



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

BINDING SITE PLAN (BSP) APPLICATION PACKET

FREQUENTLY ASKED QUESTIONS:

What is a Binding Site Plan?

A Binding Site Plan is an alternative method of land subdivision to that which is provided under the standard subdivision (long plat) or short plat process.

What can a Binding Site Plan be used for?

In Franklin County, a Binding Site Plan process may only be used for:

- 1) The division of land for the sale or lease of commercial or industrial zoned property.
- 2) The division of land for the purposes of leasing space for mobile homes, tiny houses or tiny homes with wheels (as described in RCW 35.21.686), or travel trailers, as long as the site plan complies with all applicable mobile home park and zoning regulations.
- 3) The division of land involving improvements constructed or to be constructed for condominiums.

What is the process for submitting a Binding Site Plan?

Binding Site Plans are processed in accordance with the standards and specifications set forth in Franklin County Code Ch. 16.36 (Ord #01-2023).

Do I need to meet with the Planning Department before applying?

It is highly recommended that you contact the Planning Department for a pre-application meeting for any Binding Site Plan application. Staff will help you determine if everything is complete or if anything is missing from the application or site plan. Including if the proposal is in compliance with currently adopted plans, policies, and regulations of the jurisdiction.

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



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BINDING SITE PLAN (BSP) APPLICATION REQUIREMENTS

Submittal Checklist:

- Preliminary Plat Map:**

Provide two (2) paper copies and one (1) electronic copy of the survey map from a registered surveyor, which meets the requirements of Franklin County Code Chapter 16.36.050 and shows the following:

 - Name of the binding site plan and space for numerical assignment.
 - Legal description of the entire parcel.
 - Legal description of each proposed lot.
 - Square footage of each proposed lot.
 - Date, Scale (i.e. 1": 40'), and North Arrow
 - Boundary lines, including rights-of-way for roads, easements, and property lines of lots and other sites with accurate bearings dimensions or angles and arcs and of all curve data.
 - Names and rights-of-way widths of roads within the parcel and immediate adjacent to the parcel.
 - Number of each lot and block.
 - References to covenants, joint use, access easements, or other agreements either to be filed separately or with the binding site plan.
 - Zoning setback lines and building envelopes, where applicable.
 - Location, dimension, and purpose of any easements, noting if the easements are private or public.
 - Location and description of monuments and all lot corners set and found.
 - Datum, elevations, and primary control points approved by the Public Works department, descriptions and ties to all control points shall be shown with dimensions angles and bearings.
 - A dedicatory statement acknowledging public and private dedications and grants.
 - Parking areas, loading areas, general circulation, landscaping area.
 - Proposed use and location of buildings with dimensions, where applicable.
 - Signature block shall include the following:
 - Franklin County Engineer
 - Franklin County Auditor
 - Franklin County Treasurer
 - Franklin P.U.D. or Big Bend Electric Cooperative
 - Appropriate Irrigation District (where applicable)
 - The U.S. Bureau of Reclamation (where applicable)
 - Chairperson of the Board of County Commissioners
- Completed SEPA Checklist:**

Provided by the Planning Department or visit <https://www.franklincountywa.gov/263/Application-Forms> to download. *Part D does not need to be completed for this application.*
- Written Approval Letter from the Benton-Franklin Health District:**

Located at 7102 W. Okanogan Place, Kennewick, WA – (509) 460-4200
- Certified Title Report:**

Applicant must obtain this report from a licensed title company within thirty (30) days of submitting for the Binding Site Plan. Report must confirm that title of the land as described and shown in the Binding Site Plan are in the name of the owner(s) signing the Binding Site Plan.
- Binding Site Plan Application Information & General Land Use Development Application Form**



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- A “complete” application for a binding site plan review shall be approved with conditions, returned to the applicant for modifications or denied within thirty (30) days of receipt by the Planning Department.

Application Fee: \$350.00

SEPA Checklist Fee: \$150.00

Variance Report Fee: \$ 80.00

Total Fees: \$580.00

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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Binding Site Plan Application Information

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

Current Zoning:	Parent Lot/Parcel Size (Gross Acreage):
Project Name:	
Binding Site Plan Purpose: (ex. Condominiums, RV Park, Commercial or Industrial development)	
Irrigation Source: <input type="checkbox"/> SCBID <input type="checkbox"/> FCID <input type="checkbox"/> Private <input type="checkbox"/> None	
Domestic Water Supply: <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):	
Sewage Disposal: <input type="checkbox"/> On-Site Septic <input type="checkbox"/> City Sewer <input type="checkbox"/> Other (Specify):	
List Existing of Proposed Utility Providers:	
Electric Provider: _____	Cable/Broadband: _____
Natural Gas: _____	Landline Phone (if applicable): _____
Sanitary Waste Disposal: _____	Other (if not listed): _____
Describe any existing zoning code violations:	
Present use of the land and structures, if any:	
How will the proposed development be compatible with the uses permitted in the surrounding zones?	
Describe how the subject property is physically suitable for the type, density, and/or intensity of the use being proposed?	
Proposed measures to ensure compatibility with permitted used in the surrounding zone: (Ex. Fences, landscape buffers, berms, etc.)	



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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 process of this request.**

Property Owner (signature)

Applicant/Representative (signature)

Print Name

Print Name

Date signed

Date signed



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