BENTON COUNTY PLANNING DEPARTMENT

INFORMATION PACKET FOR TEMPORARY DWELLING (TD) PERMIT APPLICATION

This Packet is designed to assist you in preparing your application for a Temporary 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 between 8 a.m. and Noon and 1 p.m. and 5 p.m. 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.**

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.

   TEMPORARY DWELLING PERMIT FEES:
   A temporary dwelling permit application fee of $100.00 must be submitted with the application. A $50.00 renewal fee will be charged after the first year and each year the permit is renewed. Please make the check payable to the Benton County Treasurer. This fee is not refundable.

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.

CRITERIA FOR TEMPORARY DWELLINGS (TD):

A temporary dwelling (TD) may be approved for the following situations only:

1. An individual is to receive or administer continuous care and assistance due to advanced age, illness or infirmity. Such care is being received or administered by a resident located in the existing dwelling. A letter from a physician substantiating a need for a person to receive or administer continuous care and assistance necessitated by advanced age, illness or infirmity may be required by the Planning Department.

2. A caretaker, hired hand or other employee working on the parcel in connection with an agricultural use of the premises. (A temporary dwelling approved under this category is for one year with a possible renewal for one more year. Two years maximum)

3. An owner in the process of building a permanent dwelling or placing a factory assembled structure (manufactured home) on a parcel. (A temporary dwelling approved under this category is for one year with a possible renewal for one more year. Two years maximum)

4. A caretaker living on the parcel for the purpose of caring for the existing dwelling and for making other improvements on the property while the owner is on vacation or is working out of the area. Only a self-contained recreational vehicle shall be used as a temporary dwelling. The caretaker may only reside on the parcel six months out of a twelve-month period.

The temporary dwelling must be located in such a manner as to comply with the comprehensive plan and meet all applicable county, state, and federal regulations (except density), lot size and the provisions as stated in BCC Section 11.52.060. The temporary dwelling shall meet the setback requirements applicable to other dwellings in the same zone.

A current vehicular license, if applicable, shall be maintained under this section. No more than one (1) temporary dwelling per parcel shall be authorized under this section and no rent or remuneration is to be paid for the occupancy of the temporary dwelling.

When the review of the temporary dwelling is complete, the Planning Department will approve, approve with conditions, or deny the application. The applicant will be notified by mail of the Planning Department's decision.

If the temporary dwelling to be placed on the property is a Factory Assembled Structure (manufactured home) and is located within the Rural Lands 5, Rural Lands 20, or GMA Agriculture Zoning Districts they will need to be constructed after June 15, 1976.

If the temporary dwelling to be placed on the property is a Factory Assembled Structure (manufactured home) and is 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**.**

APPEAL

The decision of the Planning Department to approve or disapprove a temporary dwelling permit may be appealed to the Hearings Examiner within fourteen (14) days following issuance of the decision. The Examiner will hold an open record hearing and 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 Examiner.

PERMIT RENEWAL/CONTINUATION/TERMINATION

A temporary dwelling permit shall be valid for one (1) year from the date of approval unless the permit has been terminated or revoked; or unless the permit has received a one-year renewal per the requirements of BCC Section 11.52.094(b). A temporary dwelling permit issued for a person to receive or administer continuous care and assistance due to age, illness, or infirmity may be continued on a year-to-year basis per BCC Section 11.52.094(c).

When a temporary dwelling is obtained for an owner in the process of building a permanent dwelling, the use of the temporary dwelling shall cease within ten (10) days of the new dwelling being issued an occupancy permit. All utilities shall be disconnected within thirty (30) days and the temporary dwelling shall be totally removed from the site within thirty (30) days.

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 1 p.m. to 5 p.m. Monday through Friday, except holidays.

JURISDICTIONS TO BE CONTACTED

B**enton County Planning Dept.**
Planning Annex,
P.O. Box 910, 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

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

Print Form

BENTON COUNTY PLANNING DEPARTMENT
APPLICATION FOR A
TEMPORARY DWELLING

File No. _____

For Office Use Only

1. Name of
   Applicant
   Street
   City, State Zip _____

Phone numbers: Work _____ Home _____

If you prefer to be contacted via e-mail
please list your e-mail address: _____

2. Name of Legal
   Owner
   Street
   City, State Zip _____

Phone numbers: Work _____ Home _____

3. Parcel Number(s) and legal description of property 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, RV, site built home and the **total number** of residences to be located on site)

_____

If the temporary dwelling to be placed on the property is a Factory Assembled Structure (manufactured home) and is located within the Rural Lands 5, Rural Lands 20, or GMA Agriculture Zoning Districts they will need to be constructed after June 15, 1976.

If the temporary dwelling to be placed on the property is a Factory Assembled Structure (manufactured home) and is 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. is constructed with a composition or wood shake or shingle, coated metal, or similar roof of nominal 3:12 pitch;

☐ 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. The property will be served by:

Water _____ Sewer _____

Power _____ Telephone _____

Irrigation _____ Natural Gas _____

7. Zoning classification: _____ 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:

_____

10. The temporary dwelling permit is being requested for the following reason: (Check one)

☐ An individual is to receive or administer continuous care and assistance necessitated by advanced age, illness, or infirmity. Such care is being received or administered by a resident located in the existing dwelling.

Name and Address of
Person(s) receiving care _____

☐ A caretaker, hired hand or other employee working on the parcel in connection with an agricultural use of the premises.

☐ An owner in the process of building a permanent dwelling or placing a manufactured home on the parcel. Provide the Building Permit/FAS Permit Number or date the application was submitted to the Building Dept.

_____

☐ A caretaker living on the parcel for the purpose of caring for the existing dwelling and for making other improvements on the property while the owner is on vacation or is working out of the area. Only a self-contained recreational vehicle shall be used as a temporary dwelling under this subsection.

11. Explain circumstances that necessitate the temporary dwelling.

_____

12. Type and size of temporary dwelling to be used: _____

13. Applicant has obtained the following permits and/or approvals. (ATTACH COPIES)

a. Benton-Franklin District Health Dept. ☐ YES ☐ NO

b. Municipality (water and/or sewer). ☐ YES ☐ NO

c. Other _____

14. Are there any existing temporary dwellings on the parcel now other then the one you are presently applying for? ☐ YES ☐ NO

15. Is any rent or other remuneration being paid for the location and/or occupancy of the temporary dwelling? ☐ YES ☐ NO

TEMPORARY DWELLING PERMIT FEES A temporary dwelling permit application fee of $100.00 must be submitted with the application. A $50.00 renewal fee will be charged after the first year each year the permit is renewed. Please make the check payable to the Benton County Treasurer. THIS FEE IS NOT REFUNDABLE.

IF YOU HAVE ANY ADDITIONAL COMMENTS PLEASE ATTACH THEM ON A SEPARATE SHEET OF PAPER.

When a temporary dwelling is obtained for an owner in the process of building a permanent dwelling, the use of the temporary dwelling shall cease within ten (10) days of the new dwelling being issued an occupancy permit. All utilities shall be disconnected within thirty (30) days and the temporary dwelling shall be totally removed from the site within thirty (30) days.

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. Please copy this page if there is more than on corporation partnership/LLC signature required.

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.

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.

FOR OFFICIAL USE ONLY:

Critical Area Review Completed by_____ on _____

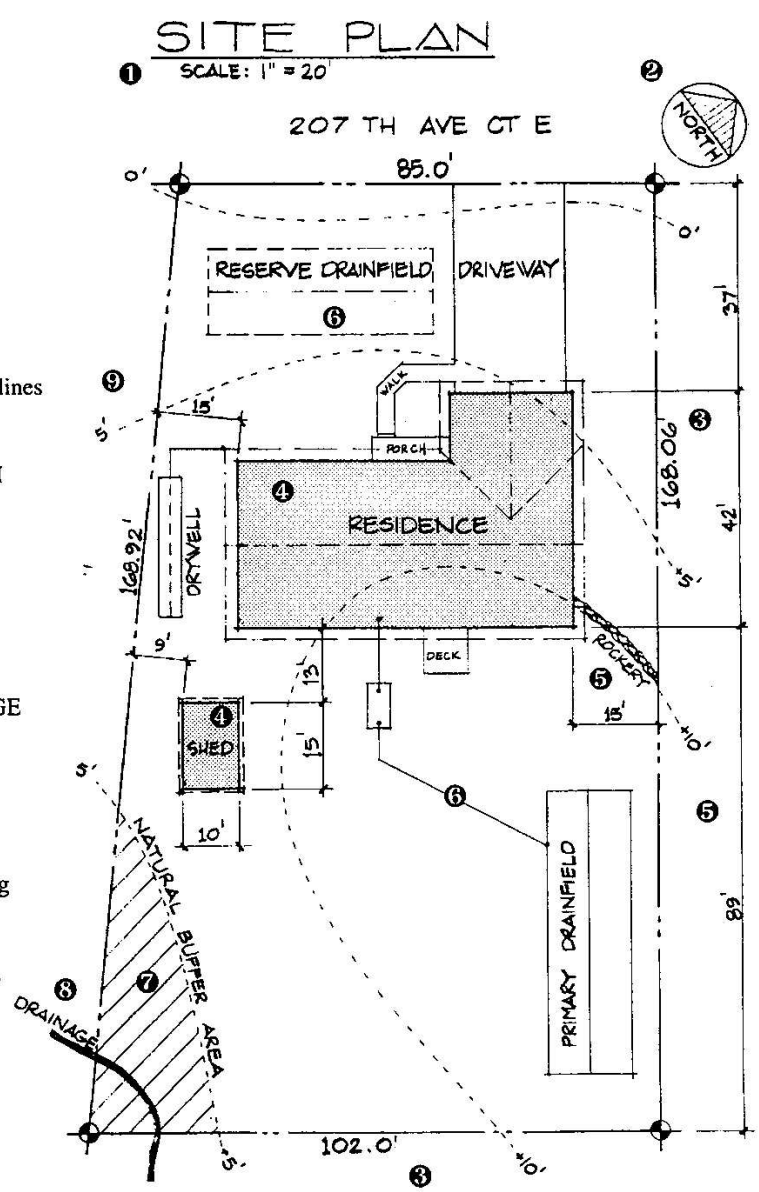
Application approved for processing by _____ on _____

Zoning _____ Comp Plan _____

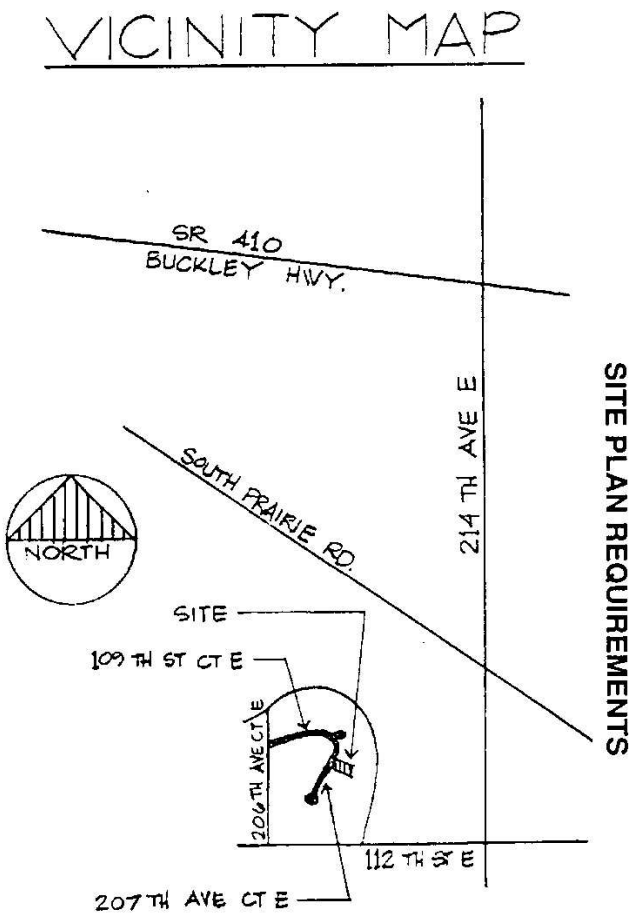
Site Plan Requirements

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