



CITY OF KENNEWICK SITE PLAN  
CONTENTS CHECKLIST

Tier 2 – Site Plan  
Preliminary Site Plan

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

Tier 2 permits are projects that are greater than 1,500 sq. ft., but do not exceed 20,000 sq. ft., or less than 90 parking spaces and do not require grading/excavation of 1,000 cubic yards or more.

Site plan application can be made on-line. The online application process instructions are included with this packet. Applicants who wish to submit their application at the [Planning counter](#) can do so Monday – Friday between the hours of 8:30 am – 4:00 pm. If you would like an appointment please call 509-585-4280.

*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 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. Also review adjacent property zoning for possible setback requirements (KMC 18.12.010 B-2 and screening requirements KMC 18.21) Contact the Planning Department to make a determination at 509-585-4416; 509-585-4558; 509-585-4361.*

This checklist must be filled out and included 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) 585-4416 or (509) 585-4558. All references to KMC’s can be reviewed on our Web Site at [www.go2kennewick.com](http://www.go2kennewick.com) under Hot Links - Kennewick Municipal Code.

Pre Application meeting completed (must be completed prior to site plan application)

APPLICATION FORM COMPLETED AND ATTACHED

SITE PLAN:

- One (1) paper copy if submitted over the counter.** All site plans shall be legibly drawn to a **standard scale (example 1”=20’** on paper of sufficient size to contain the required information, but not less than 8-1/2” x 11”.
- If submitted through the on-line application process a PDF is the required format (electronic PDF must be drawn to a standard engineering scale 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) of the site plan legibly drawn on paper of sufficient size to contain the required information, but not less than 8-1/2” x 11”. **All site plans shall be drawn to a standard scale (example 1”=20’).**

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

- Adjacent property(s) zoning must be listed (check for setbacks required by KMC 18.12.010 B-2 and screening requirements KMC 18.21).
- Water/Sewer availability locations
- Property boundaries and dimensions.
- Names and location of all existing streets abutting the site.
- Building envelope area defined (the area shown must take into consideration building eaves and footing areas)
- Distance from property lines and existing structures to building envelope area.
- North arrow.
- Location, type and size of any easements.
- Location and dimensions of proposed and/or existing driveway approaches.
- Location and size of existing and/or proposed public sidewalks, curbs and gutters adjacent to or on the property.
- Parking lot area(s) with proposed parking stall count including the number of proposed accessible spaces. Must include proposed landscape island locations. List proposed use defined by KMC 18.36 for example:
  - *Restaurants* – List number of seats

- *Multi-Use Commercial Structures – List as multi-use using shopping center calculation rate*
- *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) and emergency vehicle access through the site with turning radius (24' inside 44' outside if required by the IFC).
- Location of trash receptacle enclosures, which are required for all exterior trash receptacles. (KMC 18.12.280 and Commercial Design Standards)
- Pedestrian Connections if required by the Commercial Design Standards.
- Landscape area locations. (Review KMC 18.21 & Commercial or Residential Design Standards)



## CITY OF KENNEWICK SITE PLAN CONTENTS CHECKLIST

### *Tier 2 –Site Plan Final Review*

The Final Site Plan Application packet must be submitted concurrently with the Building Permit Application packet and the Civil Application packet. The Final Site Plan must be the approved Preliminary Site Plan with additional items added as outlined below.

#### **Submittal Process 48 hour notice required:**

Submit the Final Site Plan packet (with all items listed below), the Civil Review Application packet and Building Permit Application packet electronically in PDF format to your city Planner.

**Your packets will be reviewed within 48 hours. Once your packets are considered complete an intake meeting will be scheduled.** You will be required to bring one (1) complete paper set of the entire Civil application packet and two (2) complete paper sets of the entire Building Permit application packet to City Hall at the appointed time. **Your intake meeting cannot be scheduled until all packets are complete.**

If you have any questions please call (509) 585-4416; (509) 585-4361 or (509) 585-4558. All references to KMC's can be reviewed on our Web Site at [www.go2kennewick.com](http://www.go2kennewick.com) under Hot Links - Kennewick Municipal Code.

#### **1. Approved Preliminary Site Plan- (minor changes OK, but changes must be bubbled) with additional details to include:**

- Actual building footprint within previously approved building envelope shown
- Detailed and dimensioned parking stall locations with aisle width as required by KMC 18.36 and IFC

#### **2. BUILDING ELEVATIONS:**

- Building Elevations, showing the height; roof pitch listed and dimensions of roof offsets, legibly drawn to a standard architectural scale on paper of sufficient size to contain the required information, but not less than 8-1/2" x 11".

#### **3. 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.*

- Landscape plan legibly drawn on paper of sufficient size to contain the required information, but not less than 8-1/2" x 11". **All landscape plans shall be drawn to a standard scale (example 1" = 20') with graphic scale shown on the plan.** (See application requirement details in KMC 18.21)

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

- Size of landscaped area in square feet.
- Location of proposed plants, trees, groundcover and **parking lot light poles.**
- Vision clearance triangles at all street corners & driveways.
- Number, species, planting method, size, height and caliper of plants, trees and groundcover.
- Method of irrigation.
- Type, design and location of non-living materials.
- Location of any existing trees and plant groupings. Specify those proposed to remain.
- Method of tree protection. (KMC 18.21)

#### 4. LIGHTING PLAN

- Location of all new or relocated exterior building and parking lot lighting shown on the site plan and/or the building elevation plans; **OR** a **PDF** of a lighting plan legibly drawn on paper of sufficient size to contain the required information, but not less than 8-1/2" x 11". **All lighting plans shall be drawn to a standard scale (example, 1" = 20')**.
  
- PDF** 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).



## DEVELOPMENT PROCEDURES FOR NEW COMMERCIAL PROPERTIES

**CHECK ZONING** -- To confirm that what you intend to build is an allowed use in the zone. You can check zoning on the City's website ([www.go2kennewick.com](http://www.go2kennewick.com)). Contact the Planning Department for Commercial Design Standards and Sub-Area Plan applicability to your project at 509-585-4416; 509-585-4361; 509-585-4558.

**SITE PLAN APPROVAL** -- Project size determines application and environmental requirements: Tier 1 applications are for minor projects 1,500 sq. ft. or less, Tier 2 applications are for projects that exceed 1,500 sq. ft. but are less than 20,000 sq. ft., and Tier 3 applications are for major projects 20,000 sq. ft. or more, which require that an Environmental Checklist be filled out. Application packets are available on our website.

Projects are reviewed by the Planning, Building, Public Works, Police & Fire Departments, and outside agencies. The comment letter may be issued that contains requirements that must be fulfilled prior to issuance of building and utility permits. PLEASE READ CAREFULLY.

**BUILDING PLAN REVIEW** -- Submit two (2) sets of commercial building plans for review. Permit fees are based on the value of the construction. All requirements noted during Site Plan Approval must be completed before the permit is issued, and must be reviewed concurrently with the Final Site Plan submittal. Mechanical and plumbing permits are issued separately, and may be applied for on-line ([www.go2kennewick.com](http://www.go2kennewick.com)).

**CIVIL PLAN REVIEW** -- Civil drawings must be submitted (separately from building plans) to the Frost Building at 1010 E Chemical Dr. reviewed, a letter is sent with comments for revisions, if required. Once approved, signatures on the Mylar are required from utility providers

& lastly the City Engineer. Return 3 paper sets with your application for permitting to the Frost Building. No fees are quoted prior to signatures. Permits are picked up at City Hall.

A City of Kennewick Business License is required for all new businesses and contractors working in Kennewick. To work in a City right-of-way or to make connections to City utilities, a \$1 million liability certificate naming the City as an additional insured, and a minimum \$2,000 permit & maintenance bond (5% of project cost) must be submitted. All contractors must be licensed in the State of Washington.

**PRIOR TO ISSUING A CERTIFICATE OF OCCUPANCY**-- all conditions of the Site Plan Approval must be met, Building and Public Works inspections passed, easements over new water & sewer mains recorded, and record civil drawings ("as-builts") on Mylar submitted to City Hall (3 days review time required)

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