



## SHORT PLAT INFORMATION

### WHAT IS A SHORT PLAT?

A short plat is a method of land subdivision allowing the creation of four (4) or fewer lots for the purpose of sale, lease, or transfer of ownership. If the parcel has been previously short platted, no further division can be made for a period of five (5) years. An environmental checklist will be required if the parcel has been previously subdivided. If two or more short plats on adjacent parcels, under common ownership, are proposed within a six (6) month period, a subdivision application will need to be submitted in place of a short plat application for the proposed division.

### THE PROCESS

A short plat normally involves having a pre-application meeting with County Planning Staff to discuss the application, answer questions, and resolve any issues at the front end of the process. After a completed Short Plat application has been submitted, a letter of completion will be sent to the applicant and a 30-day review period will begin. During the review period, various agencies are contacted regarding the proposed short plat for their comments and/or requirements. At the end of the review period the applicant will be notified in writing that the short plat has been approved, approved with conditions, or has been denied.

After the conditions of approval are completed, an electronic copy of the final short plat must be submitted for review. The final review takes approximately one week provided there are no changes, other than those listed in the review letter needed. If other changes have been made that were not listed in the review letter, the short plat may need to be re-reviewed by commenting agencies which will delay the recording of the short plat.

After the conditions of approval have been met and the final review is complete the applicant shall submit the signed and notarized final short plat map (signatures and notary stamps must be in permanent black ink), recording fee, and an updated copy of the title report will need to be submitted to the Planning Department, after which time the short plat can then be recorded. The short plat becomes a legal short plat once it is recorded and will be assigned a short plat number by the Benton County Auditor. **It is illegal to convey, sell, offer for sale, lease, or accept earnest money before the short plat is recorded with the County Auditor.** After the short plat is recorded, a letter will be sent to the applicant with the recording information.

### CRITERIA FOR APPROVAL

All proposed short plat subdivisions must meet the following requirements:

1. The proposed short subdivision is in compliance with the Benton County Comprehensive Plan, any applicable zoning requirements or other land use controls that may exist, and the provisions of Chapter 58.17 RCW.
2. The proposed lots are served with adequate means of drainage, water supply, sewage disposal, or other necessary services and contain all necessary easements related thereto.
3. The proposed lots have adequate means of ingress and egress.
4. The public use and interest will be served by permitting the proposed division of property, which includes but is not limited to considering any objections to the proposed short subdivision submitted by the Benton-Franklin Health District or the Benton County Public Works Department.
5. The applicable irrigation district has reviewed the proposed short subdivision to ensure compliance with RCW 58.17.310.
6. The proposed short subdivision is in compliance with the Benton County Critical Areas Ordinance, Title 15 BCC.

### APPEALS

Short Plat decisions are appealable under the terms and conditions as set forth in BCC 9.03.

### EXPIRATION

Preliminary approval of a short plat shall expire one (1) year from the date of approval if the conditions of approval have not been satisfied.

**Planning Department**

(509) 786-5612  
P.O. Box 910  
Prosser, WA 99350



[www.co.benton.wa.us](http://www.co.benton.wa.us)

[planning.department@co.benton.wa.us](mailto:planning.department@co.benton.wa.us)

**Prosser Office:** 620 Market Street, 1<sup>st</sup> Floor

**Kennewick Office:** 102206 East Wiser Parkway

## SHORT PLAT CHECKLIST

Applicant    Staff

- Completed Short Plat Application** – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted.
  
- Short Plat Map** – Prepared by a licensed Washington State Land Surveyor. Plat map requirements can be found in Benton County Code 9.03.040. **Four (4) full sized copies, one (1) reduced copy** measuring no larger than 11” x 17”, and **an electronic copy (PDF)** of the short plat are required with the application submission.
  
- 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 the applicant has provided all necessary information to enable the Health District to review and make recommendations on the proposed site.
  
- \$350.00 + \$50 per lot Short Plat 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.
  
- \$300.00 Environmental Checklist Fee** *(if required)* – Environmental Checklist application (SEPA) must be submitted concurrently with the Short Plat application if the parcel has been previously short platted.

Applications may be submitted between the hours of 8am-12pm and 1pm-5pm Monday through Friday to either of the Planning Department offices, or you can mail it to PO Box 910, Prosser, WA 99350.

Please contact the following departments/agencies to ensure your proposal will comply with their regulations:

- **Benton-Franklin Health District**  
7102 W. Okanogan Place, Kennewick, WA 99336  
(509) 460-4205
  
- **Benton County Road Department**  
620 Market Street, Prosser, WA 99350 -or-  
102206 East Wiser Parkway, Kennewick, WA 99338  
(509) 786-5611
  
- **Benton County Building Department**  
102206 East Wiser Parkway, Kennewick, WA 99338  
(509) 735-3500

Any information submitted to the Benton County Planning Department is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to the public.

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# SHORT 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

**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.

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PARCEL INFORMATION

1. Subject property address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

2. Parcel number: \_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

3. Present use of property: \_\_\_\_\_

4. Total acreage: \_\_\_\_\_

5. Has the property been subdivided before?  Yes  No

6. Number of lots proposed: \_\_\_\_\_

7. Environmental Checklist required:  Yes  No

8. Access:  County Road  State Road/Highway  Private Road

9. 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) \_\_\_\_\_

10. Additional comments or information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(FOR STAFF USE ONLY)**

Application Complete: Y N

Critical Areas: N Y: \_\_\_\_\_

Zoning: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_