

16.04.120 Application, review and inspection fees.

A. The city council shall establish fees to defray the administrative expenses incurred by the city for the following:

1. Short Plat Application Fee. As set by city council in the master fee schedule, shall be nonrefundable. This fee shall be paid at the time of submission of the application;
2. Preliminary Plat Application Fee. As set by city council in the master fee schedule, shall be nonrefundable. This fee shall be paid at the time of submission of the application;
3. Final Plat Review Fee. As set by the city council in the master fee schedule, shall be nonrefundable. This fee shall be paid at the time of submission of the final plat;
4. Plat Improvement Plan Review Fee. As set by the city council in the master fee schedule, shall be nonrefundable. This estimated fee shall be paid prior to review of the improvement plans and specifications for the final plat by the public works director or his/her designee. The fee is to cover actual costs incurred by the city; any deficiency shall be paid prior to the public works director or his/her designee approving the improvement plans and specifications for a final plat;
5. Construction Inspection Fee. As set by the city council in the master fee schedule, shall be nonrefundable. This estimated fee shall be paid prior to initiation of construction of the plat improvements. The fee is to cover actual costs incurred by the city. If the cost to the city exceeds the amount of the fees paid, the developer shall pay an additional fee before final approval of the plat improvements;
6. Plat Amendment/Alteration Application Fee. As set by city council in the master fee schedule, shall be nonrefundable. This fee shall be paid at the time of submission of the application;
7. Short Plat Exemption Letter Fee. As set by city council in the master fee schedule. This fee shall be paid at the time of submission of the application;
8. Preliminary Subdivision, Short Plat and Binding Site Plan Revision Application Fee. As set by city council in the master fee schedule, shall be nonrefundable. This fee shall be paid at the time of submission of the application.
9. Performance Bond Application Fee. As set by city council in the master fee schedule, shall be nonrefundable. This fee shall be paid at the time of submission of the application.

B. Utility and/or Street Extensions Not Associated with a Plat – Utility and/or Street Extension Plan Review Fee.

1. As set by the city council in the master fee schedule, shall be nonrefundable. This estimated fee shall be paid prior to plan review by the public works director or his/her designee. The fee is to cover actual costs incurred by the city; any deficiency shall be paid prior to the public works director or his/her designee approving the improvement plan.

2. Utility and/or Street Extension Inspection Fee. As set by the city council in the master fee schedule, shall be nonrefundable. This estimated fee shall be paid prior to initiation of construction of the improvements. The fee is to cover actual costs incurred by the city; any deficiency shall be paid prior to the public works director or his/her designee approving the improvements.

C. For the purposes of this section, the public works director or his/her designee is authorized to establish the total estimated cost of the proposed improvements.

D. For the purposes of this section, “actual costs incurred by the city” shall be the actual salaries and benefits of city staff for the time involved, plus any other direct costs associated with the project. [Ord. 17-18 § 1, 2018; Ord. 16-15 § 1 (Att. A), 2015; Ord. 3-14 § 3 (Att. C), 2014; Ord. 14-00 § 1, 2000; Ord. 13-95 § 2, 1995; Ord. 34-94 § 1, 1994; Ord. 30-93 § 1, 1993; Ord. 325 § 1, 1979].

16.04.130 Final plat – General requirements.

A final plat meeting all the requirements of state law, this title, and city regulations must be submitted to the city council for approval within five years of the preliminary plat approval; ~~provided, however, that the part of the preliminary plat related to utility services within the proposed subdivision must be completely constructed and in place within one year of the date of preliminary plat approval, or that portion of the preliminary plat relating to utilities must be resubmitted to the city public works director and the community development director for review and modifications; provided, however, that said review and modifications shall not extend the five year period within which the final plat must be submitted to the city council for approval.~~

A. An applicant for a preliminary plat who files a written request with the community development director at least 45 days before the expiration of this five-year period or the one-year extension of the five-year period may be granted a one-year extension by the city council upon a showing that the applicant has attempted in good faith to submit the final plat within five years ~~or has completed the utility portion of the plat within one year.~~ Nothing in this section prevents the city from allowing other extensions of time, not to exceed five years, which may contain additional or altered conditions and requirements.

B. Final Plat Requirements.

1. Letter from the applicant to the community development director requesting the preliminary plat be finalized.
2. Final walkthrough of the streets, utilities, and infrastructure by the city staff, owner, and contractor must be completed and approved.
3. Letter of acceptance from the city for the water/sewer system and the road/storm sewer system or other public improvements.
4. All fees have been paid.

5. One set of as-built utility and street construction plans on a 24-inch by 36-inch four-mil single-matted mylar.

6. One AutoCAD ~~CD~~file, Release (specified by community development director) of the as-built drawings and plat is required by the city. Must be standard AutoCAD Menu, standard fonts, surveyed in accordance with NAD83/91, Washington State Plain South Zone, and drawn on a 1:1 scale. All changes from the original plat and construction drawings must be noted and identified.

7. ~~Nineteen paper copies of the plat map (blue line).~~One PDF file of the plat map.

8. Final plat map meeting recording standards of the office of the Benton County auditor printed on 22 inches by 30 inches sized sheets on four mil single matted mylar shall be of such scale as to make a map 22 inches by 30 inches and shall show all courses and distances necessary to re-stake any portion of the plat from the map. All surrounding property shall be labeled in dotted lines whether platted or otherwise.

9. The finished plat must show the description of the property platted, acknowledgments, dedication, ~~finance director's certificate~~, approval by public works director and community development director and certificate of the engineer who platted the property. All certificates must be dated when signed, e.g.:

I, _____, Professional Engineer, do hereby certify that the plat of _____ is based upon an actual survey and subdivision of Section _____, Township _____, Range _____, that the distances and angles are shown thereon correctly and the monuments have been set and lot corners staked on the ground as shown on the plat.

Engineer's Signature

10. Official seals of attesting officers and the engineer who platted the property shall be placed on the plat tracing.

11. The original ~~plat map mylar~~ must have signature blocks for the following city officials:

- a. Public works director.
- b. Community development director.
- c. Mayor.

d. City clerk.

12. After the plat has been approved, the original ~~plat map mylar~~ shall be filed for record in the office of the Benton County ~~auditor assessor, together with a recorded copy for the public works director and community development director, at the developer's cost, and becomes the property of the city of West Richland.~~ A digital copy of the recorded plat map

without watermark shall be provided to the community development department within 30 days of recording.

16.05.010 Preliminary plat – Application for approval.

For the purpose of expediting the preliminary approval of any subdivision, every subdivider shall file with the community development director a preliminary plat application on such forms as may be provided by the city. Each application shall include a digital file in a format approved by the community development department ~~24 copies~~ of the preliminary application and all required supporting documentation. The preliminary plat application shall be accompanied by an application for threshold determination (environmental assessment checklist) in accordance with the State Environmental Policy Act (SEPA) and WRMC Title 18. Every applicant shall, at the time of filing a preliminary plat, submit the required fees to the city. Upon submittal of a fully completed application, the community development director shall schedule an open record hearing before the city planning commission. [Ord. 14-00 § 1, 2000; Ord. 84-94 § 1, 1994].

16.05.020 Application – Prerequisites.

A preliminary plat application to be considered fully completed must include:

A. A map drawn to a legible scale ~~not to exceed 100 feet to the inch~~, and which includes the following:

1. A vicinity map at a legible scale, showing the relationship of the proposed plat to surrounding schools, parks, etc., and to all streets within 1,000 feet, or to the next major street, whichever is greater;
2. The proposed name of the subdivision, the name and address of the owner or owners, the subdivider, ~~the licensed engineer~~, licensed land surveyor, ~~licensed landscape architect, or other preparer~~, the names of all existing abutting streets and subdivisions, and a legal description of the exterior boundaries of the land to be subdivided;
3. The location, width, and name of all proposed streets, the dimensions of other proposed rights-of-way, alleys, easements, parks, playgrounds, open spaces, schools, etc., the scale of the plat, and a north arrow;
4. A contour map of the property within the proposed subdivision and showing the contours of property ~~50200~~ feet beyond the perimeter of the proposed subdivision, said contour map showing changes in elevation of two feet. In addition, the elevation, referenced to U.S. Coast and Geodetic datum, shall be shown for every corner of the plat boundary. The map will also show the location and areas of all natural watercourses, major tree masses, major rock outcroppings, and other similar landscape features;
5. Lot and block numbers, the dimensions of each lot, the dimensions and acreage of the total plat, the smallest lot and largest lot of the proposed plat, and the average lot size;
6. An indication of those lots which are to be used other than for residential purposes, an indication of their intended use, and whether said lots are to be dedicated to a municipal corporation or school;

7. An indication of any portion or portions of the plat for which successive or separate final plats (phases) are to be filed, and the approximate filing date of each. The filing date of successive or separate final plats must meet the requirements of WRMC 16.04.130;

8. All existing structures proposed to remain on the area to be subdivided, and all existing drain fields and wells;

9. The location and design of fencing to be constructed along abutting streets;

10. Evidence of an adequate domestic water supply for the intended use of each lot within the proposed subdivision as required by RCW 19.27.097 and the applicable city requirements;

11. One AutoCAD CD, Release (specified by community development director) of the plat. Must be standard AutoCAD Menu, standard fonts, surveyed in accordance with NAD83/91, Washington State Plain South Zone, and drawn on a 1:1 scale;

B. A preliminary plat application form, signed by the owner or his agent;

C. A certificate from a title insurance company, issued no more than 30 days prior to application, showing ownership of the property involved, a list of names and addresses of all abutting property owners, and property owners within ~~600~~300 feet of the exterior boundaries of the proposed subdivision and all lienholders of the proposed subdivision property;

D. Those plats proposing individual on-site waste disposal systems as the means of sewage disposal must include either: verification from the Benton-Franklin health district that health district regulations have been met; or that all required information has been received by the health district, and an estimated date when a final health district determination will be made. If the necessary information is not received prior to the planning commission open record hearing, then the matter may be continued unless the applicant does not agree, in which case the commission will recommend that the plat be approved, modified or denied;

E. Whether or not the property is to be connected to an irrigation source, and, if not, written verification from the appropriate irrigation district as to what is involved to connect to an irrigation source;

F. Tabular summary showing the following information:

1. Gross acreage;

2. Net lot acreage;

3. Total number of lot;

4. Average lot size;

5. Minimum lot size;

6. Present zoning;
7. Type of water service;
8. Type of sewerage;

G. Survey and Monumentation. A subdivision of the portion of the section in which the plat is located, showing original or established corners, a description and the original traverse of same showing error of closure and method of balancing, shall also be submitted. This is to be accompanied by a sketch showing all calculations necessary to determine the courses and distances of the plat;

H. If the applicant intends to seek a waiver petition for frontage improvements associated with the subdivision, an application for a waiver petition that meets the requirements of WRMC 12.04.060.B shall be submitted;

~~H.I.~~ All required fees be paid.

16.08.080 Application – Prerequisites.

A. A short plat application to be considered fully completed must include:

A1. A map drawn to a legible scale ~~not to exceed 100 feet to the inch~~, and which includes the following:

a1. A vicinity map at a legible scale, showing the relationship of the proposed short plat to surrounding schools, parks, etc., and to all streets within 1,000 feet, or to the next major street, whichever is greater;

b2. The name and address of the owner or owners, ~~the licensed engineer,~~ licensed land surveyor, ~~licensed landscape architect, or other preparer,~~ the names of all existing abutting streets and subdivisions, and a legal description of the exterior boundaries of the land to be divided;

c3. The location, width, and name of all proposed streets, the dimensions of other proposed rights-of-way, alleys, easements, parks, playgrounds, open spaces, schools, etc., the scale of the short plat, and a north arrow;

d4. A contour map of the property within the proposed short plat showing the contours of property ~~200-50~~ feet beyond the perimeter of the proposed short plat, said contour map showing changes in elevation of two feet. In addition, the elevation, referenced to U.S. Coast and Geodetic datum, shall be shown for every corner of the short plat boundary. The map will also show the location and areas of all natural watercourses, major tree masses, major rock outcroppings, and other similar landscape features;

e5. The dimensions and square footage of each lot, the dimensions and acreage of the total short plat;

~~f6~~. All existing structures proposed to remain on the area to be subdivided, and all existing drain fields and wells;

~~g7~~. The location and design of fencing to be constructed along abutting streets;

~~28~~. Evidence of an adequate domestic water supply for the intended use of each lot within the proposed short plat as required by state law and the applicable city requirements;

~~39~~. An ~~binding-site~~ application form, signed by the owner or his agent;

~~410~~. A certificate from a title insurance company, issued no more than 30 days prior to application, showing ownership of the property involved;

~~511~~. Those plats proposing individual on-site waste disposal systems as the means of sewage disposal must include either: verification from the Benton-Franklin Health District that health district regulations have been met; or that all required information has been received by the health district, and an estimated date when a final health district determination will be made;

~~612~~. Whether or not the property is to be connected to an irrigation source, and, if not, written verification from the appropriate irrigation district as to what is involved to connect to an irrigation source;

~~713~~. Survey and Monumentation. A subdivision of the portion of the section in which the short plat is located, showing original or established corners, a description and the original traverse of same showing error of closure and method of balancing, shall also be submitted. This is to be accompanied by a sketch showing all calculations necessary to determine the courses and distances of the plat;

~~814~~. Applications shall be accompanied by a fee to defray the administrative expenses incurred by the city and for costs of review and inspection by the community development director, public works director and other city employees. Said fee shall be in accordance with WRMC 16.04.120.

16.08.095 Final short plat – General requirements.

A final short plat meeting all the requirements of state law, this title, and city regulations must be submitted to the community development department for approval within two years of the preliminary short plat approval.

A. An applicant for a preliminary short plat who files a written request with the community development director at least 45 days before the expiration of this two-year period may be granted one six-month extension, provided that the applicant demonstrates that substantial progress has been made to complete the short plat.

B. Final Short Plat Requirements.

1. Letter from the applicant to the community development director requesting the preliminary plat be finalized.
2. Final walkthrough of the streets, utilities, and infrastructure by the city staff, owner, and contractor must be completed and approved.
3. Letter of acceptance from the city for the water/sewer system and the road/storm sewer system or other public improvements.
4. All fees have been paid.
7. One PDF file of the plat map.
8. Final short plat map meeting recording standards of the office of the Benton County assessor and shall show all courses and distances necessary to re-stake any portion of the short plat from the map. All surrounding property shall be labeled in dotted lines whether platted or otherwise.
9. The finished short plat must show the description of the property platted, acknowledgments, dedication, approval by public works director and community development director and certificate of the engineer who short platted the property. All certificates must be dated when signed, e.g.:

I, _____, Professional Engineer, do hereby certify that the plat of _____ is based upon an actual survey and subdivision of Section _____, Township _____, Range _____, that the distances and angles are shown thereon correctly and the monuments have been set and lot corners staked on the ground as shown on the plat.

Engineer's Signature
10. Official seals of attesting officers and the engineer who platted the property shall be placed on the plat tracing.
11. The original plat map must have signature blocks for the following city officials:
 - a. Public works director.
 - b. Community development director.
 - c. Mayor.
 - d. City clerk.

16.08.100 Short plat – Filing.

Each short plat shall be filed for record in the office of the Benton County auditor and shall not be deemed approved until so filed. Such filing shall be at subdivider's expense. A digital copy of the recorded short plat map without watermark shall be provided to the community

development department within 30 days of recording. A copy of the recorded short plat will be furnished to the city at subdivider's cost.

16.10.030 Application submittal and contents.

To be considered complete, a lot/boundary line adjustment and parcel merger application shall include the following:

A. Applications for lot/boundary line adjustments or parcel merger shall be made on forms provided by the city of West Richland community development department and shall be submitted to the community development department, along with the appropriate fees as established by the city council in the master fee schedule;

B. A completed boundary line adjustment and parcel merger request form, including all materials required pursuant to the West Richland Municipal Code, to include a site plan with the following:

The location and dimensions of all structures/improvements existing upon the affected lots and the distance between each structure/improvement and the proposed lot/boundary lines, with structures proposed to be removed from the site depicted with broken lines and structures to remain on the site depicted with solid lines;

C. A certificate from a title insurance company, issued no more than 30 days prior to application, showing ownership of the property involved;

DC. ~~Two copies of a clean and legible~~ One PDF file of a record of survey (an applicant can petition the community development director for a waiver from this requirement) at a legible scale suitable for recording showing the following:

1. The proposed lines for all affected lots, indicated by bold solid lines;
2. The existing lot lines proposed to be changed, indicated by light broken lines;
3. The original legal description of the entire property together with new separate legal descriptions for each parcel, labeling them specifically as parcel A, parcel B, etc.;
4. A north arrow and scale;
5. All parcel numbers of affected lots;
6. The location of the property as to quarter/quarter section;
7. The location and dimensions of any easements within or adjacent to any affected lots;
8. The location, right-of-way widths, pavement widths and names of all existing or platted streets, whether public or private, and other public ways within or adjacent to the affected lots;
9. The area and dimensions of each lot following the proposed adjustment;

10. The existing and, if applicable, proposed future method of sewage disposal for each affected lot, including the location and dimensions of the proposed drain field and reserve area;

11. The location of all existing and proposed water, sewer and storm drainage facilities;

ED. For proposals including complex drawings or property descriptions, including but not limited to proposed lot reorientations, the director may require the drawing be done by a licensed surveyor;

FE. The drawing shall be attached to or include on the face a formal legal declaration of the lot/boundary line adjustment, signed and notarized by all legal owners of the subject properties;

GF. If on-site wastewater (septic tanks) disposal is proposed under the limited circumstances where the municipal code does not require connection to the city's municipal sewer system, the applicant shall provide written verification from the Benton-Franklin health department that the site is adequate to accommodate an on-site sewage disposal system and reserve area.

16.16.370 Performance bond.

In lieu of the construction of the required streets prior to final platting or dividing of the property, the developer may provide a performance bond and complete the required improvements at a later date.

- A. The developer shall submit a written request to the Community Development Department to provide a performance bond in lieu of infrastructure improvements required for final plat approval. The written request shall be accompanied by:
 1. An engineer's estimate of the improvement costs;
 2. A schedule for the completion of work that meets the WSDOT/City schedule requirements; and
 3. The applicable fee per the Master Fee Schedule.
- B. The city may, at city council discretion, enter into a contract with the developer for the developer to construct the required improvements at a later date.
 1. The decision for the city to enter into the agreement shall be by city council action to authorize the mayor to sign said agreement.
 2. The developer shall record the signed agreement with the Benton County Auditor's office and provide the city with a recorded copy.
- C. The developer shall furnish to the city a performance bond or other security in an amount and with surety conditions satisfactory to the city.
 1. The amount of the performance bond shall be 150 percent of the bonded improvement cost.
 2. The improvement cost shall be determined through an engineer's estimate prepared by the engineer of record in agreement with the city.

- D. The developer shall prove for and secure to the city the actual construction of all bonded improvements within a period specified by the city and expressed in the contract.
- E. The full amount of the bond shall be retained by the city until completion of the construction of the streets and acceptance of the street improvements by the city. A partial release of the bond may be authorized once the bonded items have been completed.
- F. The full bond shall be released when:
1. The applicant has obtained a final inspection of all guaranteed improvements.
 2. Any deficiencies identified by the City in the final inspection have been corrected.
 3. The City has issued a written, final approval of the guaranteed improvements to the applicant.
 4. The applicant has paid all outstanding fees.

~~In lieu of the construction of the required streets prior to final platting or dividing of the property, the divider may at city council discretion enter into a contract with the city to construct the required street improvements at a later date and shall furnish to the city a performance bond or other security in an amount and with surety conditions satisfactory to the city, providing for and securing to the city the actual construction of the streets within a period specified by the city and expressed in the bond or contract. The full amount of the bond shall be retained by the city until completion of the construction of the streets and acceptance of the street improvements by the city.~~