



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

PLANNED UNIT DEVELOPMENT – PRELIMINARY (PUD) APPLICATION PACKET

Planned Unit Developments, or PUDs, are homeowner communities that are operated by an association and designed to offer amenities and features not found in traditional subdivisions. PUDs usually have association dues to cover amenities, maintenance and other usage fees. In some PUDs, the development increases its scope to include retail and other commercial spaces within the development.

In Franklin County, a PUD is a large, integrated development located on a single (or contiguous) tract of land. PUD development regulations provide more planning flexibility than traditional zoning, and contain a mix of complementary uses. This permit flexibility provides for aesthetic diversification of site layout and spatial arrangement between geographic features, structures, circulation patterns, utilities and open space.

The minimum size area for a PUD development is 10 acres. A PUD shall provide not less than 35% of land area for common open space. The development is processed in accordance with Chapter 17.58 of the County Code.

*- Keep this section for your records –
- Return the following completed pages with your application -*



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PLANNED UNIT DEVELOPMENT – PRELIMINARY (PUD) APPLICATION SUPPLEMENT

Submittal Checklist:

- Planned Unit Development Fee:** \$800.00 + \$25.00 per lot (minimum \$825.00 fee)
Check made payable to the Franklin County Planning and Building Department
- SEPA Fee:** \$150.00
Check made payable to the Franklin County Planning and Building Department
- Variance Report Fee:** \$80.00
Check made payable to the Franklin County Planning and Building Department.

This report includes (and is mailed to) the adjoining Property Owner’s names and addresses (500 feet within an Urban Growth Area or one (1) mile outside an Urban Growth Boundary).

*Please note: the typical thirty (30) day review period requirement **will not begin** until this Variance Report is completed.*
- General Land Development Application** – *See last two pages of packet*
- SEPA Checklist:** Provide a completed State Environmental Policy Checklist in its entirety and submit with this application.
- Proof of Water Availability:** Provide evidence of legal availability of water (Water Right Permit, letter from an approved water purveyor, domestic well permit, etc.) as well as evidence of quality of water (A letter from an approved water provider stating the ability to provide water OR notification from the Benton Franklin Health District that the water is potable, for wells).
- Written Approval Letter from the Benton-Franklin Health District:** Located at 7102 W. Okanogan Place, Kennewick, WA – (509) 460-4205
- Attach Property Information:** Proposed or recorded Covenants, Conditions and Restrictions (CC&Rs) or deed restrictions pertaining to or affecting the property (if any), Latecomers agreements
- Preliminary Plat Map:** Provide two (2) copies of the plat map from a registered surveyor and one (1) copy in a digital or electronic format (PDF’s are preferable) which meet the requirements of Franklin County Code 16.36.040 and 17.58.080-.090
- Narrative:** Provide a written explanation of the project including the: who, what, where, when, and how the proposal will affect the parcel. **Please be as detailed as possible.**

Items to consider including: Requesting any deviations to the current standards; Access to the property and route of travel to the site; Timelines for completion; Presence of any known critical areas; Any proposed pre-development demolition/septic tank removal; Any proposed or pledged impact mitigation agreements.



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Describe proposed designated open spaces, parks or recreational areas (areas and types, and percentage of the overall gross acreage):

Describe any homeowners (or maintenance) association that maintains any existing private roads:

Are you proposing sidewalks? Yes No

Describe the proposed method of fire prevention/suppression:

I, the undersigned, hereby authorize the filing of this application and certify under penalty of perjury that the information contained in this application is complete and correct to the best of my knowledge. Further, I hereby grant Franklin County staff or representatives to enter my property during the course of this review to inspect my property as needed.

This authorizes the designated Applicant’s representative (if applicable) to act on behalf of the applicant for the processing of this request.

Owner (signature)

Applicant/Representative (signature)

Print Name

Print Name

_____ 20_____
Date signed

_____ 20_____
Date signed



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GENERAL LAND DEVELOPMENT APPLICATION

FOR STAFF USE ONLY	FILE #:	<i>S T A M P H E R E :</i>
	Total Fees:	Date deemed complete:
	Receipt #:	Pre-App Meeting Date:
	Reviewed By:	Hearing Date:

CHECK ALL THAT APPLY AND ATTACH SUPPLEMENTAL FORM(S):	<input type="checkbox"/> Alteration/Vacation of Easement	<input type="checkbox"/> SEPA – Environmental Checklist
	<input type="checkbox"/> Appeal (File # of item appealed: _____)	<input type="checkbox"/> Shoreline Permit
	<input type="checkbox"/> Binding Site Plan	<input type="checkbox"/> Shoreline – Conditional Use Permit
	<input type="checkbox"/> Boundary Line Adjustment	<input type="checkbox"/> Shoreline – Exemption
	<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Shoreline – Non-Conforming
	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Shoreline – Substantial Development
	<input type="checkbox"/> Critical Areas Determination/Review	<input type="checkbox"/> Shoreline – Variance
	Reasonable Use Determination	<input type="checkbox"/> Short Plat
	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Subdivision (Long Plat)
	<input type="checkbox"/> H2A Farm Worker Housing (Zoning Review)	<input type="checkbox"/> Temporary Use Permit
	<input type="checkbox"/> Lot Segregation Request	<input type="checkbox"/> Variance
	<input type="checkbox"/> Non-Conforming Use Determination	<input type="checkbox"/> Zone Change (Rezone)
	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Zoning Interpretation/Administrative Decision
	<input type="checkbox"/> Other:	

CONTACT INFORMATION (Please provide all necessary information and checkmark the primary contact)

<input type="checkbox"/>	<p><u>Property Owner</u></p> <p>Name: _____ Mailing Address: _____</p> <p>Phone Number: _____</p> <p>E-mail Address: _____</p>
<input type="checkbox"/>	<p><u>Applicant/Agent/Contractor (if different)</u></p> <p>Contact Name: _____ Business Name: _____</p> <p>Phone Number: _____ Business Address: _____</p> <p>E-mail Address: _____</p>
<input type="checkbox"/>	<p><u>Surveyor/Engineer</u></p> <p>Contact Name: _____ Business Name: _____</p> <p>Phone Number: _____ Business Address: _____</p> <p>E-mail Address: _____</p>



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PROPERTY INFORMATION

Parcel Number(s) (9-digit tax number):
Legal Description of Property:
Site Address: (describe location if no address is assigned)

BRIEF DESCRIPTION OF PROJECT OR REQUEST

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- All appropriate fees must accompany this application. Fees are non-refundable and subject to change. Please contact the Planning Department for current pricing of fees.
- This application, including attachments, must be completed in its entirety for all items applicable to your project.
- Supplemental information is generally required for land use approvals. Please ensure that all required information is submitted along with this application form.
- If the property is owned by a trust, corporation, or LLC, please attach documentation showing that the person signing as the “owner” has the authority to sign on behalf of the trust, corporation, or LLC. If there are multiple owners, provide an attachment in the same format and with the same declarations.

I, the undersigned, hereby authorize the filing of this application and certify under penalty of perjury that the information contained in this application is complete and correct to the best of my knowledge. Further, I hereby grant Franklin County staff or representatives to enter my property during the course of this review to inspect my property as needed.

I understand that any information submitted to the Franklin County Planning and Building Department is subject to public records disclosure laws for the State of Washington (RCW Chapter 42.17) and all other applicable laws that may require the release of the documents to the public.

This authorizes the designated Applicant’s representative (if applicable) to act on behalf of the applicant for the processing of this request.

_____	_____	_____	_____
Owner (Signature)	Date	Applicant/Representative (Signature)	Date

_____	_____	_____	_____
Owner (Print Name)	Date	Applicant/Representative (Print Name)	Date