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**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 1<sup>st</sup> 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 1<sup>st</sup> by the close of business. If May 1<sup>st</sup> falls on a non-business day for the City, the deadline shall be the first regular business day for the City **after** May 1<sup>st</sup>.

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 1<sup>st</sup>** or after the **May 1<sup>st</sup>** 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 (2<sup>nd</sup> or 4<sup>th</sup> Tuesdays) is scheduled;
8. City Council public meeting is scheduled (1<sup>st</sup> or 3<sup>rd</sup> 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.

**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: \_\_\_\_\_

## Comprehensive Plan Amendment Supplemental Information

The following questions will be reviewed by both the Planning Commission and City Council as a means of assisting in their consideration of the Comprehensive Plan Amendment request. Use additional pages if necessary.

1. State the requested amendment:
2. What are the reasons for the requested amendment:
3. Which elements of the Comprehensive Plan will be affected and how. Include detailed information on the provision of utilities such as water, sewer, power, etc., and how such utilities correspond with the City's various utility plans. Detailed information must also be submitted regarding what effect the proposed change will have on such services as fire, police, parks, schools, etc:
4. Indicate how the requested amendment will implement the Comprehensive Plan and be in the best interest of the Kennewick area, reference specific Comprehensive Plan policies that will be implemented:
5. Include any other substantiated information in support of the requested amendment:

