

TEMPORARY DWELLING INFORMATION

WHAT IS A TEMPORARY DWELLING?

The placement of a recreational vehicle (RV) or a manufactured home/factory assembled structure (FAS) temporarily on a property intended to alleviate certain hardships including: cases of continuous care/assistance, temporary housing for an employee working in connection with an agricultural use, temporary housing for an owner in the process of building a permanent home, or a caretaker looking after an existing dwelling or property.

THE PROCESS

After a completed Temporary Dwelling application is submitted, the application will be sent out for review and comment to local and State agencies. If there are no objections, the Planning Administrator will review the information submitted to ensure the proposal meets the requirements in Benton County Code 11.42.110 and either approve, approve with conditions, or deny the application.

CRITERIA FOR APPROVAL

Temporary dwellings authorized shall meet the following minimum criteria:

1. The parcel upon which the temporary dwelling is to be placed shall be of such configuration, and the temporary dwelling shall be located in such a manner to comply with the comprehensive plan and all applicable county, state and federal regulations, except density, lot size and the provisions in BCC Title 11.
2. The temporary dwelling shall be designed, constructed and maintained in a manner which will facilitate its removal on termination of the permit. Temporary dwellings shall include recreational vehicles and manufactured homes.
3. A current vehicular license, if applicable, shall be maintained.
4. No more than one (1) temporary dwelling per parcel shall be authorized.
5. No rent or other remuneration is paid for the occupancy of the temporary dwelling.
6. The public health, safety and general welfare will not be adversely affected.
7. Setback requirements applicable to other dwellings in the same zone must be met.
8. The temporary dwelling must be located no closer to the front property line than the primary dwelling.

APPEALS

Temporary Dwelling decisions may be appealed to the Benton County Hearings Examiner.

EXPIRATION

A Temporary Dwelling permit is valid for one (1) year or until the termination of the conditions authorizing the Temporary Dwelling, whichever occurs first. A Temporary Dwelling permit issued for a caretaker of a parcel shall be valid for no more than six (6) months.

RENEWAL

A Temporary Dwelling permit may be renewed according to the provisions outlined in Benton County Code 11.42.110(g).



TEMPORARY DWELLING CHECKLIST

Applicant Staff

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Temporary Dwelling Application – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan Map – A detailed map drawn to scale showing: boundary lines and dimensions of the property; location and size of all existing and proposed structures; driveway and access easements that serve the property; adjacent roads; wells; septic systems; easements; and parking areas. <i>No site plans larger than 11" x 17" and only maps drawn in black ink will be accepted.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | \$100.00 Temporary Dwelling Permit 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Doctor's Letter (<i>If applicable</i>) – Verifying a medical need for continuous care. |
| <input type="checkbox"/> | <input type="checkbox"/> | Written Approval – Documentation of approval of proposed method of water supply and sewage disposal by the appropriate governmental agency. |

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 (*see address below*). 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
- **Benton County Building Department/ Fire Marshal**
5600 W. Canal Drive, Kennewick, WA 99336
Prosser: 786-5622 • Tri-Cities: 735-3500



TEMPORARY DWELLING PERMIT 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*

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

If the applicant or legal owner of the property is a corporation, partnership, trust or LLC use the following 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. **A temporary dwelling permit is being requested for:**

An owner in the process of building a permanent dwelling or placing a manufactured home on the parcel. Provide the Building Permit/FAS Permit number or date the application was submitted to the Building Department.

Building permit number/Date submitted: _____

A caretaker living on the parcel while the owner is on vacation or is working out of the area. *Only a self-contained recreational vehicle (RV) may be used as a temporary dwelling under this category.*

A caretaker, hired hand or other employee working in connection with an agricultural use on the premises.

An individual to receive or administer continuous care and assistance necessitated by advanced age, illness, or infirmity. **Attach documentation from a doctor verifying a need for continuous care.**

Name of individual needing assistance: _____

Relationship to applicant: _____

Further explanation for selection above: _____

4. **Name of person(s) living in the temporary dwelling?** _____

5. **Will the temporary dwelling be a:** Recreational Vehicle (RV) Manufactured Home

6. **What is the model/year of the proposed RV/manufactured home?** _____

7. **Size and dimensions of the temporary dwelling:** _____

8. **Are there any other temporary dwellings currently located on the parcel?** Yes No

9. **Is there an accessory dwelling unit (ADU) currently permitted on the parcel?** Yes No

10. **How many residences are currently on the property?** _____

11. **Is rent being charged for the location/occupancy of the temporary dwelling?** Yes No

12. **Have the following approvals/permits been obtained?**

a) Benton-Franklin Health District: Yes No N/A

b) Municipality (water/sewer): Yes No N/A

13. **Will the temporary dwelling be placed in one of the following zoning districts?** Yes No

Community Center Residential Urban Growth Area Residential Rural Lands 1

If yes, please answer the following regarding the characteristics of the manufactured home:

a) The manufactured home is new and has not been previously titled or occupied; Yes No

b) It has at least two fully enclosed parallel sections each not less than 12 x 36 ft; Yes No

c) Is constructed with a composition, wood shake, shingle, coated metal or similar roof; Yes No

d) Has exterior siding similar in appearance to materials used on conventional site-built homes; Yes No

e) Has a permanent foundation and the bottom of the home is to be enclosed by concrete or an approved concrete product; Yes No

f) The manufactured home is thermally equivalent to the state energy code. Yes No

IF FURTHER EXPLANATION IS NEEDED FOR ANY OF THE ABOVE QUESTIONS, PLEASE ATTACH ADDITIONAL PAGES.

(FOR STAFF USE ONLY)

Application Complete: Y N

Critical Areas: N Y: _____

Zoning: _____

Reviewed by: _____

Date: _____