Final Plat Approval Instructions

Approval of final plats must be in accord with RCW 58.17.150 and Title 17, KMC. Accordingly, the following process has been developed to receive City Council approval of a final plat:

1. Contact City of Kennewick Public Works Department Project Engineer (Link to Engineers Area Coverage Map)to determine infrastructure placement has reached the required completion percentage prior to submitting a final plat application. (509-585-4419). Applications cannot be accepted until notification is given to the Planning Department from the Public Works Project Engineer.

2. A final plat application form and fee (See Fee Schedule), two (2) full size copies of the proposed final plat are to be submitted to the Planning Division. The Division will transmit copies for final review. A copy of the application is enclosed. *Do not bring in the original mylar at this time.*

3. City staff will review the final plat for conformance with the conditions of pre-plat approval and the final plat will be transmitted to the land surveyor with instructions to make any necessary changes. Staff will verify exterior and interior closures prior to submittal to the City Council. Any corrections or outstanding items will be submitted to the land surveyor and applicant for inclusion on the final plat. Typically this takes 30 – 45 days to complete.

4. The final plat will be scheduled for City Council approval, for the earliest practical meeting, when all of the following have been completed:

   • All applicable conditions of approval have been fulfilled.
   • Submit two (2) full-size corrected copies.

   Please note: The City Council meets on the first and third Tuesdays of each month.

5. Upon City Council approval, the mylar must be delivered to the Planning Department for the City of Kennewick and the Mayor's signatures after all conditions have been met and all utilities signature blocks have been signed (*the City's signature block will not be signed until all other utilities have signed*).

The number, size & location of subdivision signs are controlled by KMC Chapter 18.24 (signs). You are invited to submit your sign program to the Division for review to assure conformance with City regulations.

FP _____-_____ / PLN-_____-_____ Fee $_____

Final Plat Application and Referral Sheet

The City has developed this final plat application to help in the City's review and approval process for final plats. Please complete the application and submit it along with 10 copies to the Planning Division. Consideration by the City Council will occur at the earliest practical meeting, and when all required steps noted on the instructions have been complied with.

Date:_____Pre-Plat #:_____-_____PLN-_____-_____

Parent Parcel No.: _____

Address of Parent Parcel (if assigned) _____

Name, Phone Number and Address of Land Surveyor: _____

_____

Name of Subdivision: _____

Current Zoning: _____ Comprehensive Land Use Designation:_____

General Location:_____

Name, Phone Number and Address of Contact Person: _____

_____

Email _____

Name, Phone Number and Address of Developer:_____

_____

Email _____

Number of Lots: _____   Smallest Lot Size:_____

Largest Lot Size:_____   Average Lot Size: _____

Area in Acres:_____   Sales Price:_____

Date Received Stamp

July 2019

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 P**ermit 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.