



Franklin County

Planning and Building Department

Jerrold B. MacPherson—Director

PLANNING DIVISION

SHORT PLAT APPLICATION REQUIREMENTS

- Land Development Application.
- Short Plat Fee: \$350.00 plus \$25.00 Per Lot Fee. **Checks made payable to the Franklin County Planning and Building Department.**
- \$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 short plat **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 Short Plat.
- 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.

ADDITIONAL FEES:

- Prior to final short plat approval or prior to a building permit being issued for a new parcel, a Park Dedication Fee(s) shall be paid to the Public Works Department:
 - a. Urban Growth Area Boundaries: **\$300.00** per expected dwelling unit.
 - b. Rural Areas (lands outside Urban Growth Areas): **\$50.00** per expected dwelling unit.

* All application requirements shall be submitted to the Planning Division.

* All short plat applications require that proper notice be given (surrounding property owners and newspaper) and one (1) open record public hearing be held before the Franklin County Board of Commissioners.

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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: _____