



CITY OF KENNEWICK SITE PLAN

CONTENTS CHECKLIST

Tier 3 – Major Site Plan

Preliminary Site Plan

APPLICATION FEE and SEPA REVIEW FEE (see adopted [Fee Schedule](#))

Tier 3 permits are projects that exceed 20,000 sq. ft., and/or exceed 90 parking spaces, and/or require grading/ excavation exceeding 1,000 cubic yards.

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 application form 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; 509-585-4361 or 509-585-4558. All references to KMC’s can be reviewed on our Web Site at www.go2kennewick.com under - Your Government - [Kennewick Municipal Code](#).

[Pre Application](#) meeting completed ____ YES ____ NO - If NO **STOP** –Pre Application meeting must be completed prior to site plan application. If Preliminary Site Plan was waived go to Final Site Plan checklist.

APPLICATION FORM COMPLETED AND ATTACHED

1. 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 11” X 17”.

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 11” X 17”. **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](#))

2. A separate [Environmental Determination application](#) is required (see adopted [fee schedule](#)).

3. Does your site have Critical Areas ___ YES ___ NO If yes provide a critical area report in compliance with [KMC 18.58](#).

<p>STAFF USE ONLY:</p> <p>___ Pre-Application meeting completed – Permit # required to be listed on application</p> <p>___ Application & Checklist Included</p> <p>___ Site Plan drawn to a standard scale with scale listed on drawing</p> <p>___ Critical Area Report – see item 3 above</p> <p>Separate Environmental Determination Application</p> <p>___ Eden Permit PLN-_____ - _____ Project # ED _____ - _____</p> <p>___ Application included</p> <p>___ SEPA Checklist and Salmonids Checklist</p>
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CITY OF KENNEWICK SITE PLAN
CONTENTS CHECKLIST
Tier 3 – Major Site Plan
Final Site Plan

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.

Complete the Final Site Plan Checklist and include it with the Final Site Plan packet (with all items listed below), the Civil Review Application packet and Building Permit Application packet electronically in PDF following the attached on line application instructions. If you are submitting at the counter contact a Permit Tech at 509-585-4480 to request an appointment.

Your packets will be reviewed within 2 business days and an email notification of your application status will be sent to the registered email address used for the application.

If you have any questions please call (509) 585-4480. All references to KMC's can be reviewed on our Web Site at www.go2kennewick.com under - Your Government - [Municipal Code](#).

1. Do you have an Approved Preliminary or Pre App Site Plan? ___ YES ___ NO - If NO go to Page 1 above. If YES Submit approved drawing (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; 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".

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. New or Exceeds 50% ___ YES ___ NO

- 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 (example 1" = 20') with graphic scale shown on the plan. (See application requirement details in [KMC 18.21.040](#))

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 18.21.090](#))

4. 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; OR a PDF of a 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 (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\(2\)](#).

5. Have you submitted an Environmental Determination application for this project? ___ YES ___ NO - If NO a separate [Environmental Determination application](#) is required (see adopted [fee schedule](#)).

6. Does your site have Critical Areas ___ YES ___ NO

If yes did you provide a critical area report in compliance with [KMC 18.58](#) during a Preliminary review?

___ YES ___ NO - If you have critical areas and have not submitted a critical area report you must submit it now.

STAFF USE ONLY:

___ Yes ___ No - Preliminary Site Plan waived? See item 1. If yes create/add project number to EDEN Permit. Pre-App Permit # required on application

___ Application & Checklist - if Preliminary Site Plan was waived/Checklist only if not waived

___ Site Plan drawn to a standard scale with scale listed on drawing

___ Building Elevation(s)

___ Lighting Plan and Cut Sheets –if item 4 is YES

___ Landscape Plan - if item 3 if YES

___ Critical Area Report – if item 6 is YES

Separate Environmental Determination Application - if item 5 is NO

___ Eden Permit PLN-_____ - _____ Project # ED _____ - _____

___ Application included

___ SEPA Checklist and Salmonids Checklist

DEVELOPMENT PLAN SET INTAKE PACKET REQUIREMENTS

	Permit # Prefix BLD BLD-20XX-XXXXX	Permit # Prefix MEC MEC-20XX-XXXXX	Permit # Prefix PLB PLB-20XX-XXXXX	Permit # Prefix DPW DPW-20XX-XXXXX	Permit # Prefix 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 & CHECKLIST	APPLICATION	APPLICATION	APPLICATION	SITE PLAN
	FULL PLAN SET (INCLUDES ARCH/STRUCTURAL/COVER PAGE/PLUMB/MECHAN)	MECHANICAL PLAN (IF NOT ALSO APPLYING FOR A BUILDING PERMIT)	PLUMBING PLAN (IF NOT ALSO APPLYING FOR A BUILDING PERMIT)	CIVIL PLANS (SHEET SIZE MUST BE 24" X 36")	ADDITIONAL SUPPORTING INFORMATION (includes REQUIRED FINAL SITE PLAN CHECKLIST)
	FLOOR PLAN	ADDITIONAL SUPPORTING INFORMATION	ADDITIONAL SUPPORTING INFORMATION	STORM REPORT	LIGHTING PLAN: LOCATIONS & CUT SHEETS
	STRUCTURAL CALCS (IF NEEDED)			ADDITIONAL SUPPORTING INFORMATION	LANDSCAPE PLAN
	NREC FORMS				ELEVATIONS
	ADDITIONAL SUPPORTING INFORMATION				APPLICATION & CHECKLIST– IF PRELIMINARY APPLICATION WAS WAIVED
	Const. Cost & Owner Approval (TI's only)				

1. Each Application will have a different Permit number. The prefix of the permit number designates the application – for example a Prefix 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 in Portable Document Format (PDF) and organized by document type as listed under each packet heading above. For example, if your project has architectural, structural, plumbing and mechanical totaling 10 pages, these pages must be grouped together into one PDF and uploaded under Full Plan Set. Floor Plan(s) must be **separated from the Full Plan set** and uploaded under the Floor Plan document type (a copy of the Floor plan(s) must also remain in Full Plan Set). Each document type will accept one upload with the exception of additional supporting information.
3. PDF authoring tools should be set to Vector not Raster. For information on the differences between Vector and Raster click [here](#).
4. Electronic documents submitted to the City of Kennewick for review must be submitted to allow for document mark up, file combining and processing. Documents received that do not allow the City to conduct our review will be returned to the applicant and will delay review time frames.
5. All layers must be flattened in the authoring program prior to export and submittal.
6. **Specific Drawing requirements:**
 - Remove references to “Preliminary” or “Not for Construction”
 - A north arrow must be provided on all plan sets
 - Minimum sheet size is 11”x17” Maximum sheet size is 24”x36”. **Civil Drwg plan set maximum and minimum size must be 24” x 36”.**
 - Minimum scale allowed is 1” = 40 ft. for site plan or ¼” = 1 ft. for architectural.
 - Different scales may be acceptable but must be approved by Development Services Public Works and/or the Building Department prior to submittal.
 - A title block should be located on the right-hand side of each page and should include page numbers that are unique to each page and provide a logical sequence of drawings.
 - Plan sets must be fully dimensioned.
 - Elevation views must be labeled as North, South, East and West as appropriate.
 - Approved plans provided onsite for field inspector must be printed at full size and to scale. If electronic plan sets are provided on site for inspection purposes the inspector must be allowed full access during inspection hours (8:30 am – 4:30 pm).
 - A 2” x 2” space shall be left blank in the bottom right-hand corner of all pages for the City of Kennewick stamp.

**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: _____