



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 mailed to the Benton County Planning Department, P.O. Box 910, Prosser WA 99350 or delivered to either 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.

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. If accessing onto a state highway or city street, contact the appropriate agency for access approval.
3. A Washington State Licensed Land Surveyor must prepare the short plat drawing. At your option, you may have the surveyor prepare and submit the application on your behalf, but the property owner(s)/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.
5. **PLEASE NOTE: ALL signatures and Notary stamps must be in permanent black marker. The Benton County Auditor will not accept mylars for recording with any colors other than black on them. Please make sure that Notary stamps have black ink made for use on mylars.**
6. **PLEASE NOTE THAT all hatching, Surveyor's stamps, Notary Stamps, etc. CANNOT obstruct any wording on the mylar per State Requirements.**

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.

NOTE: THE SHORT PLAT APPLICATION FEES OF \$350.00 IS NON REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR SHORT PLAT WILL BE APPROVED.

ENVIRONMENTAL REVIEW: If you are planning on short platting a previously 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 \$300.00 fee.**

Once it is determined that the proposed short plat is feasible, have the land surveyor draw up your proposal and submit **ten (10)** paper copies of the drawing, a completed Application Form, a title certificate, **the non-refundable fee** and an environmental checklist & application fee if required. Checks are to be made payable to the **Benton County Treasurer**.

PROCESSING SEQUENCE:

1. Once it has been determined that a complete application has been 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 submit your mylar for final review. Once the final review is complete the Auditor's recording fee will need to be submitted with checks being 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.

Any information submitted to the Benton County Planning/Building 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.

JURISDICTIONS TO BE CONTACTED BY THE APPLICANT

Benton County Planning Dept.

Planning Annex, 1002 Dudley Ave., Prosser WA 99350, Prosser - 786-5612, Tri-Cities - 736-3086

Benton County Building Dept.

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

The applicable irrigation district

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

Benton Franklin District Health Dept.

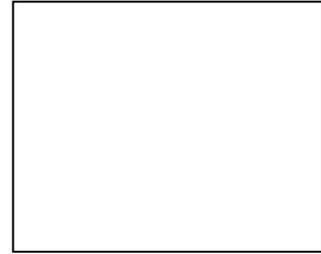
Kennewick Office - 460-4205 - 7102 W. Okanogan Pl., Kennewick WA 99336

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 PLANNING DEPARTMENT
SHORT PLAT APPLICATION**



FILE NO. _____

1. Applicant's Name _____
Address _____
Telephone _____

2. Owner's Name _____
Address _____
Telephone _____

3. Land Surveyor's Name _____
Address _____
Telephone _____

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

4. Parcel Number of proposed Short Plat:
____ - ____ - ____ - ____ - ____ - ____ - ____
Number of Lots in the proposed short plat _____

5. Total area involved _____
Environmental Checklist required YES _____ NO _____

6. 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: Frontier Telephone _____ CenturyLink Telephone _____
Natural Gas: Yes _____ No _____
Name of Utility _____
Irrigation: Yes _____ No _____
Name of Utility _____

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.

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

- a. A minimum of **ten (10) copies and one (1) reduced copy of the short plat map on 8 1/2 x 11 or 11 x 17 inch paper.**
- b. A recent title certificate (two months old or less).
- c. A completed application form.
- d. \$350.00 non-refundable application fee. **Please make check payable to the Benton County Treasurer**
- e. If an Environmental Checklist is required, a \$300.00 non-refundable application fee payable to Benton County Treasurer.

The recording fee payable to the Benton County Auditor will be due 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 _____