



FINAL PLAT APPLICATION CHECKLIST

Applicant Staff

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Completed Final Plat Review Form – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted. |
| ☐ | ☐ | Final Plat Map – Prepared by a licensed Washington State Land Surveyor. Plat map requirements can be found in Benton County Code 9.07.080. Ten (10) full sized copies, one (1) reduced copy measuring no larger than 11" x 17", and an electronic copy (PDF) of the preliminary plat are required with the application submission. |
| ☐ | ☐ | Written verification that road and utility plans have been prepared and submitted to the Benton County Engineer. |
| ☐ | ☐ | Recent Title Report – 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. |
| ☐ | ☐ | Benton-Franklin Heath District Letter – Written verification from the Benton-Franklin Health District that it has reviewed the final plat and that the applicant has included all necessary information and notes on the final plat as directed by the BFHD. |
| ☐ | ☐ | Field and Computation Notes – Complete field and computation notes showing original or reestablished corners and descriptions as required in BCC 9.07.020(b)(6). |
| ☐ | ☐ | Digital CAD File of Plat – A copy of the digital CAD file for the final plat is required with the application submission. |
| ☐ | ☐ | \$300.00 Final Plat Review 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. |

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.

Any information submitted to the Benton County Planning Division is subject to public records disclosure law for the State of Washington (RCW Chapter 42.56) and all other applicable law that may require the release of the documents to the public.



FINAL 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/officer) 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 preliminary plat: _____
2. Year of preliminary plat approval: _____
3. Parcel number: _ ☐ _ _ _ _ _ ☐ _ _ _ _ _ ☐ _ _ _ _ _ ☐ _ _ _ _ _
4. Proposed name of subdivision: _____
5. Phasing approved: ☐ Yes ☐ No
 - a. *This plat is phase* _____ *of* _____
6. Acreage of preliminary plat: _____
7. Acreage of this plat: _____
8. Number of lots approved: _____
9. Number of lots in this phase: _____
10. Smallest lot area: _____
11. Average lot area: _____
12. Length of public streets: _____
13. Total acreage of public streets: _____
14. Additional comments or information: _____

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