



## SHORT PLAT EXEMPTION INFORMATION

### WHAT IS A SHORT PLAT EXEMPTION?

Short Plat Exemptions are minor changes to property lines that may be exempt from the standard short plat process. The following may be processed as Short Plat Exemptions: cemeteries; divisions of 20 acres or more; testamentary divisions; lot line adjustments between platted and unplatted lots; division of property recorded before July 1, 1974; court ordered divisions; division of land for leasing to personal wireless service facilities; division of land in lots of less than 3 acres for electric utility facilities.

### THE PROCESS

The Planning Administrator will review the information provided on the application and determine whether the plan complies with the requirements and limitations set forth in the Benton County Code 9.04. If all requirements of BCC 9.02.070 have been satisfied the Administrator may approve in writing the Short Plat Exemption request.

Upon approval of the Short Plat Exemption and prior to the recording of any documents; the quit claim deeds and excise tax forms must be submitted to the Planning Department for approval. **The legal description will not be reviewed by the Planning Staff for accuracy.** After review by the Planning Department, the applicant will then take the deeds to the Treasurer's office to be processed and then on to the Auditor's office to be recorded. A copy of the recorded documents with the recording certificate affixed must be supplied to the Planning Department by the applicant.

### CRITERIA FOR APPROVAL

The proposed Short Plat Exemption may only be approved if it complies with the requirements and limitations set forth below:

1. A record survey showing division(s) has been prepared by a Washington State Licensed Surveyor.
2. All legal descriptions of the existing and proposed lots have been prepared by a Washington State Licensed Surveyor.
3. The proposed division complies with BCC 9.02.060.
4. The proposed division is served with a legal means of access including a recorded private access easement/road unless the newly created lot(s) has frontage on a public road/street.
5. The proposed division is in conformance with adopted county regulations and ordinances including, but not limited to, the Benton County Comprehensive Plan.

### APPEALS

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



## SHORT PLAT EXEMPTION CHECKLIST

Applicant    Staff

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Completed Short Plat Exemption Application</b> – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Record Survey</b> – Prepared by a licensed Washington State Land Surveyor, including legal descriptions of the existing and proposed lots. <b>Two (2) reduced copies</b> measuring no larger than 11" x 17", and <b>an electronic copy (PDF)</b> of the record survey are required with the application submission.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>\$100 Short Plat Exemption Fee</b> – The fee must be paid at the time of application submittal, cash or checks accepted. Checks made payable to the <b>Benton County Treasurer</b> . All application fees are non-refundable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Verified documentation that legal access has been provided to all lots.</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Written verification from the Benton-Franklin Health District</b> ( <i>if required</i> ) – Written verification from the Benton-Franklin Health District (BFHD) indicating the proposed short plat exemption will not create or result in a lot that does not meet current minimum lot size standards for lots containing or proposing on-site sewage systems; encumber, damage or destroy either the existing on-site sewage disposal system or any replacement/repair system area for any lots contained within the exemption; or cause any part of the on-site sewage system or its replacement area, to be contained on any parcel, other than the parcel on which the sewage originates |
- **Please Note:** Irrigation improvements may be required if the parcel is served by an Irrigation District. Please contact your Irrigation District's office directly to ensure that the proposed short plat exemption is in compliance with their regulations.

Applications may be submitted between the hours of 8am-12pm and 1pm-5pm Monday through Friday to the Planning Department at 1002 Dudley Ave./PO Box 910, Prosser, WA 99350 or to the Benton County Building Department (5600 W. Canal Drive, Kennewick, WA). A Planner is typically available at the Building Department only on Thursdays from 9am – 12pm.



## SHORT PLAT EXEMPTION 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

**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) TO SUBMIT THIS APPLICATION AND THAT THE

ABOVE SIGNED OFFICER HAS BEEN DULY AUTHORIZED AND INSTRUCTED TO EXECUTE THIS APPLICATION.

PARCEL INFORMATION

1. **Subject property address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_
2. **Parcel number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **Acres:** \_\_\_\_\_
3. **Access:**  County Road  State Road/Highway  Private Road
4. **Utilities:** *Power:*  Benton PUD  Benton REA  
*Sewer:*  Septic Tank  City Sewer: (Provider) \_\_\_\_\_  
*Water:*  Individual Wells  One well serving 2-4 lots  One well serving 5+ lots  
 Private System (Provider & Address) \_\_\_\_\_  
 City System (Provider) \_\_\_\_\_  
*Gas:*  No  Yes: (Provider) \_\_\_\_\_  
*Cable:*  No  Yes: (Provider) \_\_\_\_\_  
*Phone:*  No  Yes: (Provider) \_\_\_\_\_  
*Irrigation:*  No  Private  District: (Provider) \_\_\_\_\_

REQUEST DESCRIPTION

5. **Provisions within Benton County Code Chapter 9.02.060 authorizing exemption (check one):**
- Any cemetery or burial plot
  - Division of land into lots of 20 acres or larger
  - Any division made by testamentary provision or the laws of descent.
  - Any division made in compliance with Chapter 9.08 BCC
  - A boundary line adjustment made between platted or unplatted lots or both
  - Any division of property made by recorded survey or contract sale prior to July 1, 1974
  - Any division made pursuant to court order
  - Any division for the purpose of leasing land for wireless services
  - Any division of land into lots of less than 3 acres for electric utility facilities
6. **Present use of property:** \_\_\_\_\_  
 \_\_\_\_\_
7. **Purpose of proposed division(s):** \_\_\_\_\_  
 \_\_\_\_\_
8. **Give a detailed explanation for adjustment request:** \_\_\_\_\_  
 \_\_\_\_\_

<b>(FOR STAFF USE ONLY)</b>		<i>Application Complete:</i>	Y	N
<i>Critical Areas:</i>	N	Y: _____	<i>Zoning:</i> _____	
<i>Reviewed by:</i>	_____	<i>Date:</i> _____		