_\_ Work \_\_\_\_\_

If you wish to be contacted by email please list your email address:

\_\_\_\_\_

3. Parcel Number or Legal description of property for which permit is for:  
\_\_\_\_\_

4. If you are amending a previous conditional use/special use permit please list the file number(s):  
\_\_\_\_\_

5. The Conditional Use Permit is requested to conduct the following use: **Please be as specific and detailed as possible. Use additional paper if necessary.** . \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The property will be served by:  
WATER: Well \_\_\_\_\_ Private System \_\_\_\_\_ City System \_\_\_\_\_  
SEWER: Septic Tank \_\_\_\_\_ City Sewer \_\_\_\_\_  
POWER: PUD \_\_\_\_\_ REA \_\_\_\_\_  
PHONE: Yes \_\_\_ No \_\_\_ Name of Utility \_\_\_\_\_  
GAS: Yes \_\_\_ No \_\_\_ Name of Utility \_\_\_\_\_  
CABLE: Yes \_\_\_ No \_\_\_ Name of Utility \_\_\_\_\_  
IRRIGATION: Yes \_\_\_ No \_\_\_ Name of Utility \_\_\_\_\_  
PRIVATE IRR. Yes \_\_\_ No \_\_\_

7. Total acres of property: \_\_\_\_\_ Zoning Classification of Property: \_\_\_\_\_  
Comprehensive Plan Designation \_\_\_\_\_

8. Describe existing structures and/or uses currently existing on your property, such as well, septic residential dwelling, garage, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Describe existing structures and present land uses in the surrounding area of your property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Please answer the following questions. **PLEASE BE SPECIFIC - USE ADDITIONAL PAPER IF NECESSARY.**

- a. Is there a residence on site? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Does at least one of the proprietors of the business own or lease the property where the business and the residence are located? Yes \_\_\_\_\_ No \_\_\_\_\_
- c. Does at least one of the proprietors live in said residence? Yes \_\_\_\_\_ No \_\_\_\_\_
- d. List the number of non-resident employees. \_\_\_\_\_
- e. What is the **total** square footage of the detached building to be used for the business? \_\_\_\_\_
- f. What is the **total** square footage that will be used for the business activity?  
\_\_\_\_\_
- g. Is only one detached building to be used for the business activity? Yes \_\_\_\_\_  
No \_\_\_\_\_
- h. Are any signs going to be used with the business activity? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give the number, height and sizes of the sign(s) include a drawing of the sign to be used. \_\_\_\_\_
- I. State the number of vehicles marked to identify the business to be stored on site.  
\_\_\_\_\_
- j. List the number of off street parking spots \_\_\_\_\_
- k. What County Road does the site access off of? \_\_\_\_\_
- L. List the preferred office hours for the presence of customer/clients and non-resident employees. Days of the week \_\_\_\_\_  
Hours of Operation \_\_\_\_\_

11. Applicant shall attach a site plan of the property, drawn to a scale of one inch equals fifty feet (1"=50') or one inch equal 100 feet (1"=100') unless otherwise specifically approved by the Planning Department, showing the following information.

- A. Dimensions of the property.
- B. Location and size of the proposed use, number of parking spaces, etc., complete with distances between buildings and all property lines.
- C. Location and size of existing structures, complete with distances, buildings and all property lines.
- D. All streets, roads, easements, and rights-of-way located on or adjacent to this property. (Label structures and roadways)
- E. Label and Show a floor plan for the structure to be used for the Business Activity.

COMMENTS OR PERTINENT INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_

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# Site Plan Requirements

- 1 SCALE  
1" = 100' minimum.
- 2 NORTH ARROW
- 3 LOT DIMENSIONS  
including driveways  
and street names.
- 4 BUILDING FOOTPRINT  
including porches, walks, decks,  
roof, overhangs and floor  
cantilevers.
- 5 SETBACK MEASUREMENTS  
including distances to property lines  
and between buildings.
- 6 APPROVED SEPTIC SYSTEM  
including tank, pump, tightline,  
primary and reserve drainfields.
- 7 EASEMENTS  
including access, utilities,  
natural buffer areas, open spaces,  
and greenbelts
- 8 SURFACE WATER DRAINAGE  
including shorelines, wetlands,  
ponds,  
ditches and streams.
- 9 SITE CONTOURS  
5 ft. maximum intervals showing  
elevation of the land may be  
expressed  
relative to any point on your lot.

# SAMPLE

## Vicinity Map Example

### SITE PLAN

1 SCALE: 1" = 20'

