

SHORT PLAT CHECKLIST

1. Application and fees _____ **Complete** **Incomplete**
If necessary, receipt of incomplete information _____

What is needed to complete application _____

2. Decision Deadline DATE: _____
(60 days from receipt of complete app.)

3. Maps and application sent to the following: DATE: _____
(within 30 days of receipt of complete app.)

Comment Due Date: _____

- | | |
|--|--|
| Engineers (SPINK) <input type="checkbox"/> | Verison <input type="checkbox"/> |
| Benton REA <input type="checkbox"/> | Benton PUD <input type="checkbox"/> |
| USA Media <input type="checkbox"/> | Fire Dept <input type="checkbox"/> |
| Kiona Irrigation <input type="checkbox"/> | Benton Irrigation <input type="checkbox"/> |
| Other <input type="checkbox"/> | _____ |

4. Recommendation from engineers: DATE: _____ **Approve** **Disapprove**

Necessary changes sent to applicant and/or surveyor. DATE: _____

Administrative Review signed by Mayor. DATE: _____

5. Final Mylar received. DATE: _____

6. Sign off on final mylar. DATE: _____

7. Receipt of Recorded Plat. DATE: _____

Comments: _____

CITY OF BENTON CITY
OFFICE OF THE CITY CLERK

P.O. Box 70, * Benton City * Washington 99320 * (509) 588-3322 *

SHORT PLAT APPLICATION

DATE: _____

APPLICANT'S NAME: _____

PHONE: _____

ADDRESS: _____

SURVEYOR'S NAME: _____

PHONE: _____

GENERAL DESCRIPTION/LOCATION OF PROPERTY: _____

TOTAL AREA INVOLVED: _____

NO. OF LOTS: _____

SITE WILL BE SERVED BY:

WATER:

Well

Private System

City System

POWER:

P.U.D.

Yes

No

R.E.A.

Yes

No

SEWER:

Septic Tank

City Sewer

TELEPHONE:

YES

No

NAME OF UTILITY CO. _____

CABLE TV:

Yes

NO

NAME OF UTILITY CO. _____

IRRIGATION DISTRICT:

KIONA

BENTON

Any other comments or information which are significant:

I certify that the information given above is true and complete to the best of my knowledge.

Applicant's Signature

FEES:

1. INITIAL APPLICATION FEE *B.C.M.C. - 17.12.100- A1*

\$275.00 (250.00 initial engineering review \$25.00 non-refundable application fee)

- 2. **PARK FEES - B.C.M.C. - 17.12.130**
\$.01 PER SQ. FT OF SHORT PLAT
- 3. **ADDITIONAL ENGINEERING REVIEW FEE -B.C.M.C. - 17.12.100 A2**
Any additional engineering charges above the initial fee paid are the responsibility of the applicant.
- 4. **RE-SUBMITTAL FEE- - B.C.M.C. - 17.12.100 A3**
- 5. **SEPA ENVIRONMENTAL REVIEW - B.C.M.C.- 16.0.02.200**
\$50.00 application fee

PLEASE INCLUDE THE FOLLOWING WHEN SUBMITTING A SHORT PLAT:

- A. Original and five (5) copies of short plat map.
- B. A recent Title Certificate. (Done by Title Co.)
- C. A completed Application Form.
- D. List of residence within 300 ft. radius

I have read and understand the fees and process associated with this application.

Applicant's Signature

Date

Witness

Date

For Office Use Only

Date Paid:	_____	Receipt No:	_____	Amount Paid:	_____
BARS:	001.345.81.00	SHORT PLAT APPLICATION			
BARS:		PARK FEES			
BARS:	001.345.81.00	RE-SUBMITTAL FEES			

AFFECTED PROPERTY OWNERS MAY REQUEST A CHANGE IN VALUATION FOR PROPERTY TAX PURPOSES NOT WITHSTANDING ANY PROGRAM OF REVALUATION