



PRELIMINARY PLAT AMENDMENT INFORMATION

What is a Preliminary Plat Amendment?

When a property owner seeks to alter/amend an approved preliminary plat prior to the submission of a final plat. There are two categories of Preliminary Plat Amendments: Minor Amendments and Major Amendments.

The Process

After a completed Preliminary Plat Amendment application is submitted, the application will go to the Planning Administrator for review. The Administrator will make a determination if the application is either a Minor Amendment or a Major Amendment based on the criteria below. The application may be sent out for review to local and State agencies.

Minor Amendment

Minor Amendments may only address changes to an approved preliminary plat that the administrator determines to fall within the scope of the original approval and do not have the likely potential to increase impacts to governmental agencies or surrounding properties.

All minor amendment applications and any Planning Division recommendations shall be sent to the Planning Commission to provide comments on the proposal. After reviewing Planning Commission comments (if any), the Administrator has the authority to approve or deny the proposed Minor Amendment and may impose additional or altered conditions to assure the proposal conforms with the intent of the Benton County Comprehensive Plan, other applicable County codes, and State laws.

Major Amendment

Any additions or expansions proposed through minor amendments that exceed the criteria requirements below shall be reviewed as a Major Amendment. Any amendment that requires a supplementary permit other than those granted in conjunction with the original preliminary plat, must obtain the permit before the proposed Major Plat Amendment is granted.

The Planning Division shall send notification to surrounding property owners within 300 feet of the subject property. A public hearing will then be conducted, at which time the application will be heard by the Planning Commission and the public will have the opportunity to comment on the proposed amendment. The Planning Commission will review all the information submitted, then make a recommendation to the Board of County Commissioners. At a closed record hearing, the Board of County Commissioners will review the Planning Commission's recommendation before making a determination to approve, approve with conditions, or deny the application.

Criteria for Approval

All proposed Minor Amendments shall meet the following requirements:

- The proposal does not result in a change of use of any proposed lot from what was identified in the original approval;
- There are no proposed changes to conditions of approval;

Criteria for Approval *(Continued)*

- Proposed changes to the proposal will not modify the intent of the original decision or result in increased storm water, traffic, open space, noise or any other type of impacts to the surrounding property owner;
- The perimeter boundary of the original site is not being increased;
- The change does not increase the number of residential lots, residential units, or residential density;
- The proposed change does not increase the number of dwelling units on any lot created by the plat;
- The proposal does not reduce the designated buffers or open space set forth in the preliminary plat;
- Access points identified on the preliminary plat are not reduced, increased or significantly altered;
- The amendment will not negatively impact the future owners of the lots, tracts or parcels created by the subdivision; and,
- The proposal does not reduce required setbacks.

Appeals

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



PRELIMINARY PLAT AMENDMENT CHECKLIST

ALL DOCUMENTS SUBMITTED MUST BE COMPLETED IN BLACK INK

Applicant

Staff

- | | | |
|--------------------------|-------------------------------------|---|
| ☐ | ☐ | Completed Preliminary Plat Amendment Application – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted. |
| ☐ | ☐ | Copy of Approved Preliminary Plat Map – Showing proposed amendments. Please highlight the area(s) to be amended. |
| ☐ | ☐ | Permit Fees – 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. <ul style="list-style-type: none">• \$150 – Minor Preliminary Plat Amendment• \$500 – Major Preliminary Plat Amendment |
| | ☒ | 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: <ul style="list-style-type: none">• Benton-Franklin Health District
7102 W. Okanogan Place, Kennewick, WA 99336
Phone: 460-4205• Benton County Building Division
102206 E Wiser Parkway, Kennewick, WA 99336
Prosser: 786-5622 • Tri-Cities: 735-3500• Benton County Road Department
620 Market Street, Prosser, WA 99350
Prosser: 786-5611 • Tri-Cities: 735-3084 |



PRELIMINARY PLAT AMENDMENT 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: _____

additional owners please copy this section, sign, and attach to the application

☐ **Land Surveyor/Engineer:** _____
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 please 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 _____ TO SUBMIT THIS APPLICATION AND THAT
THE ABOVE SIGNED OFFICER HAS BEEN DULY AUTHORIZED AND INSTRUCTED TO EXECUTE THIS
APPLICATION.

PARCEL INFORMATION

1. **Name of plat to be amended:** _____

2. **File number of plat to be amended:** _____

3. **Parcel number:** __ ☐ __ __ __ __ __ ☐ __ __ __ __ __ ☐ __ __ __ __ __ ☐ __ __ __ __ __

4. **List amendments being requested, please be specific.** List conditions of approval being amended or deleted: _____

5. **Explain the reason for the requested amendment:** _____

6. **Additional comments or information:** _____

(For Staff Use Only)

Amendment Type: ☐ Major ☐ Minor

Access: Y N

Application Complete: Y N

Critical Areas: N Y: _____

Zoning: _____

Reviewed by: _____

Date: _____