



## SHORT PLAT VACATION INFORMATION

### WHAT IS A SHORT PLAT VACATION?

A short plat vacation is used to dissolve or erase a portion of a short plat including easements and notes created by and located within the short plat.

### THE PROCESS

A short plat vacation 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. Next, a completed Short Plat Vacation application is submitted to the Planning Department and reviewed by staff for completeness. A copy of the application will be sent out for review to local and State agencies, as well as all neighboring property owners within 300 feet of the subject property.

A notice of application will then be published in the local newspaper and a public hearing will be conducted at which time the application will be heard by the Board of Benton County Commissioners and the public will have an opportunity to comment on the proposed vacation. The Board of Commissioners will review all the information submitted and shall determine whether the public use or benefit is served by the short plat vacation. The Board shall either approve, approve with conditions, or deny the vacation request. After which time the Planning Department will send a letter to the applicant informing them of the Commissioners decision and outlining the recording process.

*If the vacation application is to vacate a road or right-of-way, an application for vacation must be filed with the Benton County Road Department.*

### APPEALS

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

### EXPIRATION

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



## SHORT PLAT VACATION CHECKLIST

Applicant    Staff

- |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Completed Short Plat Vacation Application</b> – must include signatures of all parties having an ownership interest in the land to be vacated from the subdivision (short plat) and if an easement or area dedicated for public use is to be vacated, then the signature of all parties having an ownership interest within that subdivision (short plat). Incomplete applications will not be accepted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Copy of Short Plat Map</b> – A copy of the short plat map, measuring no larger than 11” x 17”, showing the proposed vacation. Please highlight the area(s) to be vacated.                                                                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>\$300.00 Short Plat Vacation 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>Names and Addresses</b> of all legal parties affected by the vacation. This includes all legal owners of all lots within the short plat.                                                                                                                                                                                                                                                                 |

▪ **Please Note:** If the short plat is subject to **restrictive covenants** which were filed at the time of approval of the short plat and the application for vacation will result in the violation of a covenant, the application shall contain a written agreement signed by all parties subject to the covenants agreeing to terminate or alter the relative covenants to accomplish the purpose of the vacation.

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 at 5600 W Canal Drive, Kennewick, WA 99336. A Planner is typically available at the Building Department on Thursdays from 9am – 12pm.

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

- **Benton-Franklin Health District**  
7102 W. Okanogan Place, Kennewick, WA 99336  
Phone: 460-4205
  
- **Benton County Road Department**  
620 Market Street, Prosser, WA 99350  
Prosser: 786-5611 • Tri-Cities: 735-3084



## SHORT PLAT VACATION 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: \_\_\_\_\_

### Signatures of Persons with Additional Ownership Interest:

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

**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:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **3. Acreage:** \_\_\_\_\_

4. **Present use of property:** \_\_\_\_\_

5. **Access:**  County Road  State Road/Highway  Private Road

6. **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

7. **Describe the proposed portion of the plat to be vacated:** \_\_\_\_\_

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

8. **List other parcels that may be affected by this request:** \_\_\_\_\_

\_\_\_\_\_

9. **Give a detailed explanation for the vacation request:** \_\_\_\_\_

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

**(FOR STAFF USE ONLY)**

*Application Complete:* Y N

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

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

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

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