



**Annual Comprehensive Plan Amendment Process
Process Overview and Application Submittal Instructions
(KMC 4.12.110 & 18.51.100)**

What is the annual Comprehensive Plan Amendment process?

Applications to amend the City's Comprehensive Plan are collectively reviewed one time per year in accordance with state law. Proposed amendments require a public meeting before the Planning Commission and a public hearing before the City Council. If a property owner desires to establish a land use that is not permitted within the existing zoning district, they may choose to submit an application requesting an amendment to the Comprehensive Plan land use designation on the property. This application contains all the necessary information for Comprehensive Plan amendments.

Application and Processing of Comprehensive Plan Amendments

The following is a general overview of the annual Comprehensive Plan Amendment process, the specific process is contained in Kennewick Municipal Code Chapter 4.12.110:

1. Pre-Application Meeting – this meeting is optional, but in most circumstances highly recommended. The pre-application conference provides an initial review of the amendment request, provides the applicant with an opportunity to ask questions of staff and the probable staff recommendation. All application materials are also provided to the applicant at this meeting;
2. Submittal of Application materials – the applicant must submit a complete application packet to the Planning Department that includes all of the materials described below. Applications will not be accepted before March 1st of the current amendment cycle. The application will be checked for completeness prior to being accepted; incomplete applications will not be accepted. The deadline for an application to be considered during the current amendment cycle is on or before May 1st by the close of business. If May 1st falls on a non-business day for the City, the deadline shall be the first regular business day for the City **after** May 1st.

1. **A complete application shall consist of the following:**

Application fee (See adopted [fee schedule](#)).

Application form – General (attached.)

A complete Comprehensive Plan Amendment supplemental information sheet (attached.)

A map, drawn to scale, of the area in question.

A completed [Environmental \(SEPA\) Checklist, with ESA Supplement](#) (separate application and additional fee).

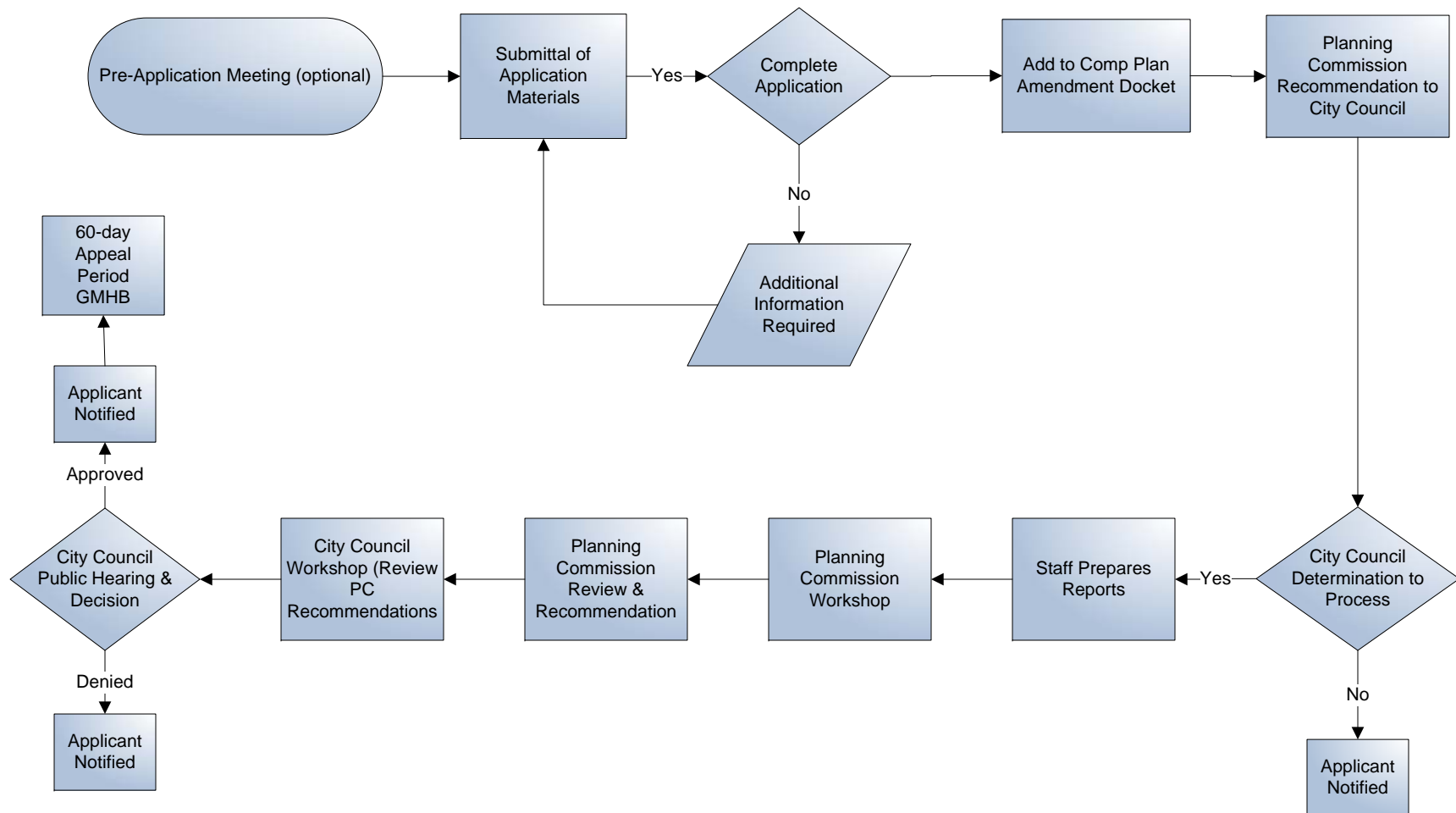
Complete Legal Description of area(s) to be amended submitted electronically in Microsoft Word format.

A report submitted electronically in Microsoft Excel format (**broken into columns as shown below**) showing the name and address of the owner of record of the property involved and a list of the names and addresses of all property owners within 300 feet of subject property and of such contiguous property under the same ownership as they appear on the tax rolls of the Benton County Treasurer. This report is to be submitted 45 days prior to the Planning Commission’s pre-decision meeting to ensure it is as up to date as possible.

Parcel #	Owner First Name	Owner Last Name	Owner Address	Owner City	Owner State	Owner Zip	Property Address
x-xxxx-xxx-xxxx-xxx	John & Jane	Dow	1234 W City St	Kennewick	WA	99336	1234 S Example St

3. Once a completed application has been accepted it will be added to the City’s Comprehensive Plan Amendment docket. Applications not accepted prior to **March 1st** or after the **May 1st** deadline;
4. Docketed amendment requests will be presented in a public meeting to the Planning Commission for review; the Commission shall provide a recommendation to City Council regarding further processing of each docketed request;
5. All docketed requests and the Commission’s recommendations shall be presented to City Council at a public meeting for review and determination (criteria contained in KMC 4.12.110(5.c) of which docketed requests will be considered as part of the annual process;
6. The selected requests are then scheduled for a Planning Commission workshop and Open Record Hearing;
7. Once the Commission has completed their review and have developed recommendations on each request a City Council workshop (2nd or 4th Tuesdays) is scheduled;
8. City Council public meeting is scheduled (1st or 3rd Tuesdays). City Council makes the final determination on Comprehensive Plan amendment requests.
9. City Council decisions on Comprehensive Plan amendments are appealable to the Washington State Growth Management Hearings Board.

Any party of record aggrieved by the decision of the City Council may appeal to the Eastern Washington Growth Management Hearings Board. Please pay particular attention to the appeal-filing deadline established for the Board. The Board’s review of the City’s decision is a closed record review, which means that only information submitted during the hearing process can be considered by the Board. Appeals to the Board require a separate filing fee.



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: _____