



# FRANKLIN COUNTY

## PLANNING AND BUILDING DEPARTMENT

### PRELIMINARY LONG PLAT – “SUBDIVISION” (SUB) 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 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 preliminary long plat (subdivision).

**Please note that preliminary long plat (subdivisions) developments are not permitted in the Agricultural Production 20 (AP-20) and the Agricultural Production 40 (AP-40) Zoning Districts.**

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 view the Franklin County Planning Map.

#### FREQUENTLY ASKED QUESTIONS:

##### **What is a preliminary long plat (subdivision)?**

A preliminary long plat or subdivision 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.

##### **What is the difference between a short plat and a preliminary long plat (subdivision) in Franklin County?**

The subdivision type is determined by the number of lots proposed and the properties’ location.

Specifically, a preliminary long plat (subdivision) is a request to divide property into ten (10) or more lots for lands located within a designated urban growth area and five (5) or more lots for lands located outside a designated urban growth area.

A short plat will consist of nine (9) or fewer lots for lands located within a designated urban growth area and four (4) or fewer lots for property located outside of a designated an urban growth area.

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

A long plat subdivision is NOT permitted in these zoning districts.

##### **What is the purpose of a preliminary long plat?**

The purpose of a preliminary plat is to establish specific review procedures and approval criteria for the division of land. A preliminary long plat provides the County an opportunity to review the overall concept prior to initial development and is applicable when owner(s) wish to divide their property into ten (10) or more lots for lands within a designated urban growth area and five (5) or more lots for lands outside a designated urban growth area.



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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 subdivided 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 preliminary long plat.

### **How do I apply for a subdivision?**

It is highly recommended that you start the application process with a pre-application meeting with the Planning and Building staff. During the meeting, Staff will review all material that you have gathered and let you know what is still needed prior to submitting, or if you are ready to submit for the subdivision.

### **What is needed for a preliminary long plat submittal?**

The following items are the minimum application requirements and need to be submitted to the Planning and Building Department:

- 1) Preliminary Long Plat Application Form;
- 2) General Land Use Development Application;
- 3) SEPA Checklist;
- 4) Written approval from the Benton-Franklin Health District;
- 5) A plat certificated from a licensed title company showing the vested owner and other that have interest in the property;
- 6) Pre-stamped and addressed envelopes of nearby property owners within 500 feet (if inside an Urban Growth Area) or 1 mile (if outside an Urban Growth area);
- 7) Two (2) copies and an electronic copy (PDF) of a preliminary plat developed by a registered surveyor.

### **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.

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

During the time prior to the public hearing, the Planning and Building Department staff will notify in writing (Notification of Pending Preliminary Long Plat Subdivision) 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) Establish a hearing date for the request;
- 2) Send notification of the hearing to local newspapers;
- 3) Send notification of the request to applicable local, state, and/or federal agencies, including affected Tribes for comments;
- 4) Send notification of the request to neighboring property owners for comments; and
- 5) Compile public and agency comments to help develop a Staff Report for the hearing.



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### **What happens at the public hearing?**

The applicant or representative of the proposed preliminary long plat (subdivision) is strongly encouraged to be present at the open-record (public hearing) meeting to discuss and answer any questions the Planning Commission or public may have. Anyone who wants to testify for or against your request, or has any questions regarding the proposal, will be allowed to do so.

### **Can there be more than one (1) public hearing for a preliminary long plat proposal?**

No, the Planning Commission meeting is the only opportunity (outside of the public comment period) for the public and/or neighboring landowners to weigh in on the proposal.

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

At conclusion of the public hearing, the Planning Commission will make a recommendation to the County Commissioners to deny, approve (as presented), approve with modifications, or not recommend the subdivision request.

### **Can the Planning Commission recommendation be appealed?**

After the Planning Commission recommendation, the recommendation can be appealed. Any person, including the applicant, can file for an appeal within fourteen (14) days after the open-record Planning Commission meeting. See Chapter 16.20.075 for more information regarding the appeal process.

### **After I receive preliminary long plat approval, how long do I have to comply with the approval (with conditions) and prepare a final long plat?**

A preliminary long plat approval is valid for a period of five (5) years before a final long plat can be recorded.

### **What is a final long plat?**

A final long plat means a map of a subdivision of land is in final form and ready for approval and filing.

### **Who should I discuss Advanced Property Taxes with as it relates to subdivision applications in Franklin County?**

All applicants are encouraged to discuss the Advanced Property Tax requirements for subdivisions with the Franklin County Treasurer's Office (located within the Franklin County Courthouse).

*- Keep this section for your records -*

*- Return the following completed pages with your application -*



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### PRELIMINARY LONG PLAT – “SUBDIVISION” (SUB) APPLICATION REQUIREMENTS

#### Submittal Checklist:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Preliminary Plat Map:</b><br>Provide two (2) copies and one (1) electronic copy of the survey map from a registered surveyor, which meets the requirements of Franklin County Code 16.20.040.  |
| <input type="checkbox"/> | <b>Narrative</b><br>Provide an attachment with a written explanation of the project including the: who, what, where, when, and how of the proposal. <b>Please be as detailed as possible.</b><br><br><u>Items to consider including:</u> 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.                                     |
| <input type="checkbox"/> | <b>Completed SEPA Checklist:</b><br>Provided by the Planning Department or visit <a href="https://www.franklincountywa.gov/263/Application-Forms">https://www.franklincountywa.gov/263/Application-Forms</a> to download. <i>Part D does not need to be completed for this application.</i>   |
| <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   |
| <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 Preliminary Long Plat. Report must confirm that title of the land as described and are in the name of the owner(s) signing the Preliminary Long Plat.   |
| <input type="checkbox"/> | <u>Proposed or recorded</u> Covenants, Conditions and Restrictions (CC&Rs) or deed restrictions, or latecomers agreements pertaining to or affecting the property (if any).   |
| <input type="checkbox"/> | <b>Stamped and Addressed Envelopes:</b><br>Provide pre-stamped and addressed envelopes for nearby property owners, as shown in the title report or from a list from the County Assessor’s Office. <ul style="list-style-type: none"><li>• If within an Urban Growth Area, envelopes will be needed for property owners within a five-hundred (500) feet radius of the proposed preliminary long plat.</li><li>• If outside an Urban Growth Area, envelopes will be needed for property owners within a one (1) mile radius of the proposed preliminary long plat.</li></ul> |
| <input type="checkbox"/> | <b>Preliminary Long Plat Application Information &amp; General Land Use Development Application Form</b>  |



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<b><u>Application Fee:</u></b>	\$ 800.00
<b><u>Per Lot Fee:</u></b>	\$ 25.00 (for each lot created)
<b><u>SEPA Checklist Fee:</u></b>	\$ 150.00
<b><u>Variance Report Fee:</u></b>	\$ 80.00
<b><u>Total Fees:</u></b>	\$1,055.00 (Minimum)

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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### Preliminary Long Plat Application Information

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

<b>Current Zoning:</b>	<b>Parent Lot/Parcel Size</b> (Gross Acreage):
<b>Proposed Subdivision Name:</b>	
<b>Are any of the following features (natural or man-made) located on the property?</b> (Check all that apply and include on the site plan)	
<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 <input type="checkbox"/> Other (specify):
<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 of Proposed Utility Providers:</b>	
Electric Provider: _____	Cable/Broadband: _____
Natural Gas: _____	Landline Phone (if applicable): _____
Sanitary Waste Disposal: _____	Other (if not listed): _____
<b>Describe any existing zoning code violations:</b>	
<b>Present use of the land and structures, if any:</b>	
<b>Is the property located within a floodplain?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Is the property located within an Airport Safety Overlay?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Are you proposing to phase the development?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please answer below)
If yes, how many years until full-build out? _____	If yes, how many phases? _____
<b>Total number of proposed lots:</b> _____	<b>Smallest lot size:</b> _____
<b>Total number of proposed dwelling units:</b> _____	<b>Largest lot size:</b> _____
<b>Are you proposing sidewalks?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Average lot size:</b> _____
<b>Describe any proposed homeowners (or maintenance) association that maintain the proposed roads:</b>	
<b>Do you propose the on-site roadway(s) to be public or private?</b>	



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Are you proposing to include designated open spaces, parks, or recreational areas?  No  Yes

If "Yes", describe types and acreage:

Describe how stormwater drainage will be handled:

Types of buildings to be constructed: (Ex. single family, duplex, commercial, etc.)

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.

\_\_\_\_\_  
Property Owner (signature)

\_\_\_\_\_  
Applicant/Representative (signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

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

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



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### 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