



PRE-APPLICATION MEETING PACKET Tier 2 and Tier 3 Site Plan Projects Only

Thank you for your interest in development in our city.

In order to better serve you a **Pre-Application Meeting is required** with the City departments responsible for development review **prior to applying for a Tier 2 and 3 Site Plan Permit**. Our objective is to get to know your goals and business needs to better assist you in preparing your project for application, to identify potential problems and to help you understand the City's standards and requirements.

Review the checklist for items required to be shown on the pre-application site plan. Optional items listed on the checklist, if shown, could allow for an accelerated review.

To schedule your pre-application meeting, please contact our staff at 509-585-4280 at your earliest convenience. Applications are required to be made on-line or at our Planning Counter. Complete application packages are required to secure your appointment. *On-line application* instructions are included with this packet which will give you help in gathering the information required for a complete application.

Pre-application meetings are held **every Wednesday in 50 minute intervals, with the first appointment at 9:00 am and the last appointment scheduled at 11:00 am**. Please be prompt, as this time has been pre-scheduled to insure each City department's availability to attend. Your application documents must be accepted no later than 4:00 pm, one week prior to the requested meeting date. Appointments are determined in the order of application acceptance and time slots cannot be requested. Please include the number of individuals in your group expected to attend the meeting on the application form so we may find an appropriately sized conference room.

On line Applications: Review the attached Applicant Procedures for On-Line Application for Civil and Land Use Permits and follow the directions for an on-line application. Plans are to be drawn using a standard scale and submitted in PDF format. **This application has specific submittal requirements. A checklist outlining those elements is attached.**

Counter Applications: Submit the attached form and all available plans drawn using a standard scale and printed to that scale. **This application has specific submittal requirements. A checklist outlining those elements is attached.**

Helpful Links:

[City of Kennewick Parcel Map](#)

[Kennewick Municipal Code](#)

[Codes and Standards including](#)

- Commercial Design Standards
- Residential Multi-Family Design Standards
- Single Family Design Standards

[City of Kennewick Standard Specifications](#)

[Business License Information](#)



PRE-APPLICATION REVIEW FORM

PLN- _____ - _____

PRE ____ - ____

Contact Information:

Name _____

Address _____

_____ # of Persons Attending Meeting _____

Phone # _____ Cell# _____ Fax# _____

Contact(s) e-mail address _____

Project Information: Multi-tenant ____ Yes ____ No Multi-Story ____ Yes ____ No

Description of Project _____

Proposed - Building Sq. Ft. _____ Est Grading CY _____ # of Parking Stalls _____

Location of Proposal _____

Address: _____

Parcel Number: _____

Zoning: _____ [KMC 18.58 Critical Area](#): _____

List any specific concerns or questions you might have: _____

Please include all available plans for review (can be attached to e-mail in PDF format)

Requested meeting date: _____



TIER II & III SITE PLAN
PRE-APPLICATION MEETING CONTENTS CHECKLIST

1. SITE PLAN:

All site plans shall be drawn to a standard engineering scale (max 1"= 40').

- One (1) copy** of the site plan legibly drawn to a standard scale, on paper of sufficient size to contain the required information, and containing the following elements:
 - Lot lines with dimensions
 - Access points with existing and proposed width.
 - Building envelope with dimensions to property lines.
 - Conceptual parking.
 - Landscaped areas.
 - Water/sewer availability.
 - Emergency Vehicle access through site (turning radius 24 inside 44 outside), hydrants & flow.
 - Encumbrances: i.e., easements. ___ Yes ___ No If yes show on site plan.

- Optional Items** if included on the site plan will allow all Departments to review for possible waiver of Preliminary Site Plan.
 - Adjacent property zoning
 - Names and location of all existing streets abutting the site
 - North arrow
 - Location and size of existing and/or proposed sidewalks, curbs and gutters
 - Location of trash receptacle enclosures
 - Pedestrian connections if required by Commercial Design Standards

On line Applications – Review the attached **Applicant Procedures for On-Line Application for Civil and Land Use Permits** and follow the directions. Plans are to be drawn using a standard scale and submitted in PDF format. All required documents must be uploaded to be considered complete.

Counter Applications – Submit the completed Pre Application Review form and one (1) full size copy of all available plans drawn using a standard scale and printed to that scale.

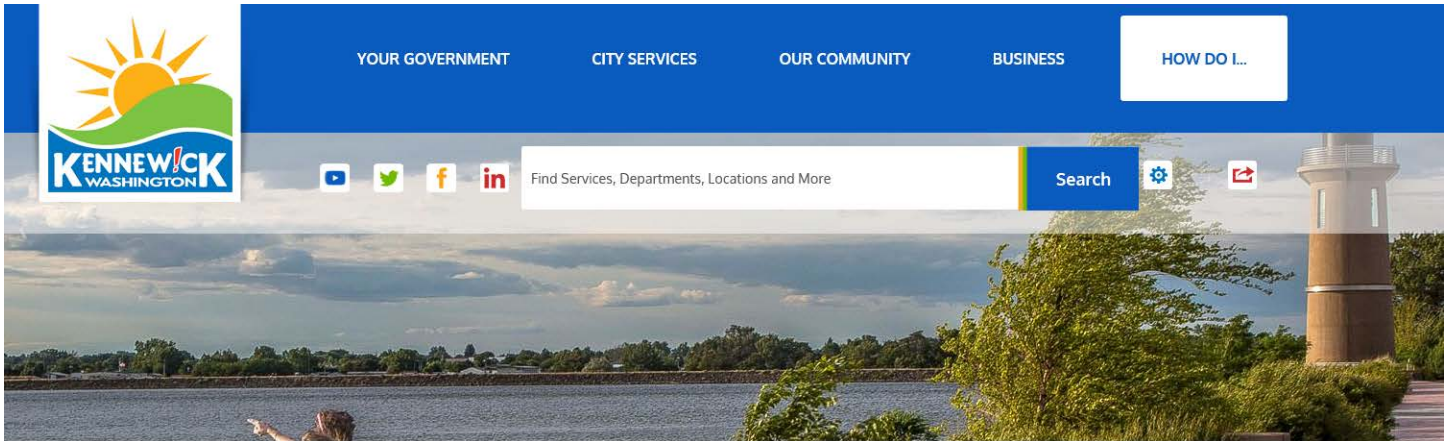
Summary of Items Required:

1. Completed Application
2. Site Plan

Kennewick Parcel Map Instructions for Application Purposes

Go to www.go2Kennewick.com

Click on City Services/click on [Virtual Kennewick](#)



OR Scroll to the bottom of the page and click on [Go to Maps](#). Pick the Parcel Map by clicking on it.



Kennewick Maps & GIS

Geographic Information Systems (GIS) is a spatial model of City facilities & infrastructure in the "real" world. This collection of maps and data can help you visualize information. Property owners can also find parcel information, zoning, utilities, etc.

[Go to Maps...](#)

Pick the Parcel Map by clicking on it.

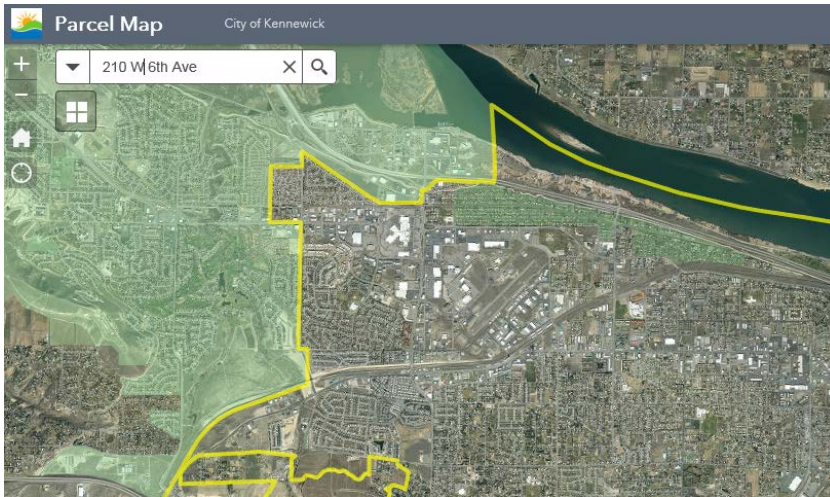
[Home](#) [Gallery](#) [Map](#) [Scene](#) [Groups](#)

[Sign In](#)

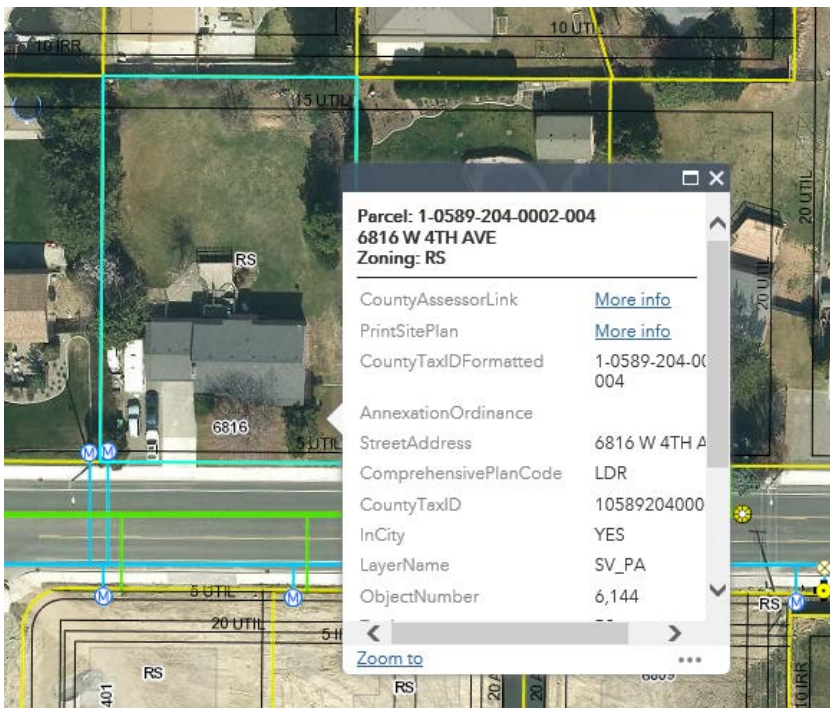


Enter the property address in this box at the top left side of the screen and click on the green magnifying glass.


If the address is not found or you do not have an address you will need to call City Staff to have an address assigned. You cannot apply with only a parcel number.

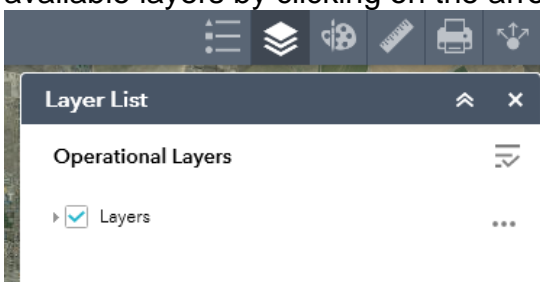


With a current address the map will search and display the parcel.

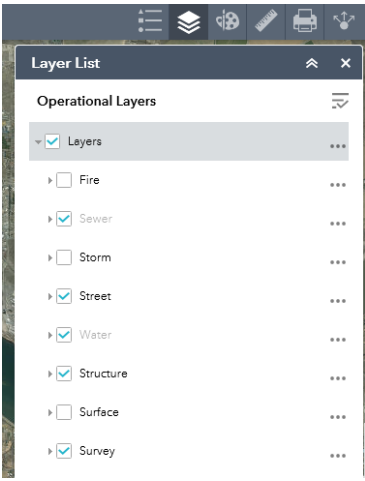


Click your cursor on the parcel and a box will appear giving you the **tax ID**; **address** (if assigned) and the **zoning**. Enter the needed information in your application

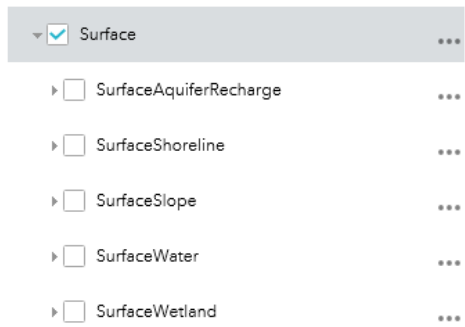
At this point you can work with layers by clicking on  to open the Layer List. You can see the available layers by clicking on the arrow adjacent to the box.



Once clicked the available layers will open.

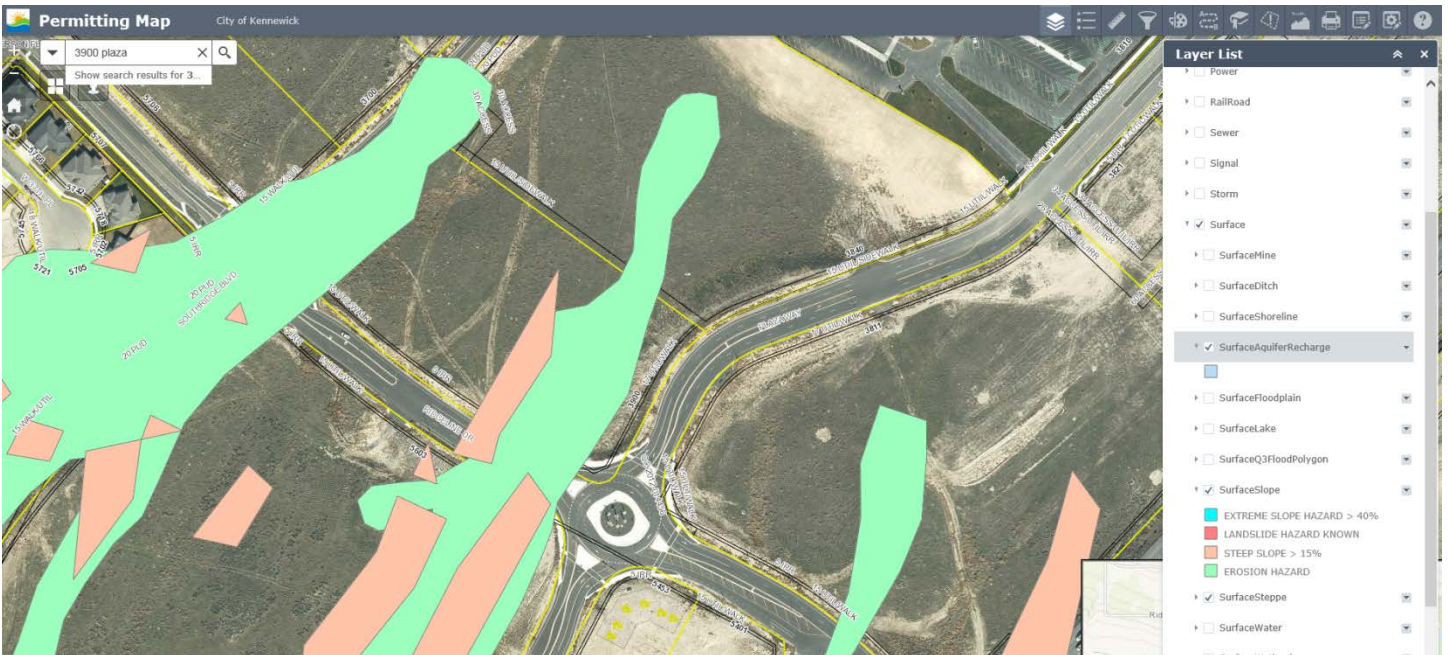


Check the adjacent box again to add or remove that layer.



The adjacent arrow will produce an additional list. Critical Areas are within the Surface Layer. You will need to click in the box adjacent to the critical areas to determine which areas, if any, are on the site.

As shown below - To see the color coding for the area click on the arrow adjacent to the layer box and the color coding will open.



If Critical Areas are present add the designation to your application and review [KMC 18.58](#) for requirements.