



## **TEMPORARY DWELLING INFORMATION**

### **WHAT IS A TEMPORARY DWELLING?**

The placement of a recreational vehicle (RV) or a manufactured home/factory assembled structure (FAS) temporarily on a property intended to alleviate certain hardships including: cases of continuous care/assistance, temporary housing for an employee working in connection with an agricultural use, temporary housing for an owner in the process of building a permanent home, or a caretaker looking after an existing dwelling or property.

### **THE PROCESS**

After a completed Temporary Dwelling application is submitted, the application will be sent out for review and comment to local and State agencies. If there are no objections, the Planning Administrator will review the information submitted to ensure the proposal meets the requirements in Benton County Code 11.42.110 and either approve, approve with conditions, or deny the application.

### **CRITERIA FOR APPROVAL**

Temporary dwellings authorized shall meet the following minimum criteria:

1. The parcel upon which the temporary dwelling is to be placed shall be of such configuration, and the temporary dwelling shall be located in such a manner to comply with the comprehensive plan and all applicable county, state and federal regulations, except density, lot size and the provisions in BCC Title 11.
2. The temporary dwelling shall be designed, constructed and maintained in a manner which will facilitate its removal on termination of the permit. Temporary dwellings shall include recreational vehicles and manufactured homes.
3. A current vehicular license, if applicable, shall be maintained.
4. No more than one (1) temporary dwelling per parcel shall be authorized.
5. No rent or other remuneration is paid for the occupancy of the temporary dwelling.
6. The public health, safety and general welfare will not be adversely affected.
7. Setback requirements applicable to other dwellings in the same zone must be met.
8. The temporary dwelling must be located no closer to the front property line than the primary dwelling.

### **APPEALS**

Temporary Dwelling decisions may be appealed to the Benton County Hearings Examiner.

### **EXPIRATION**

A Temporary Dwelling permit is valid for one (1) year or until the termination of the conditions authorizing the Temporary Dwelling, whichever occurs first. A Temporary Dwelling permit issued for a caretaker of a parcel shall be valid for no more than six (6) months.

### **RENEWAL**

A Temporary Dwelling permit may be renewed according to the provisions outlined in Benton County Code 11.42.110(g).



## TEMPORARY DWELLING CHECKLIST

Applicant   Staff

- |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Completed Temporary Dwelling Application</b> – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted.                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Site Plan Map</b> – A detailed map drawn to scale showing: boundary lines and dimensions of the property; location and size of all existing and proposed structures; driveway and access easements that serve the property; adjacent roads; wells; septic systems; easements; and parking areas. <i>No site plans larger than 11" x 17" and only maps drawn in <b>black ink</b> will be accepted.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>\$200.00 Temporary Dwelling Permit Fee</b> – The fee must be paid at the time of application submittal, cash or checks accepted. Checks made payable to the <b>Benton County Treasurer</b> . All application fees are non-refundable.                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Doctor's Letter</b> <i>(If applicable)</i> – Verifying a medical need for continuous care.                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Written Approval</b> – Documentation of approval of proposed method of water supply and sewage disposal by the appropriate governmental agency.                                                                                                                                                                                                                                                       |

Applications may be submitted between the hours of 8am-12pm and 1pm-5pm Monday through Friday to the Planning Division at 102206 E Wiser Parkway, Kennewick, WA 99338.

Please contact the following departments/agencies to ensure your proposal will be in compliance with their regulations:

- **Benton-Franklin Health District**  
7102 W. Okanogan Place, Kennewick, WA 99336  
Phone: 460-4205
- **Benton County Road Department**  
620 Market Street, Prosser, WA 99350  
Prosser: 786-5611 • Tri-Cities: 735-3084
- **Benton County Building Division/ Fire Marshal**  
102206 E Wiser Parkway, Kennewick, WA 99338  
Phone: 735-3500



## TEMPORARY DWELLING PERMIT APPLICATION

Application No. \_\_\_\_\_

### APPLICANT INFORMATION

Please check the box indicating primary contact person for this application

☐ **Applicant/Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Property Owner(s)** (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If there are additional owners please copy this section, sign, and attach to the application*

**If the property is owned by a corporation, trust, partnership or LLC please complete the entity signature block below showing that the person signing has the authority to sign on behalf of the company.**

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### ENTITY SIGNATURE BLOCK

If the applicant or legal owner of the property is a corporation, partnership, trust or LLC use the following signature block.

**Applicant/Legal Owner:** \_\_\_\_\_

Officer name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THE ABOVE SIGNED OFFICER OF \_\_\_\_\_ (name of entity)

WARRANTS AND REPRESENTS THAT ALL NECESSARY LEGAL AND CORPORATE ACTIONS HAVE BEEN DULY UNDERTAKEN TO PERMIT \_\_\_\_\_ (name of applicant) TO SUBMIT THIS APPLICATION AND THAT THE ABOVE SIGNED OFFICER HAS BEEN DULY AUTHORIZED AND INSTRUCTED TO EXECUTE THIS APPLICATION.

PARCEL INFORMATION

1. Subject property address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

2. Parcel number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

3. A temporary dwelling permit is being requested for:

- ☐ 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 Division.

Building permit number/Date submitted: \_\_\_\_\_

- ☐ A caretaker living on the parcel while the owner is on vacation or is working out of the area.  
*Only a self-contained recreational vehicle (RV) may be used as a temporary dwelling under this category.*

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

- ☐ An individual to receive or administer continuous care and assistance necessitated by advanced age, illness, or infirmity. **Attach documentation from a doctor verifying a need for continuous care.**

Name of individual needing assistance: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Further explanation for selection above: \_\_\_\_\_

4. Name of person(s) living in the temporary dwelling? \_\_\_\_\_

5. Will the temporary dwelling be a: ☐ Recreational Vehicle (RV) ☐ Manufactured Home

6. What is the model/year of the proposed RV/manufactured home? \_\_\_\_\_

7. Size and dimensions of the temporary dwelling: \_\_\_\_\_

8. Are there any other temporary dwellings currently located on the parcel? ☐ Yes ☐ No

9. Is there an accessory dwelling unit (ADU) currently permitted on the parcel? ☐ Yes ☐ No

10. How many residences are currently on the property? \_\_\_\_\_

11. Is rent being charged for the location/occupancy of the temporary dwelling? ☐ Yes ☐ No

12. Have the following approvals/permits been obtained?

a) Benton-Franklin Health District: ☐ Yes ☐ No ☐ N/A

b) Municipality (water/sewer): ☐ Yes ☐ No ☐ N/A

13. Will the temporary dwelling be placed in one of the following zoning districts? ☐ Yes ☐ No

☐ Community Center Residential ☐ Urban Growth Area Residential ☐ Rural Lands 1

*If yes, please answer the following regarding the characteristics of the manufactured home:*

a) The manufactured home is new and has not been previously titled or occupied; ☐ Yes ☐ No

b) It has at least two fully enclosed parallel sections each not less than 12 x 36 ft; ☐ Yes ☐ No

c) Is constructed with a composition, wood shake, shingle, coated metal or similar roof; ☐ Yes ☐ No

d) Has exterior siding similar in appearance to materials used on conventional site-built homes; ☐ Yes ☐ No

e) Has a permanent foundation and the bottom of the home is to be enclosed by concrete or an approved concrete product; ☐ Yes ☐ No

f) The manufactured home is thermally equivalent to the state energy code. ☐ Yes ☐ No

IF FURTHER EXPLANATION IS NEEDED FOR ANY OF THE ABOVE QUESTIONS, PLEASE ATTACH ADDITIONAL PAGES.

**(FOR STAFF USE ONLY)**

Access: Y N

Application Complete: Y N

Critical Areas: N Y: \_\_\_\_\_ Zoning: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_