



Instructions for Binding Site Plan Application

The purpose of the Binding Site Plan is to establish an alternative procedure of land division in lieu of other provisions of Title 17. The intent of the binding site plan process is to promote orderly and efficient community growth consistent with the provisions of RCW 58.17.035. The division of property by the binding site plan process may only be used for the following:

- Division of land for the sale or lease of commercial, industrial or other non-residentially zoned property;
- The division of land for the purposes of leasing space for manufactured homes, travel trailers or other recreational vehicles so long as the site plan complies with all other applicable regulations; and
- The division of land involving improvements constructed or to be constructed that will be one or more condominiums or owned by an association or other legal entity.

Binding Site Plans will not be approved unless appropriate provisions and dedications of public right-of-ways, utilities, and easements are made to meet infrastructure provisions per City standards. City may require a development agreement to be in place for the property for future development.

The general application form (attached) must be completed and accompanied by the items listed below. **Incomplete applications will not be accepted.** If you have any questions, please call (509) 585-4416 or (509) 585-4558. All references can be viewed on our website www.go2kennewick.com.

- ❑ Application completed (general form) – attached:
- ❑ Application fee: [See fee schedule.](#)
- ❑ Submit one (1) copy and one (1) electronic copy of a binding site plan map prepared by or under the direct supervision of a professional land surveyor licensed by the State of Washington that includes the following information as specified in KMC Section 17.12.080;
 1. Title of the map saying “Binding Site Plan and the City’s official file number.”
 2. The parent parcel tax ID number;
 3. Street address brackets for future address designated by the City;
 4. The name of the plat, property owners and boundaries of abutting property;
 5. A completed survey showing the boundaries of the parent parcel and the proposed parcel(s), and a description of all monuments set;
 6. The legal description of the boundary of the proposed lot/plat(s);
 7. The location of all existing structures to remain, existing septic tanks, drain fields

and wells with dimensions shown to new proposed lot lines;

8. The location of roads, utilities, easements, or rights-of-way existing and proposed for the binding site plan;
 9. Any dedication must be shown on the face of the record survey;
 10. Signatures blocks for all parties, having an interest in the land agreeing to the division of property and the dedication of any rights-of-way or easements, with Notary acknowledgement for each party;
 11. All existing and planned intersection locations and widths to include public and private roadway intersections, driveways, and recorded access easements for roadways shall be shown for a distance of 300 feet from the plat edges along any adjacent roadways. The City Traffic Engineer may consider exceptions to this requirement;
 12. Approval certificate blocks as listed in KMC 18.12.080:
 13. A vicinity map;
- A title report dated no later than 60 days prior to the date of application showing the name of anyone with an interest in the land being subdivided;
 - Preliminary engineering plans including, but not limited to, water, sewer, streetlights, roads, storm drainage and sidewalks;
 - **SEPA checklist required for Binding Site Plan greater than nine (9) lots.**

If the application is either approved or conditionally approved, the applicant must satisfy all conditions and submit the original of the BSP to the Administrator for final approval. The applicant must record the original with the Benton County Auditor before the lots may be sold.

Upon recording, the applicant must return two recorded binding site plan record surveys to the City.

Land use permit applications must be made on-line following the procedures below **OR** a counter intake appointment must be made with a Planner (see attached sheet for Planner information). **The following permits are counter intake only and an appointment is not required:**

Accessory Dwelling Unit
Parcel Combinations

Change of Use
Change of Pre-Zone

Boundary Line Adjustments

Applicant Procedures for On-line Application of Land Use Permits

1. Review the application checklist and have **all** required documents ready to submit in PDF format before you apply. All required items from the application checklist must be submitted in this format or your application cannot be accepted. E-mail size restrictions are in place and cannot exceed a total of 10 MB per e-mail so several e-mails could be required.

To apply on-line you must contact the Building/Planning Dept to receive your customer number. Call 585-4280 or email permit-documents@ci.kennewick.wa.us. Once you have your assigned customer number follow the steps below in the order listed to ensure a successful application process.

2. Go to www.go2kennewick.com; click on **Online Services**; click on Permits; click on **Registered User** or **New User** (*If new user you must set up an e-user account. Be sure to write down your 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 give in step 1 and you will be logged on to Permits.

3. 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 item 1 above in the line labeled **Proposal Requested**; Add **Permit Address Line 1** which will be the address of project as listed on the application form (*registered user address will automatically populate here and must be changed to project address*); Add **City/State/Zip Code** of the project address; Click on Next Step; Enter the requested information in the boxes (*boxes with asterisk are required*); Click on Next Step; Review Information and if correct click on Save. At this point the system will create a permit number for you. **Copy the (PLN-201X-XXXXX) Permit Number** as you will need this number to e-mail your plans and other required documents at the next step below.

4. E-mail one copy of all required documents from the application checklist to Permit-Documents@ci.kennewick.wa.us in PDF format with the permit number (**PLN-201X-XXXXX**) in the subject line for reference. Documents e-mailed without the permit number in the subject line cannot be associated with a permit and will be deleted. Your application will be determined to be incomplete and will not be processed.

5. The application and associated documents will be reviewed to determine if the application can be accepted as counter ready. **Payment cannot be made until that time. Please be sure to have a contact name, direct contact phone number and contact e-mail listed on your application for notification purposes.**

6. Payment can be made with a **credit or debit card** (Visa or Mastercard only) by returning to www.go2kennewick.com and clicking **Online Services**, then click on **Permits**; log on with your **registered user name and password**. Click on **My Permits** highlighted in blue under your customer name. Click on the **permit number** also highlighted in blue. In the drop down box highlighted in yellow select **fees**, then click in the **blue highlighted payment of fees area** to go to the payment screen.

Checks can be accepted if mailed with the Permit Number listed on the check. (The review process cannot start without payment.) Once Payment has been made e-mail permit-documents@ci.kennewick.wa.us or call 509-585-4280 to notify Planning payment has been made and state the permit number. The application will be assigned to a planner for review and they will contact you.

**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: _____