



# Franklin County

## Planning and Building Department

Jerrod B. MacPherson—Director

### PLANNING DIVISION

#### BINDING SITE PLAN APPLICATION REQUIREMENTS

- Land Development Application.
- \$350.00 Binding Site Plan Fee. **Checks made payable to the Franklin County Planning and Building Department.**
- \$150.00 SEPA Fee: **Checks made payable to the Franklin County Planning and Building Department.** A completed State Environmental Policy Checklist shall be completed and submitted with this application.
- \$80.00 Variance Report Fee: **Check made payable to the Franklin County Assessor's Office.** *An applicant **does not** need to contact the Assessor's Office to obtain this report.* At the time of application, the Planning Division will request the report from the Assessor's Office. The report includes the Adjoining Property Owners Names and Addresses (500 feet within an Urban Growth Area or one (1) mile outside an Urban Growth Boundary). As an alternative to the Assessor's Office, an applicant may also obtain this report from a licensed title company.

*Please note....the typical 30 day review period requirement for a binding site plan **will not begin** until this Variance Report is completed.*

- From a Licensed Title Company: A title certificate showing the vested owner and other who have interest in the property. This shall be generated within 30 days of applying for the Binding Site Plan.
- Eleven (11) Copies: 10 copies of the plat map from a registered surveyor and 1 copy in a digital or electronic format (disk, cd, or e-mail).
- Written approval from the Benton-Franklin Health Department (7102 West Okanogan Place, Kennewick, WA – (509) 460-4205) prior to application submittal to Planning Department.

- All application requirements shall be submitted to the Planning Division.
- A 'complete' application for binding site plan review shall be approved with conditions, returned to the applicant for modifications or denied within 30 days of receipt by the Planning Division.
- See Chapter 9, Binding Site Plans, for additional specifications for this application process.

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### PLANNING DIVISION LAND DEVELOPMENT APPLICATION

Application Number: \_\_\_\_\_

**Applicant/Representative:**

Existing Land Use Zoning District(s):  
\_\_\_\_\_

Name: \_\_\_\_\_

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

Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Cellular(\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Site Address: \_\_\_\_\_

**Owner(s):** (attach additional sheet if necessary)

Total Acreage Involved: \_\_\_\_\_

Name: \_\_\_\_\_

Source of Water: \_\_\_\_\_

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

Source of Irrigation: \_\_\_\_\_

Sewage Disposal System: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Source of Power: \_\_\_\_\_

Cellular: (\_\_\_\_) \_\_\_\_\_

Comprehensive Plan: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Description of Improvements on Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing Use of Site/Property: \_\_\_\_\_

**Proposed Development Application Request** (Specify; Short Plat, Cond Use, Zone Change, Home Occupation, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned, hereby authorize the filing of this application and certify that the information contained in this application is complete and correct to the best of our knowledge. This authorizes the designated Applicant's representative (if applicable) to act on behalf of the applicant for the processing of this request.

( ) Owner \_\_\_\_\_ Date \_\_\_\_\_

( ) Applicant/Representative \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_