



Zone Change Information

What is a Zone Change?

A zone change is a proposal to change a parcel of land from one zoning district to another zoning district.

The Process

A Zone Change application 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. Next, a completed Zone Change application and Environmental Checklist are submitted along with the appropriate application fees. A Notice of Application will be sent out for review to local and State agencies as well as neighbors within 300 feet of the subject property. The application is then advertised in the local newspaper and a public hearing before the Benton County Planning Commission is conducted at which time the public will have opportunity to comment. The Planning Commission will then make a recommendation to the Benton County Board of Commissioners who will review all the information submitted and determine if the zone change will be approved or denied.

Appeals

If the Planning Commission recommends that the request be approved or denied, the applicant or any party with standing may appeal the decision to the Board of County Commissioners by filing a written notice of appeal with the Secretary of the Planning Commission within fourteen (14) days from such recommendation.



ZONE CHANGE CHECKLIST

ALL DOCUMENTS SUBMITTED MUST BE COMPLETED IN BLACK INK

- | <u>Applicant</u> | <u>Staff</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Zone Change Application – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity Map – That shows the property boundaries, existing streets, roads and their names. <i>No site plans larger than 11" x 17" and only maps drawn in black ink will be accepted.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | \$1000.00 Zone Change Fee – The fee must be paid at the time of application submittal, cash or checks accepted. Checks made payable to the Benton County Treasurer . All application fees are non-refundable. |
| <input type="checkbox"/> | <input type="checkbox"/> | \$500.00 Environmental Checklist Fee <i>(if require)</i> – Environmental Checklist application must be submitted concurrently with the Zone Change Application. Please contact the Planning Division for assistance in determining if your proposal requires an Environmental Checklist. |
| | | ■ 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. |



ZONE CHANGE 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.

ENTITY SIGNATURE BLOCK

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

Applicant/Legal Owner:

Officer name:

Title:

Signature: _____ 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.

9. Affect the proposed change will have on adjacent property and on the Comprehensive Plan? _____

10. Affect on the property owner(s) if the request is not granted? _____

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

(For Staff Use Only)

Access: Y N

Application Complete: Y N

Critical Areas: N Y: _____

Zoning: _____

Reviewed by: _____

Date: _____

Revised 9-2025