



Instructions for Binding Site Plan Application

The purpose of the Binding Site Plan is to establish an alternative procedure of land division in lieu of other provisions of Title 17. The intent of the binding site plan process is to promote orderly and efficient community growth consistent with the provisions of RCW 58.17.035. The division of property by the binding site plan process may only be used for the following:

- Division of land for the sale or lease of commercial, industrial or other non-residentially zoned property;
- The division of land for the purposes of leasing space for manufactured homes, travel trailers or other recreational vehicles so long as the site plan complies with all other applicable regulations; and
- The division of land involving improvements constructed or to be constructed that will be one or more condominiums or owned by an association or other legal entity.

Binding Site Plans will not be approved unless appropriate provisions and dedications of public right-of-ways, utilities, and easements are made to meet infrastructure provisions per City standards. City may require a development agreement to be in place for the property for future development.

The general application form (attached) must be completed and accompanied by the items listed below. **Incomplete applications will not be accepted.** If you have any questions, please call (509) 585-4416 or (509) 585-4558. All references can be viewed on our website www.go2kennewick.com.

- Application completed (general form) – attached:
- Application fee: [See fee schedule](#).
- Submit one (1) paper copy and/or one (1) electronic copy in PDF format of a binding site plan map prepared by or under the direct supervision of a professional land surveyor licensed by the State of Washington that includes the following information as specified in KMC Section 17.12.080;
 1. Title of the map saying “Binding Site Plan and the City’s official file number.”
 2. The parent parcel tax ID number;
 3. Street address brackets for future address designated by the City;
 4. The name of the plat, property owners and boundaries of abutting property;
 5. A completed survey showing the boundaries of the parent parcel and the proposed parcel(s), and a description of all monuments set;
 6. The legal description of the boundary of the proposed lot/plat(s);
 7. The location of all existing structures to remain, existing septic tanks, drain fields

and wells with dimensions shown to new proposed lot lines;

8. The location of roads, utilities, easements, or rights-of-way existing and proposed for the binding site plan;
 9. Any dedication must be shown on the face of the record survey;
 10. Signatures blocks for all parties, having an interest in the land agreeing to the division of property and the dedication of any rights-of-way or easements, with Notary acknowledgement for each party;
 11. All existing and planned intersection locations and widths to include public and private roadway intersections, driveways, and recorded access easements for roadways shall be shown for a distance of 300 feet from the plat edges along any adjacent roadways. The City Traffic Engineer may consider exceptions to this requirement;
 12. Approval certificate blocks as listed in KMC 18.12.080:
 13. A vicinity map;
- A title report dated no later than 60 days prior to the date of application showing the name of anyone with an interest in the land being subdivided;
 - Preliminary engineering plans including, but not limited to, water, sewer, streetlights, roads, storm drainage and sidewalks;
 - SEPA checklist required for Binding Site Plan greater than nine (9) lots.** A separate application is required.

If the application is either approved or conditionally approved, the applicant must satisfy all conditions and submit the original of the BSP to the Administrator for final approval. The applicant must record the original with the Benton County Auditor before the lots may be sold.

Upon recording, the applicant must return one recorded binding site plan record survey to the City.

STAFF USE ONLY

- Application – complete
- Record Survey Drawing
- Title Report (Subdivision Guarantee) dated no later than 60 prior to application
- SEPA Checklist if proposed subdivision is greater than 9 lots

Applicant Procedures for On-line Application for Civil and Land Use Permits

STEP 1 - CUSTOMER NUMBER, APPLICATIONS AND CHECKLISTS

On-line applications require payment with a **credit or debit card** at the time of application. You must be a registered user to apply. If you do not already have a customer number you must contact the Building/Planning Dept to receive your customer number. Call 509-585-4280; 509-585-4561 or email permit-documents@ci.kennewick.wa.us.

Review the application checklists and have **all** required documents ready to submit in **PDF format** before you apply. [Link to Development Services Forms Page](#); [Link to Civil Application and Submittal Check List](#);

STEP 2 - PREPARE FOR APPLICATION

Permit Applications and Documents Required:

Prepare your documents prior to applying online (See the application checklists for each permit type available online). All required documents must be uploaded within **24 hours** of applying or your application will be canceled in our system and you will be required to reapply.

STEP 3 - APPLY FOR PERMITS

Go to www.go2kennewick.com; click on **City Services**; click on **Online Permitting**; click on **Registered User** or **New User** (If new user you must set up an e-user account. Be sure to write down your EDEN user name and password for future access). Once e-user registered you will be asked for your customer number. Enter the customer number you were given in STEP 1 and you will be logged on to Permits.

Click on **Apply for a permit**: **Select the Permit Type** from the drop down list; Add the **Permit Description** as shown on your paper application which has been filled out per STEP 1 above in the line labeled **Proposal Requested**; Select permit location by **Address** or **Parcel number** button;

- If by **address** enter the House or building address numbers into the first box and the zip code into the second box; click the **search box**; click on the **Search for an Address** dropdown arrow and pick the correct address from the list, it will then be automatically entered into the **Permit Address Lines** below.
- If by **parcel number** enter the parcel number into the **Parcel APN#** box; click the **search box**; click on the **Search for a Parcel** dropdown arrow and pick the correct parcel from the list, it will then be automatically entered into the **Permit Address Lines** below.

Click on **Next Step**; Enter the requested information in the boxes (boxes with asterisk (*) are required); Click on **Next Step**;

Review the information provided and if correct Click on **Pay Fees**; **Land Use Permits** will require payment of the full **Application Fee**; **Civil permits do not have a fee due at this time.**

Once payment has been made the system will create a permit number for you. **Copy the (XXX-20XX-XXXXX) Permit Number** as you will need this number to upload your documents.

STEP 4 - UPLOAD DOCUMENTS

You will receive an email with a document upload link after applying for your permit(s) in STEP 3.

You will be required to complete all fields with a red asterisk (*) on the upload form. The **Permit Number**, when entered, determines the required document types to be uploaded.

Upload Instructions

- Click on the link to upload documents.
- Enter the Permit Number. For example PLN-2018- XXXXX
- Enter your EDEN user name (as registered in STEP 4); hit TAB on keyboard which will auto populate some of the required fields.
- For Planning (PLN) pick the **Type of Permit** from the dropdown list. The document types for uploading will be listed at the bottom of the form once you have picked the type of permit from the drop down.
- The documents types will populate at the bottom of the form with an **Attach** button.
- Click on the **Attach** (type of document) button and you will be prompted to your computer files to choose the appropriate files to upload. Once the file is chosen click open and the file will upload. Make sure you have uploaded each required document type (*). When all document types have been uploaded for the permit you are working with you will have to check the "I am not a robot" box and you will be prompted to respond.

When finished click on **Submit**. You will receive an email thanking you for submitting your plans.

To continue with an additional permit click on the provided link again to open a new form. Repeat STEP 4 for each of the required permit types included in your project.

The application and associated documents will be reviewed within 2 business days to determine if the application can be accepted as counter ready. An email will be sent to your registered user email address notifying you of acceptance or rejection of your documents.

- **Accepted documents** will require no further action at this time.
- **Rejected documents** will be entirely deleted from our system and a new upload link will be emailed to your registered email address with details of missing and/or incomplete documents. Review the reasons and correct documents accordingly. Click on the provided link to resubmit.

**CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)**

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan
Short Plat Conditional Use Other _____
Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: _____

Address: _____

Telephone: _____ Cell Phone: _____ Fax: _____ E-mail _____

Property Owner (if other than applicant): _____

Address: _____

Telephone: _____ Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. _____ Acres _____ Zoning: _____

Address of property: _____

Number of Existing Parking Spaces _____ Number of Proposed (New) Parking Spaces _____

Present use of property _____

Size of existing structure: _____ sq. ft. Size of Proposed addition/New structure: _____ sq. ft.

Height of building: _____ Cubic feet of excavation: _____ Cost of new construction _____

[Benton County Assessor Market Improvement Value:](#) _____

Description of Project: _____

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Applicant's Signature

Signature of owner or owner's authorized representative

Date: _____