Benton County Planning Dept.

INFORMATION PACKET FOR MULTIPLE DETACHED DWELLING (MDD) PERMIT APPLICATION

This Packet is designed to assist you in preparing your application for a Multiple Detached Dwelling Permit. Applications may be mailed to the Benton County Planning Department at P.O. Box 910, or delivered to 1002 Dudley Avenue, Prosser WA 99350 or to the Benton County Building Department, 5600 W. Canal Drive, Kennewick WA 99336 between 8 a.m. and Noon and 1 p.m. and 5 p.m. Monday through Friday.

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

1. A completed application form and applicable non-refundable fee. **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.**

MULTIPLE DETACHED DWELLING PERMIT FEES:
An application fee of $200.00 must be submitted with the application. Please make check payable to the Benton County Treasurer. This fee is non refundable

2. A scaled drawing (See attached sample) showing in detail the boundaries of the parcel; the size and the location of the access, including driveways and access easements from the parcel to the County, State, or City road, the location of any existing and proposed dwelling units, structures, septic systems, easements, and other improvements on the site.

3. Additional information and/or permits may be required from other agencies such as, but not limited to; the Benton County Building Dept., the Benton Franklin District Health Dept., the Washington State Department of Health, Department of Ecology, or the respective city.

Upon determining you have submitted a complete 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.

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.

MULTIPLE DETACHED DWELLING PERMIT PROCESS (placement of more than one dwelling on a parcel on a permanent basis)

If any of the multiple detached dwellings to be placed on the property are Factory Assembled Structures (manufactured home) and are within the Rural Lands 5, Rural Lands 20, or GMA Agriculture Zoning Districts they will need to be constructed after June 15, 1976.

If any of the multiple detached dwellings to be placed on the property are Factory Assembled Structures (manufactured home) and are within the Community Center Residential, Urban Growth Area Residential, or Rural Lands 1 Zoning Districts the following criteria will need to be met:

- The manufactured home is a new manufactured home which has not been previously titled to a retail purchaser and is not a "used mobile home";
- the manufactured home is comprised of at least two (2) fully enclosed parallel sections each of which is not less that 12 feet wide by 36 feet long;
- is constructed with a composition or wood shake or shingle, coated metal, or similar roof of nominal 3:12 pitch;
- has exterior siding similar in appearance to siding materials commonly used on conventional site-built single-family residences under the International Residential Code;
- is set upon a permanent foundation, as specified by the manufacturer, and the space from the bottom of the home to the ground is to be enclosed by concrete or an approved concrete product which can be either load bearing or decorative; and,
- the manufactured home is thermally equivalent to the state energy code.

If the Planning Manager determines that all of the criteria for a Multiple Detached Dwelling Permit (MDD) has been met, written notification will be sent to property owners within 300 feet of the parcel boundaries and they will have seven (7) days to submit objections. If no objections are received and the proposal is in compliance with the Comprehensive Plan and other regulations and ordinances, the permit may be approved or conditionally approved. If conditionally approved, the applicant will have six months to satisfy the conditions.

If an objection to the proposed use is received within seven (7) calendar days following the mailing thereof, the application shall be referred to the Hearings Examiner and an open record hearing before the Examiner will be conducted.

After the permit has been issued anyone aggrieved by the director's decision shall have fourteen (14) calendar days following the date of the decision to appeal the administrative decision to the Hearings Examiner. This must be done by submitting a written request and must be accompanied by a non-refundable appeal fee. The Hearings Examiner shall conduct an open record hearing on the request and his/her decision of the may be appealed per RCW 36.70C.

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 Dept.
Planning Annex,
P.O. Box 910, 1002 Dudley Avenue,
Prosser WA99350
Prosser - 786-5612
Tri-Cities - 736-3086

Benton County Building Department
5600 W. Canal Drive,
Kennewick WA 99336
Prosser - 786-5622
Tri-Cities - 735-3500

Benton Franklin Dist. Health Dept.
Kennewick Office
7102 W. Okanogan Place,
Kennewick WA 99336
460-4205

Print Form

BENTON COUNTY PLANNING DEPARTMENT
APPLICATION FOR
MULTIPLE DETACHED DWELLING PERMIT

File No._____

For Office Use Only

1. Applicant Name
   Address
   City, State & Zip _____

   If you wish to be contacted via email
   Please list your email address: _____

   Telephone Number _____

2. Legal Owner's Name
   Address
   City, State & Zip _____

   Telephone Number _____

3. **Parcel Number** of property for which permit is for:

4. List the Auditor's File No. for the perpetual non-exclusive access easement if the property does not front onto a County road. _____

5. The permit is requested to conduct the following use **(explain in detail)**: (list type of units, i.e., manufactured home, site built home and the **total number** of residences to be located on site)

_____

If any of the multiple detached dwellings to be placed on the property are Factory Assembled Structures (manufactured home) and are within the Rural Lands 5, Rural Lands 20, or GMA Agriculture Zoning Districts they will need to be constructed after June 15, 1976.

If any of the multiple detached dwellings to be placed on the property are Factory Assembled Structures (manufactured home) and are within the Community Center Residential, Urban Growth Area Residential, or Rural Lands 1 Zoning Districts the following criteria will need to be met:

A. The manufactured home is a new manufactured home which has not been previously titled to a retail purchaser and is not a "used mobile home";
YES NO

B. the manufactured home is comprised of at least two (2) fully enclosed parallel sections each of which is not less that 12 feet wide by 36 feet long;
YES NO

C. similar roof of nominal 3:12 pitch; is constructed with a composition or wood shake or shingle, coated metal, or ◯ **YES** ◯ **NO**

D. has exterior siding similar in appearance to siding materials commonly used on conventional site-built single-family residences under the International Residential Code; ◯ **YES** ◯ **NO**

E. is set upon a permanent foundation, as specified by the manufacturer, and the space from the bottom of the home to the ground is to be enclosed by concrete or an approved concrete product which can be either load bearing or decorative; and, ◯ **YES** ◯ **NO**

F. the manufactured home is thermally equivalent to the state energy code.
◯ **YES** ◯ **NO**

6. Proposal will be served by:

Water _____ Sewer _____

Power _____ Telephone _____

Irrigation _____ Natural Gas _____

7. Zoning classification of the property: _____

   Total acres of property: _____

8. Describe existing improvements, uses, and structures currently existing on the subject property:

   _____

9. Describe existing land uses in the vicinity of subject property:

   _____

MULTIPLE DETACHED DWELLING PERMIT FEES: An application fee of $200.00 must be submitted with the application. Please make check payable to the Benton County Treasurer. This fee is non refundable.

I certify that the information given above is true and complete.

Signature Block for individuals only.

_____ Applicant's Signature	_____ Print Name	_____ Date
_____ Signature of Legal Owners	_____ Print Name	_____ Date
_____ Signature of Person with additional ownership interest	_____ Print Name	_____ Date

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

Applicant or Legal owner:_____

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.

(**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.)

FOR OFFICIAL USE ONLY:

Critical Area Review Completed by _____ on _____.

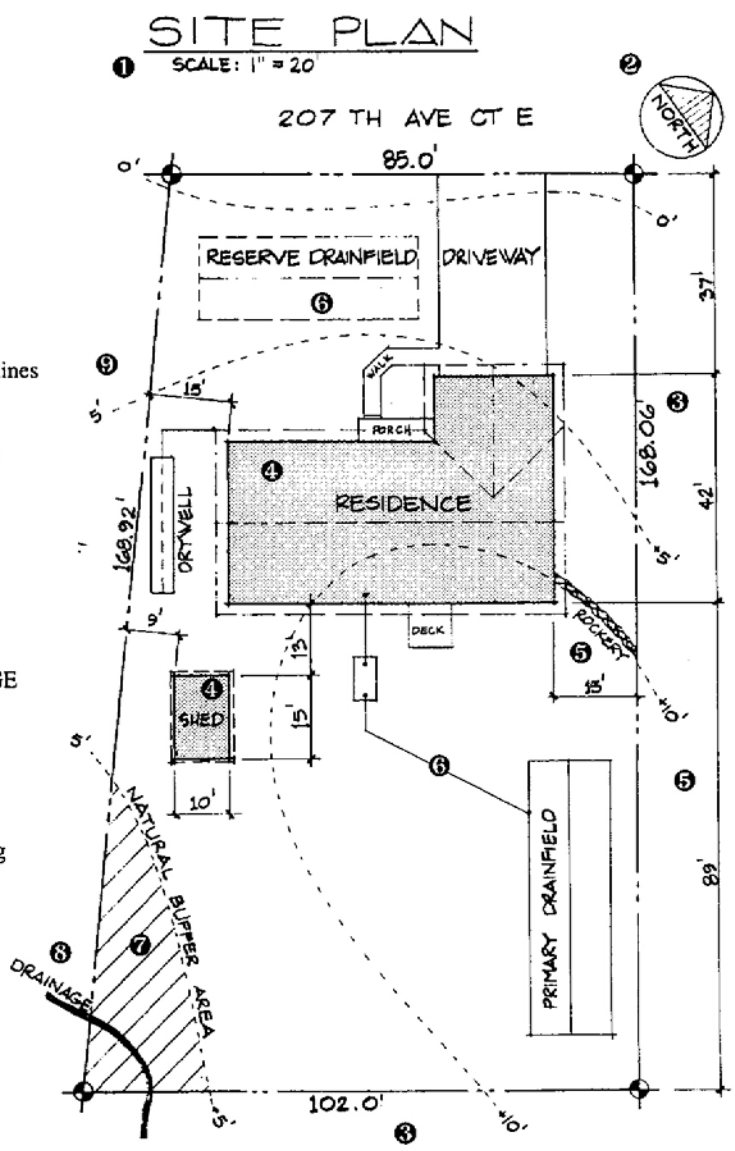
Application approved for processing by _____ on _____.

Zoning_____ Comp Plan Designation_____

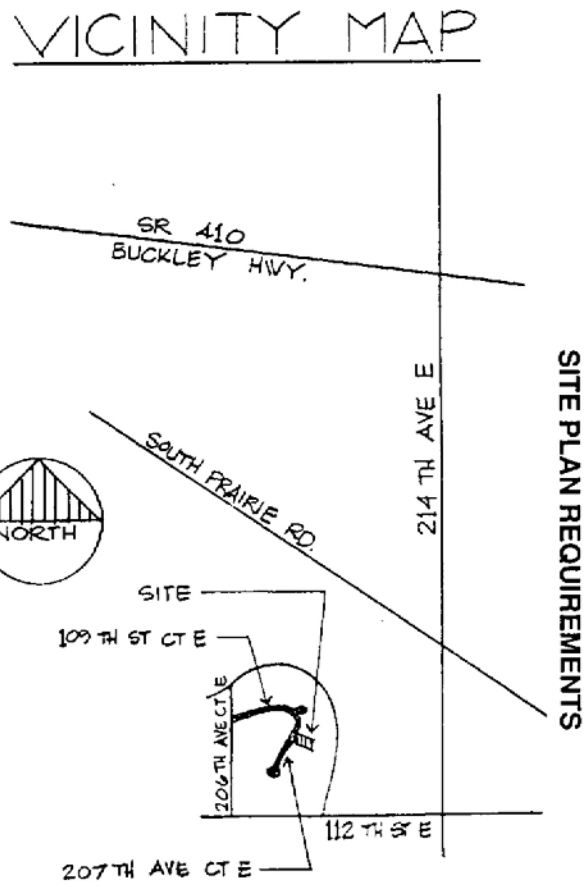
Site Plan Requirements

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 REQUIREMENTS