



## PRELIMINARY PLAT INFORMATION

### **WHAT IS THE DIFFERENCE BETWEEN A PRELIMINARY PLAT AND A SUBDIVISION?**

A subdivision is the land use process that provides general approval of the division or re-division of land into 5 or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership or development. A preliminary plat is the drawing (map) of a proposed subdivision showing the layout of lots, streets, utilities, and other elements of a subdivision.

### **THE PROCESS**

A Preliminary Plat normally involves having a pre-application meeting with County Planning Staff to discuss the application, answer questions, and resolve any issues at the front end of the process. After a completed Preliminary Plat application has been submitted, the application will be reviewed by staff and a letter of completion will be sent to the applicant. An Environmental Checklist application must be submitted concurrently with the Preliminary Plat application. During the review period, local and state agencies are notified of the proposed plat and given the opportunity to review the proposal and submit comments and/or requirements. A notice of application will be published in the local newspaper and sent to the owners of neighboring property within 300 feet of the subject property. After the 14-day comment period has expired for the notice of application, a threshold determination can be made for the Environmental Checklist application.

A public hearing will then be conducted, at which time the application will be heard by the Benton County Planning Commission and the public will have an opportunity to comment on the proposal. The Planning Commission will review all of the information submitted and make a recommendation to the Board of County Commissioners to either approve, approve with conditions, or deny the application. The Board of County Commissioners will then make a final determination regarding the approval/denial of the application during a closed record hearing.

### **CRITERIA FOR APPROVAL**

Prior to making any recommendation for approval, the Planning Commission shall make the following written findings:

1. That the proposed subdivision conforms with the Benton County Comprehensive Plan, any applicable zoning requirements and other applicable land use controls;
2. That the County Engineer, or designee, has provided a written representation that the proposed subdivision provides adequate means of access and conformance with the road and drainage requirements of Benton County;
3. That the proposed subdivision meets the requirements of BCC 9.05;
4. That the public interest will be served by the proposed division and dedication;
5. That appropriate provisions are made for the public health, safety, and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water, sanitary wastes, parks and recreation, playgrounds, schools, schoolgrounds, and sidewalks;
6. That the Benton-Franklin Health District has reviewed the proposed subdivision for compliance with its rules and regulations and has not expressed objection to the proposed subdivision; and,
7. If any portion of the proposed subdivision is located within an irrigation district and that the applicant has complied with RCW 58.17.310 as it now exists or is hereafter amended.

### **APPEALS**

Any decision is appealable under the terms and conditions as set forth in State law.

### **EXPIRATION**

Preliminary plats approved on or after January 1, 2015 shall be valid for a period of five (5) years from the date of approval by the Benton County Board of Commissioners.



## PRELIMINARY PLAT CHECKLIST

Applicant    Staff

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Completed Preliminary Plat Application</b> – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Preliminary Plat Map</b> – Prepared by a licensed Washington State Land Surveyor. Plat map requirements can be found in Benton County Code 9.05.060. <b>Forty (40) full sized copies, one (1) reduced copy</b> measuring no larger than 11” x 17”, and <b>an electronic copy (PDF)</b> of the preliminary plat are required with the application submission. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Recent Title Report</b> – No more than two months old, a copy of the title report shall show the names of anyone with ownership interest in the land being subdivided and any easements on the property.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Benton-Franklin Heath District Letter</b> – Written verification from the Benton-Franklin Health District that the applicant has provided all necessary information to enable the Health District to review and make recommendations on the proposed site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Hydrology Report</b> – A preliminary report with information required by the Benton County Road Department. Hydraulic calculations shall be based on the Stormwater Manual for Eastern Washington using a minimum of a 25-year return frequency storm event.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>\$1000.00 + \$50 per lot Preliminary Plat 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>\$500.00 Environmental Checklist Fee</b> – Environmental Checklist application (SEPA) must be submitted concurrently with the Preliminary Plat application.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Written approval</b> to supply the appropriate service from a city or water purveyor if the property is to be served by a public water supply and/or sewer system.   |

**Please note:** For properties within one hundred and fifty (150) feet of a hazardous product transmission pipeline, written documentation that the owner/operator of the pipeline has been contacted by the applicant and is aware of the proposed project.

Please contact the following departments/agencies to ensure your proposal will be in compliance with their regulations for platting property in Benton County:

**Benton-Franklin Health District**

7102 West Okanogan Place  
Kennewick, WA 99336  
(509) 460-4205

**Benton County Public Works Department**

620 Market Street    OR    102206 E Wiser Parkway  
Prosser, WA 99350    Kennewick, WA 99338  
(509) 786-5611    (509) 735-3084



## PRELIMINARY PLAT 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*

**Land Surveyor:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_ Work: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**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.**

### 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. Acreage** \_\_\_\_\_

4. **Present use of property:** \_\_\_\_\_

5. **Proposed name of subdivision:** \_\_\_\_\_

6. **Number of lots:** \_\_\_\_\_ **Smallest lot area:** \_\_\_\_\_ **Average lot area:** \_\_\_\_\_

7. **Length of public streets:** \_\_\_\_\_ **Total acreage of public streets:** \_\_\_\_\_

8. **Will this plat be finalized in phases?**  Yes  No *If yes, how many phases?* \_\_\_\_\_  
*\*Please include a phasing plan with the application.*

9. **Access:**  County Road  State Road/Highway  Private Road

10. **Utilities:** *Power:*  Benton PUD  Benton REA

*Sewer:*  Septic Tank  City Sewer: (Provider) \_\_\_\_\_

*Water:*  Individual Wells  One well serving 2-4 lots  One well serving 5+ lots  
 Private System (Provider & Address) \_\_\_\_\_

City System (Provider) \_\_\_\_\_

*Gas:*  No  Yes: (Provider) \_\_\_\_\_

*Cable:*  No  Yes: (Provider) \_\_\_\_\_

*Phone:*  No  Yes: (Provider) \_\_\_\_\_

*Irrigation:*  No  Private  District: (Provider) \_\_\_\_\_

*School District:* \_\_\_\_\_

11. **Additional comments or information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>(FOR STAFF USE ONLY)</b>	Access: Y    N	Application Complete: Y    N
Critical Areas: N    Y: _____	Zoning: _____	
Reviewed by: _____	Date: _____	

Any information submitted to the Benton County Planning Division 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.