



Benton County Public Services

Civic Access – Apply for Plans

How to Begin a Plans Application?

- Click Apply and Select Plans
- Click Categories on the upper left side
- Select the type of Plan Application to submit

1. Type a plan name or keyword into the search bar to begin.

You may also browse using the plan-type buttons or select **All** to view everything.

Use **Show Categories** to filter applications by category or department.

Once you find the plan you need, click **Apply**.

2. Locations

Log in to Civic Access if you have not already done so. Then select your project location by clicking the plus sign on the blue card and waiting for the map to load. Search by address or parcel number and choose the correct option from the dropdown list.

Apply for Plan - Boundary Line Adjustment *REQUIRED

1 2 3 4 5 6 7
Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS
Please enter all parcel numbers associated with this request.

Type: Location
102808 E WISER PKWY,
Kennewick, WA 99338

Main Address ☒

Parcel Number
111882012958003

Main Parcel ☒

Remove

Location

Add Location

+

Create Template Save Draft Next

Click **Next** to Proceed to type.

3. Type

Plan type is locked because it was selected in the apply screen. If you need to apply for a different plan proceed to make your way to the apply tab and if you are unsure, please contact us.

You will need to enter a description of the project, please be detailed/specific.

Note: You can save the application as a draft.

Apply for Plan - Boundary Line Adjustment *REQUIRED

1 2 3 4 5 6 7
Locations Type Contacts More Info Attachments Signature Review and Submit

PLAN DETAILS
The Planning Administrator will review the information provided on the application and determine whether the record survey for boundary line adjustment complies with the requirements and limitations set forth in the Benton County Code 9.10. If all requirements of BCC 9.10 have been satisfied the Administrator may approve in writing the Boundary Line Adjustment request.

Upon approval of the Boundary Line Adjustment and prior to the recording of any documents (the quit claim deeds and excise tax forms must be submitted to the Planning Division for approval. The legal description will not be reviewed by the Planning Staff for accuracy. After review by the Planning Division, the applicant may take the deeds to the Treasurer's office to be processed and then on to the Auditor's office to be recorded. A copy of the recorded documents, including the record survey for boundary line adjustment, with the recording certificate affixed must be supplied to the Planning Division by the applicant.

CRITERIA FOR APPROVAL
The proposed Boundary Line Adjustment may only be approved if it complies with the requirements and limitations set forth below:

- (a) The record survey for boundary line adjustment and all legal descriptions of the existing and proposed lots have been prepared by a land surveyor registered in the State of Washington;
- (b) The boundary line adjustment may not result in the creation of any additional lots, sites, parcels, or tracts of land;
- (c) The boundary line adjustment may not result in the creation of nonconforming lots, sites, parcels or tracts of land with respect to lot area, lot depth, setbacks or lot coverage requirements set forth in Title 21 of the Benton County Code;
- (d) The degree of nonconformance of existing nonconforming lots, sites, parcels or tracts may not be increased with respect to lot area, lot depth, setbacks or lot coverage;
- (e) The boundary line(s) to be adjusted must be a common boundary line between two adjacent lots, sites, parcels or tracts;
- (f) The plan must not be inconsistent with any restrictions or conditions of approval for a recorded plat or short plat;
- (g) The boundary line adjustment must not result in the violation of the applicable building code, fire code, Benton Franklin Health Department regulation or any other locally administered applicable regulation; and
- (h) The boundary line adjustment must not result in a lot, site, parcel or tract that does not have legal access to a public road.

* Please Note: Irrigation improvements may be required if the parcel is served by an Irrigation District. Please contact your Irrigation District's office directly to ensure that the proposed boundary line adjustment complies with their regulations.

* Plan Type: Boundary Line Adjustment

Description

Back Create Template Save Draft Next

Click **Next** to Proceed to Contacts.

4. Contacts

The first contact card auto-fills with the applicant's information. A property owner contact may also be required. Add any additional contacts as needed and be sure to select the correct contact type.

Apply for Plan - Boundary Line Adjustment *REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS
If you have any questions, please email our office at planning.department@co.benton.wa.us or call our office at 509-786-5612.

Applicant



Address: 7122 W Okanogan Pl
Building E, Kennewick, WA,
99336

Select Type

Select Type

- Agent
- Applicant
- Contractor
- Developer
- Engineer
- Property Owner
- Surveyor

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Click **Next** once contacts have been added.

5. More info

Where we gather information unique to each application type.

Apply for Plan - Boundary Line Adjustment *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO
APPEALS
Any decision regarding the approval/denial of a boundary line adjustment may be appealed to the Benton County Hearings Examiner subject to the requirements in Benton County Code 9.10.070.
EXPIRATION
Preliminary approval of a boundary line adjustment shall expire one (1) year from the date of approval if the conditions of approval have not been satisfied.

Parcel Information [Next Section | Top | Main Menu](#)

Total Acreage

Present Use

Number of Lots

*Access

Additional Comments

Click **Next** once all fields have been filled out.

6. Attachments

Upload documents for plan review (see Drawings for Permit Plan Review-Naming Convention). Add supporting documents that may be needed to support the application.

Apply for Boundary Line Adjustment REQUIRED

✔
 Locations

✔
 Type

✔
 Contacts

✔
 More info

6
Attachments

7
 Signature

8
 Review and Submit

Attachments

Record Survey for Boundary Line Adjustment – Prepared by a licensed Washington State Land Surveyor. Record survey requirements can be found in Benton County Code 9.10.050 Two (2) reduced copies measuring no larger than 11" x 17", and an electronic copy (PDF) of the record survey are required with the application submission.

Verified documentation that legal action has been provided to all lots.

\$200 Boundary Line Adjustment Fee – When invoiced, the fee may be paid through the portal or sent to our Kennewick Office. Checks made payable to the Benton County Treasurer. All application fees are non-refundable.

Benton-Franklin Heath District Letter (if required) – Written verification from the Benton-Franklin Health District (BFHCD) indicating the proposed boundary line adjustment will not create or result in a lot that does not meet current minimum lot size standards for lots containing or proposing on-site sewage systems; encumber, damage or destroy either the existing on-site sewage disposal system or any replacement/repair system area for any lots contained within the BFLA or cause any part of the on-site sewage system or its replacement area, to be contained on any parcel, other than the parcel on which the sewage originates.



Record Survey

Survey_v1.pdf
Size: 1.37 MB

Remove

Select Type

+

Supported: pdf, doc, docx, xls, xlsx, ppt, pptx, png, jpg, jpeg, gif, tiff, eps, ai, indd, psd, zip, rar, 7z, tar, gz, deb, rpm, iso, dmg, exe, msi, vst, vstx, vba, vcl, etc.

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Create Template
Save Draft
Next

Click **Next** once documents have been uploaded.

7. Signature

Type your initials, then sign in the box either by drawing your signature or by selecting “Enable Type Signature.”

If you choose “Enable Type Signature,” type your name in the field to the right and it will appear in the signature box.

Apply for Plan - Boundary Line Adjustment REQUIREMENTS

✔
Locations

✔
Type

✔
Contacts

✔
More Info

✔
Attachments

1
Signature

1
Review and Submit

SIGNATURE

I hereby authorize the filing of this application and certify under penalty of perjury that the information contained in this application is complete and correct to the best of my knowledge. Further, I hereby grant Benton County staff or representatives to enter my property during the course of this review to inspect my property as needed.

If the property is owned by a trust, corporation, or LLC, please attach the Entity Owner Declaration documentation [\(found here\)](#) showing that the person signing on behalf of the property owner(s) has the authority to sign on behalf of the trust, corporation, or LLC. If there are multiple owners, provide an attachment in the same format and with the same declarations. [\(Please attach a copy of the b/laws authorizing said officer to act on behalf of the entity\)](#)

If the person submitting the application is doing so as an agent of the property owner(s), please attach the Owners Declaration [\(found here\)](#) showing that the property owner is aware and gives their permission for the agent to submit the application on their behalf. If there are multiple owners, provide an Owners Declaration for each owner.

I understand that any information submitted to the Benton County Planning Division is subject to public records disclosure laws for the State of Washington (RCW Chapter 42.17) and all other applicable laws that may require the release of the documents to the public.

* Please type your name as consent to electronically sign this application.

J3

Enable Type Signature ✎

June, 08 2026



✕

Clear

Back
Create Template

Save Draft
Next

Click **Next** once signature has been added.

8. Review and Submit

You should see all green checks. If you missed something you will be prompted to fix it

Before submitting scroll all the way down and verify all information.

Apply for Plan - Boundary Line Adjustment *REQUIRED

✓

✓

✓

✓

✓

✓

1

Locations

Location102808 E WISER PKWY, Kennewick, WA 99238

Parcel Number111882012958003

Basic Info

TypeBoundary Line Adjustment

Description

Applied Date06/08/2026

Contacts

Applicant

Address: 7122 W Okanogan Pl Building E, Kennewick, WA., 99236

Submit

Locations	Location	102808 E WISER PKWY, Kennewick, WA 99238
	Parcel Number	111882012958003
Basic Info	Type	Boundary Line Adjustment
	Description	
	Applied Date	06/08/2026
Contacts	Applicant	
	Address:	7122 W Okanogan Pl Building E, Kennewick, WA., 99236

Click **Submit** once all information has been verified.

If the application was submitted correctly, you should see a success screen like the one below.

✓ Your application was successfully submitted!

Thank you for your application submittal. The Planning Administrator will review the information provided on the application and determine whether the record survey for boundary line adjustment complies with the requirements and limitations set forth in the Benton County Code 9.10.

Continue to plan

Click **Continue to Plan**

Plan Number: BLA-2026-0006

Plan Details | Tab Elements | Main Menu

Type: Boundary Line Adjustment	Status: Submitted - Online	Project Name:
IVR Number: 100533	Applied Date: 06/08/2026	Expiration Date: 06/08/2027
District:	Assigned To:	Completion Date:
Description:		

Summary

Locations

Fees

Attachments

Contacts

Sub-Records

More Info

Progress

0% Completed

Completed

In Progress

Not Started

Fees

\$0.00

View Details

Workflow

☐ Confirm application complete

☐ Invoice Fees

☐ Fees Paid

☐ Complete Letter

☐ Incomplete Letter

☐ Planning Review

☐ Preliminary Approval Letter- Plan

☐ Date of Site Visit - Plan

☐ Photos uploaded to record-Plan

Available Actions

No Actions

You can now see your plan application and all related workflow, attachments, invoices, fees owed and fees paid along with other pertinent information on your dashboard on Civic Access.