



CITY OF KENNEWICK SITE PLAN CONTENTS CHECKLIST

Tier I – Minor Site Plans

Tier I permits are projects containing new structures and/or additions to an existing structure that does not exceed 1,500 sq. ft. Examples include co-locate cellular towers, accessory buildings to permitted uses, and minor structural changes.

Please review the COMMERCIAL DESIGN STANDARDS adopted by the City of Kennewick on July 5, 2006. These standards are applicable to all new and remodeled commercial developments in the City's commercial zoning districts (CN, CO, CC, CR, CG, CM) when the cost of remodeling and expansion is equal to or exceeds 50% of the current assessed value of the structure as determined by the City's building official. The City has several Sub-Area Plans that could also affect the building and site design. Please contact the Planning Department to make a determination at 509-585-4280.

Please complete this checklist and include with your site plan submittal for review. The site plan must contain the information listed below. **Incomplete applications will not be accepted.** If you have any questions please call (509) 585-4280. All references to KMC's can be reviewed on our Web Site at www.go2kennewick.com under Your Government - [Kennewick Municipal Code](#). *****The average review time for complete applications is 3 weeks*****

1. APPLICATION FEE (see adopted [Fee Schedule](#))

2. APPLICATION FORM COMPLETED AND ATTACHED

3. SITE PLAN:

- One (1) paper copy** if submitted over the counter. All site plans must be legibly drawn on paper of sufficient size to contain the required information. **All site plans shall be drawn to a standard scale (i.e., 1"=20')**.

- If application is made online with electronic documents a paper copy is not required. A PDF is the required format. Electronic PDF must be drawn to a standard engineering scale (**example 1"=20'**) with graphic scale shown on the drawing. The required paper size needed to print to the listed scale must also be referenced on the drawing.) The site plan must be legibly drawn on paper of sufficient size to contain the required information, but not less than 8.5" x 11".

The following elements shall be included on the site plan drawing:

- Adjacent land uses.
- Property boundaries and dimensions.
- Names and location of all existing streets abutting the site.
- Dimensions, location and use of proposed construction and existing buildings/structures.
- Distance from property lines.
- North arrow.
- Location and size of any easements.
- Location of all overhead power lines.
- Location and dimensions of proposed and/or existing driveway approaches including existing driveway locations across public right-of-way(s).
- Location and size of existing and/or proposed public sidewalks, curbs and gutters adjacent to the property.
- Location and size of all parking spaces, including accessible spaces. (KMC 18.36)
- Provide requested information for specific uses listed:
 - *Restaurants* – List number of seats
 - *Hotels/Motels* – List number of rooms
 - *Churches/Mortuaries/Funeral Homes/Stadiums/Theaters* – List number of seats or bench footage
 - *Medical/Dental Facilities* – List number of Doctors/Dentists
 - *Hair Salon/Nail Salon/Spa* – List number of chairs/treatment areas

- Location of nearest fire hydrant(s).
- Vision clearance triangles at street intersections and at driveways and curb cut intersection with streets.
- Height and location of proposed fencing. (KMC 18.27)
- Location of trash receptacle enclosures, which are required for all exterior trash receptacles. (KMC 18.12.280, Note compliance with KMC on drawing.)

4. LANDSCAPE PLAN:

*Landscaping is required for all new structures and parking lots, and expanded structures when the cost of such expansion (as determined by the building official) is equal to or exceeds 50% of the current assessed value of the structure. Review the Commercial Design Standards for all Commercial Zoning; Residential Design Standards for multi-family developments and [KMC 18.21](#) Landscaping for all zones. **New or Exceeds 50% ___ YES ___ NO***

- One (1) copy** of the landscape plan legibly drawn on paper of sufficient size to contain the required information, but not less than 11" x 17". **All landscape plans shall be drawn to a standard scale (i.e., 1" = 20')**. (See application details in KMC 18.21 & Commercial Design Standards)

The following elements shall be included on the landscape plan drawing:

- | | |
|---|---|
| <input type="checkbox"/> Size of landscaped area in square feet. | <input type="checkbox"/> Method of irrigation. |
| <input type="checkbox"/> Location of proposed plants, trees, groundcover and parking lot light poles. | <input type="checkbox"/> Type, design and location of non-living materials. |
| <input type="checkbox"/> Number, species, planting method, size, height and caliper of plants, trees and groundcover. | <input type="checkbox"/> Location of existing trees and plant groupings. Specify those proposed to remain and method of protection. (KMC 18.21) |

5. LIGHTING PLAN - Will you be installing exterior lighting ? ___ YES ___ NO If Yes the following items are required:

- Location of all new or relocated exterior building and parking lot lighting shown on the site plan and/or the building elevation plans. (Note compliance with KMC 18.39 Outdoor Light Fixtures on drawing.) Landscape plan should show lighting locations in beds to determine interference with tree locations.

OR

One (1) copy of the lighting plan legibly drawn on paper of sufficient size to contain the required information, but not less than 11" x 17". **All lighting plans shall be drawn to a standard scale (i.e., 1" = 20')**.

One (1) copy of lighting cut sheets for all proposed and/or relocated exterior lighting. All lighting must comply with KMC 18.39 with specific attention given to KMC 18.39.030(2).

- A lighting Photometric placed on the site plan drawing covering all parking areas and covering any property line areas adjacent to Residential zoning (if any). The photometric must show all areas of the parking lot meet .6fc minimum. The foot candles at property lines adjacent to residential zoning must show light is not spilling onto adjacent residential property.

6. BUILDING ELEVATIONS – Is your project a new building or an addition to an existing building? ___ YES ___ NO If the answer is Yes Elevations are required.

- Building Elevations, showing the height; roof pitch listed and dimensions of roof offsets; exterior lighting locations, legibly drawn to a standard architectural scale on paper of sufficient size to contain the required information, but not less than 11" x 17".**

7. CRITICAL AREAS – Does your site have Critical Areas _____ YES _____ NO

- If YES - Applicable Critical Area Reports are required. (KMC 18.58 – 18.62)

Concurrency Requirements

Water and Sewer concurrency will be determined by the City's Utility Service Manager. Water and sewer demands of development will be calculated by using the demand tables contained in the City's Water and Sewer System Plans.

Transportation Facility concurrency will be determined by the City's Traffic Engineer. Traffic demand and trip generation will be calculated by the generation rates contained in the latest edition of the Institute of Traffic Engineers (ITE) Trip Generation Manual at the highest possible use of the property.

If within a flood prone area, information must be submitted from a surveyor, indicating the elevation(s) above sea level, of the site. (For residential construction, the principle requirements are that no basements be constructed and that the first floor be elevated to or above the regulated flood elevation). (KMC 18.61 & 18.66)

STAFF USE ONLY:

- Application**
- Site Plan drawn to a standard scale with scale listed on drawing.**
- Building Elevation(s) – if item 6 answer is YES**
- Lighting Plan and Cut Sheets – if item 5 answer is YES.**
- Landscape Plan – if item 4 is YES.**
- Critical Area Report – if item 7 answer is YES.**

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.

CONSOLIDATED INTAKE PACKET REQUIREMENTS

	Permit # Pre Fix BLD BLD-20XX-XXXXX	Permit # Pre Fix MEC MEC-20XX-XXXXX	Permit # Pre Fix PLB PLB-20XX-XXXXX	Permit # Pre Fix DPW DPW-20XX-XXXXX	Permit # Pre Fix PLN PLN-20XX-XXXXX
	BUILDING PACKET	MECHANICAL PACKET	PLUMBING PACKET	CIVIL PACKET	FINAL SITE PLAN PACKET
D O C U M E N T T Y P E	APPLICATION	APPLICATION	APPLICATION	APPLICATION	SITE PLAN
	FLOOR PLAN	MECHANICAL PLAN	PLUMBING PLAN	CIVIL PLANS	ELEVATIONS
	ARCHTECTURAL PLANS	ADDITIONAL SUPPORTING INFORMATION	ADDITIONAL SUPPORTING INFORMATION	STORM REPORT	LIGHTING PLAN: LOCATIONS & CUT SHEETS
	STRUCTURAL PLANS			ADDITIONAL SUPPORTING INFORMATION	LANDSCAPE PLAN
	STRUCTURAL CALCS				ADDITIONAL SUPPORTING INFORMATION
	NREC FORMS				
	ADDITIONAL SUPPORTING INFORMATION				APPLICATION – IF NOT SUBMITTED AT PRELIMINARY SITE PLAN APPLICATION

1. Each Application will have a different Permit number. The pre-fix of the permit number designates the application – for example a Pre Fix of BLD indicates a Building permit application; PLN indicates a Planning permit application; DPW indicates a Civil permit application; etc.
2. Documents uploaded must be organized by document type as listed under each packet heading. If for example, your Architectural Plans total 10 pages, these pages must be grouped together into one PDF and uploaded under Architectural Plans. Structural Plans must be grouped together into one PDF and uploaded under Structural Plans. Floor Plan(s) must be separated from the Architectural Plan set and uploaded under the Floor Plan document type. Each document type will accept one upload with the exception of additional supporting information.

**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