



# FRANKLIN COUNTY

## PLANNING AND BUILDING DEPARTMENT

### SHORT PLAT (SP) APPLICATION PACKET

In Franklin County, Washington, there are two (2) types of subdivisions:

- 1) Short Subdivision (also known as short plats) and;
- 2) Subdivision (also known as a long plat).

Subdivision type is determined by the number of lots proposed and the location of the properties.

When a division of land is proposed and is located outside of an Urban Growth Area, four (4) or less lots constitutes a short plat. While a proposal inside an Urban Growth Area, nine (9) or less lots constitutes a short plat. Anything exceeding these numbers constitutes a long plat (subdivision).

To determine if a property is located within an Urban Growth Area or its zoning designation, please call the Planning and Building Department at 509-545-3521, visit our office, or view the County's GIS Mapping Program online at <https://www.franklincountywa.gov/gis> and click "Franklin County Planning Map."

#### FREQUENTLY ASKED QUESTIONS:

##### **What is a short plat?**

A short subdivision, also known as a short plat is the division or re-division of land into lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership.

For property located outside an Urban Growth Boundary, four (4) or less lots constitute a short subdivision (short plat). For property located inside an Urban Growth Boundary, nine (9) or less lots constitute a short subdivision (short plat).

##### **What is the difference between a short subdivision, a short plat, and an innovative short plat?**

In Franklin County, a short subdivision is also known as a short plat. An innovative short plat is also known as an innovative agricultural short plat and can only be used in the Agricultural zoned areas of unincorporated Franklin County.

##### **Is a short plat allowed in the Agricultural Production 20 (AP-20) or Agricultural Production 40 (AP-40) Zoning Districts?**

Yes, a short plat (called an Innovative Agricultural Short Plat) may be allowed in the AP-20 and AP-40 Zoning Districts if certain zoning criteria is met, such as the required density standard, minimum lot size, and farm use, see Chapter 16.32.120 for more information.

##### **Do I have to attend a public hearing if I want to apply for a short plat?**

A public hearing is NOT required for a short plat application. Short Plat applications are an administrative review and decision by the Planning and Building Department. The guidelines for short plat review can be found in Chapter 16.32 of the County Code.

[LAND USE – ZONING CODE – BUILDING CODE – FIRE CODE – CODE ENFORCEMENT – BUSINESS REGISTRATION](#)



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### **If I want to divide my property, where do I start?**

Start by contacting the Planning and Building Department at 509-545-3521 or email [planninginquiry@franklincountywa.gov](mailto:planninginquiry@franklincountywa.gov) to find out if your property can be short platted into smaller lots. Staff can guide you through the application process and is here to help if you have any additional questions before submitting the paperwork for your short plat.

### **Does Franklin County offer surveying services?**

No, the County does not offer surveying services. You need to contact a Washington state registered land surveyor to conduct these services. Staff at the Planning and Building Department can help you find a registered land surveyor, if requested.

### **How do I apply for a short plat?**

A pre-application meeting with the Planning and Building Department staff is encouraged for all short plat applications. All application material shall be submitted to the Planning and Building Department. The following items are the minimum application requirements:

- 1) Two (2) paper copies and one (1) electronic copy (PDF file preferred) of the preliminary short plat as drawn by a registered land surveyor;
- 2) Survey closure notes from the land surveyor;
- 3) Approval letter from the Benton-Franklin Health District;
- 4) Certified title report from a licensed title company. Must be obtained within the last thirty (30) days.
  - Staff recommends the title report be obtained right before submitting for the short plat.
- 5) Completed "Proof of Water Availability Form" for each lot;
- 6) Completed Short Plat Application Information Form; and,
- 7) Completed General Land Use Development Application;

### **What happens after I apply?**

The Planning and Building Department staff will notify in writing (Notification of Pending Short Plat Approval) all the property owners of record within 500 feet of your property (if within an Urban Growth Boundary) or 1 mile of your property (if located outside an Urban Growth Boundary).

Additionally, the staff will conduct a review of your request and will do the following:

- 1) Send notification of the request to applicable technical agencies for comments;
- 2) Send notification of the request to neighboring landowners (see above); and
- 3) Compile public and agency comments to help develop a decision for the application. The decision will be mailed to the applicant/representative.

### **When do I find out if my short plat application was approved or denied?**

The Planning and Building Department will determine if the short plat application is to be approved with conditions, returned to the applicant for modifications, or denied within thirty (30) days from the time the short plat application has been deemed complete by Staff.



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### SHORT PLAT (SP) APPLICATION REQUIREMENTS

#### Submittal Checklist:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Preliminary Plat Map</b><br>Provide two (2) paper copies and one (1) electronic copy of the plat map from a registered surveyor, which meets the requirements of Franklin County Code Ch. 16.18.010, 16.28.100, and 16.32.040(D).   |
| <input type="checkbox"/> | <b>Survey Closure Notes</b><br>Provide the closure notes from a registered surveyor (can be either paper or electronic).   |
| <input type="checkbox"/> | <b>Written Approval Letter from the Benton-Franklin Health District</b><br>Located at 7102 W. Okanogan Place, Kennewick, WA – (509) 460-4200.<br><i>*This requirement may be waived if directed by Staff.*</i>   |
| <input type="checkbox"/> | <b>Proof of Water Availability</b><br>Please fill out the attached “Water Availability Notification” form and if required, provide evidence of <u>legal availability</u> of water (e.g. Water Right Permit, letter from an approved water purveyor, domestic well permit, etc.) as well as evidence of <u>quality of water</u> . |
| <input type="checkbox"/> | <b>Attach Property Information</b> (i.e. recorded deed)<br>If any <u>recorded</u> Covenants, Conditions and Restrictions (CC&R), latecomers agreements, or deed restrictions pertaining to or affecting the property.  |
| <input type="checkbox"/> | <b>Certified Title Report</b><br>Applicant must obtain this report from a licensed title company within thirty (30) days of applying for the Short Plat. Report must show the vested owner and others who have interest in the property.   |
| <input type="checkbox"/> | <b>Completed Short Plat Application Information Form</b>   |
| <input type="checkbox"/> | <b>Completed General Land Use Development Application Form</b>   |

	<u>2-Lot</u>	<u>3-Lot</u>	<u>4-Lot</u>
<b><u>Application Fee:</u></b>	\$ 350.00	\$ 350.00	\$ 350.00
<b><u>Per Lot Fee:</u></b>	\$ 50.00	\$ 75.00	\$ 100.00
<b><u>Variance Report Fee:</u></b>	\$ 80.00	\$ 80.00	\$ 80.00
<b><u>Total Fees:</u></b>	\$ 480.00	\$ 505.00	\$ 530.00

All fees do not include a 3% processing fee if paying by debit or credit card.  
Payment shall be made to the Franklin County Planning & Building Dept.



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### Short Plat Application Information

(all items in **bold** shall be completed)

<b>Parent Parcel Number:</b> <small>(Ex: 000-000-000 or 000000000)</small>	<b>Parent Parcel Size:</b> <small>(Ex: 24.92 acres)</small>	<b>Current Zoning:</b> <small>(Ex: RS-20, AP-20)</small>
<b>Indicate the size of each lot</b> (in acreage or square feet) <b>for the proposed Short Plat:</b>		
Lot 1: _____	Lot 4: _____	Lot 7: _____
Lot 2: _____	Lot 5: _____	Lot 8: _____
Lot 3: _____	Lot 6: _____	Lot 9: _____
<b>Are any of the following features (natural or man-made) located on the property?</b> <small>(Check all that apply and include on the site plan)</small>		
<input type="checkbox"/> Ponds <input type="checkbox"/> Lakes <input type="checkbox"/> Streams/Rivers <input type="checkbox"/> Wetlands <input type="checkbox"/> Floodplains <input type="checkbox"/> Floodway <input type="checkbox"/> Irrigation Ditches <input type="checkbox"/> Canals <input type="checkbox"/> Steep Slopes (Greater than 15%)		
<b>Irrigation Source:</b> <input type="checkbox"/> SCBID <input type="checkbox"/> FCID <input type="checkbox"/> Private <input type="checkbox"/> None		
<b>Domestic Water Supply:</b> <input type="checkbox"/> On-Site Well <input type="checkbox"/> City Water <input type="checkbox"/> Farm Exempt Well (provide documentation) <input type="checkbox"/> Community Well (Well ID # and location):		
<b>Sewage Disposal:</b> <input type="checkbox"/> On-Site Septic <input type="checkbox"/> City Sewer <input type="checkbox"/> Other (specify):		
<b>List Existing or Proposed Utility Providers:</b>		
Electric Provider: _____	Cable/Broadband: _____	
Natural Gas: _____	Landline Phone (if applicable): _____	
Sanitary Waste Disposal: _____	Other (if not listed): _____	
<b>Present use of the land and structures, if any:</b>		
<b>Describe any current or proposed homeowner's (or maintenance) association that maintains any existing private roads:</b>		
<b>Do you propose the on-site roadway(s) to be public or private?</b>		
<b>Describe the proposed method of fire prevention/suppression:</b>		
<b>STAFF:</b> Is this an Innovative Agricultural Short Plat? <input type="checkbox"/> No <input type="checkbox"/> Yes    Acreage held in reserve: _____		



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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.**

\_\_\_\_\_  
Property Owner (Signature)

\_\_\_\_\_  
Applicant/Representative (Signature)

\_\_\_\_\_  
Property Owner (Print Name)

\_\_\_\_\_  
Applicant/Representative (Print Name)

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed



# FRANKLIN COUNTY

## PLANNING AND BUILDING DEPARTMENT

### GENERAL LAND USE DEVELOPMENT APPLICATION

<b>FOR STAFF USE ONLY</b>	<b>FILE #:</b> _____	<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: _____

<b>CHECK ALL THAT APPLY AND ATTACH SUPPLEMENTAL FORM(S):</b>	<input type="checkbox"/> Appeal (File # of item appealed: _____) <input type="checkbox"/> SEPA – Environmental Checklist
<input type="checkbox"/> Binding Site Plan (BSP)	<input type="checkbox"/> Shoreline (SH) – Conditional Use Permit
<input type="checkbox"/> Boundary Line Adjustment (BLA)	<input type="checkbox"/> Shoreline (SH) – Exemption
<input type="checkbox"/> Comprehensive Plan Amendment (CPA)	<input type="checkbox"/> Shoreline (SH) – Non-Conforming
<input type="checkbox"/> Conditional Use Permit (CUP)	<input type="checkbox"/> Shoreline (SH) – Substantial Development
<input type="checkbox"/> Determination – Administrative	<input type="checkbox"/> Shoreline (SH) – Variance
<input type="checkbox"/> Determination – Critical Areas	<input type="checkbox"/> Short Plat (SP)
<input type="checkbox"/> Determination – Non-Conforming Use	<input type="checkbox"/> Subdivision/Preliminary Long Plat (SUB)
<input type="checkbox"/> Determination – Reasonable Use	<input type="checkbox"/> Tax Parcel Separation (TPS)
<input type="checkbox"/> Determination – Zoning Interpretation	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Vacation of Easement (VOE) / Alteration
<input type="checkbox"/> H2A Farm Worker Housing (Zoning Review)	<input type="checkbox"/> Variance
<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Zone Change/Rezone (ZC)
<input type="checkbox"/> Other: _____	

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

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



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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

- 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.**

\_\_\_\_\_  
Property Owner (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative (Print Name)

\_\_\_\_\_  
Date