



**Community Planning & Development Services  
Planned Residential Development Checklist**

Planned Residential Developments (PRD) encourage imaginative design and the creation of permanent open space by permitting greater flexibility in zoning requirements than is generally permitted by other sections of the Kennewick Municipal Code (“KMC”); preserve or create environmental amenities superior to those generally found in conventional developments; create or preserve usable open space for the enjoyment of the residents; preserve, to the greatest extent possible, the natural characteristics of the land, including, but not limited to, topography, natural vegetation, waterways, and views; encourage development of a variety of housing types; and provide for maximum efficiency in the layout of streets, utility networks and other public improvements and infrastructure.

A completed PRD application must be accompanied by the following:

- General application form (attached);
- A filing fee (see [Fee Schedule](#)).
- A title report submitted electronically in Microsoft Excel format, with columns as shown below, listing names and addresses of all owners within the subdivision, and within 300’ of all property boundaries as shown on the tax rolls of Benton County.

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

- A completed Environmental Checklist (separate application and fee);
- A drawing of the proposed development containing all information required by Title 17;
- A written statement indicating all requested deviations from the Kennewick Municipal Code;
- Preliminary homeowners' association charter, bylaws, and any restrictive covenants which must not conflict with this code;
- A statement indicating which areas are to be dedicated to the public;
- A development schedule showing the estimated starting date, probable stages of development, and the estimated completion date.
- Development plans showing the use or uses, with dimensions; and the location of proposed structures and of any areas to be dedicated for streets, parks, playgrounds, schools, school sites; landscaping, and other open space;
- A landscape plan drawn to a legible scale including:
  - o The location of proposed plants, trees, and ground cover;

- Number, location, species, planting method, size, height and caliper of plants and trees;
  - Type, design and location of non-living materials;
  - Method of irrigation.
- Architectural drawings or sketches demonstrating the design and character of the proposed uses and the physical relationship of the elements.

Development of the property will be limited to the uses set forth in the planned development permit. The regulations and conditions will also be set out in the permit.

If the planned development entails a subdivision of land, preliminary and final plats must be submitted for approval, and substantially conform to the approved planned development. Preliminary plats can be considered concurrently with the planned development application and must comply with Title 17.

A PRD will be approved, conditionally approved, or denied by the Hearing Examiner after a public hearing pursuant to KMC Chapter 4.02.

The PRD shall be effective for seven (7) years from the date of approval from the hearing examiner. During this time the terms and conditions upon which approval was given will not be changed except as provided in Section 18.45.090(2) (Minor and Major Adjustments).

Knowledge of expiration date and initiation of a request for extension of approval time is the responsibility of the applicant. The City of Kennewick shall not be held accountable for notification of expirations, although it may notify the applicant of date of expiration. All requests for an extension of time must be submitted in writing to the Planning Department prior to expiration of PRD approval; expiration of a permit application is per Section 4.12.075.

Building permits and other permits required for the construction or development of property under the provisions of this chapter shall be issued only when, in the opinion of the director, the work to be performed meets the requirements of the final plan and program elements of the PRD.

Once the preliminary development plan is approved, all persons and parties, their successors, heirs, or assigns, who own, have, or will have by virtue of purchase, inheritance or assignments, any interest in the real property within the proposed PRD, shall be bound by the conditions attending the approval of the development and the provisions of this chapter.

Cessation of work or abandonment thereof for a period of 12 months is grounds for revocation. The applicant may be required to complete certain construction deemed necessary to protect property owners within and surrounding the development from adverse affects.

Before commencing construction, the permit must be recorded with the Benton County Auditor, a description of the property indicating that it is subject to a planned development permit.

## 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](mailto: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](http://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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of owner or owner's authorized representative