



CITY OF KENNEWICK SITE PLAN
CONTENTS CHECKLIST

Stationary Vehicle Based Food Business

Does the site where you are locating already have City approved Vehicle Based Food Vender pad site?

___ YES ___ NO If you answered YES skip this application and obtain a City of Kennewick Business License. If you answered NO **OR** you are setting up in a **different location on the site** you will need to continue with this site plan application.

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*****

Vehicles must be currently licensed, operable, and able to leave a site at any time, towables are permitted. Allowed in CO, CBD, CC, CAR, CG, CM, CR, UMU, BP, IL, IH, OS, and PF zoning districts.

- 1. APPLICATION FEE ([Site Plan Approval Tier 1 Fee](#))
- 2. GENERAL 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 existing structures as well as the location and dimensions of all structures, vehicles, seating areas and signs to be used by the vehicle based food business.
- Distance from property lines to all structures, vehicles, seating areas and signs to be used by the vehicle based food business.
- North arrow.
- Location and dimensions of proposed and/or existing driveway approaches including existing driveway locations across public right-of-way(s).
- Location and size of all parking spaces, including accessible spaces. (KMC 18.36)
- Location of nearest fire hydrant(s).
- Location and source of electrical power. If using a generator list size.
- [KFD Mobile Food Vendor Requirements](#); [Non Mobile Vendor Requirements](#)

4. In addition to the requirements to establish compliance with KMC "Temporary and Parking Lot Business" General Requirement 18.12.250(1) and other codes as applicable, the following items specific to Vehicle Based Food Businesses are required:

- Restroom agreement.

- Discharge plan for used oils and graywater.
- Property owner's signature on the application.
- Copy of Benton-Franklin Health District Mobile Location Agreement.
- Hours of operation.

STAFF USE ONLY:

- _____ Application
- _____ Site Plan drawn to a standard scale with scale listed on drawing.
- _____ Restroom agreement
- _____ Discharge plan for used oils and graywater
- _____ Property Owner's signature on the application
- _____ Hours of operation
- _____ Copy of Health Department Mobile Location Agreement

KMC 18.12.250 General requirements:

- (a) A City of Kennewick business license is required;
- (b) The use of City property requires approval of a lease, background check, a hold harmless agreement and an insurance policy naming the City of Kennewick as an additional insured in the amount of \$1,000,000.00;
- (c) The use of City property requires approval of a lease, background check, a hold harmless agreement, and an insurance policy naming the City of Kennewick as an additional insured in an amount approved by the City Attorney;
- (d) Operation in a city park also requires approval of a concessionaires permit;
- (e) Any business-related discharge into the sanitary or storm sewer systems requires the written approval of the Public Works Director;
- (f) Written approval from the Benton-Franklin County Health District is required if food is served or if restrooms are required;
- (g) Buildings must be on a permanent perimeter foundation or otherwise fastened and designed to secure the structure for a minimum of a 70-mile per hour wind load;
- (h) The Fire Marshall must review and approve the use of a tent for applicable requirements of the Uniform Fire Code;
- (i) No structure or temporary use may be within five feet of any right-of-way. Sight distance triangles must be observed;
- (j) There must be adequate off-street parking provided in accord with KMC [18.36](#). The site must be paved or graveled;
- (k) If on the same parcel as an existing business the minimum off-street parking for the primary business must be maintained;
- (l) The temporary business must submit an accurate site plan drawn to scale depicting the following:
 - (i) The parcel lines and right-of-way lines;
 - (ii) The boundaries of the portion of the property to be used by the temporary business;
 - (iii) The parking area, which is to be used by the temporary business and the driveways to be used for access;
 - (iv) Drive areas must remain open and all pedestrian walkways must remain passable;
 - (v) The location and dimension of existing structures as well as the location and dimension of all structures, vehicles, and signs to be used by the temporary business;
 - (vi) How any temporary on-site residency and sanitation is to be accommodated;
 - (vii) Proposed operating hours.
- (m) The business license must list the Washington state tax number including the City's location code number;

- (n) All signs, circulars, and other advertising material must be removed within three days of the termination of the business;
- (o) There must be adequate provisions made for dust and litter control;
- (p) The applicant must submit the property owner's written consent for the use of premises;
- (q) All electrical facilities must be inspected and approved by the Washington State Department of Labor and Industries;
- (r) Temporary businesses must conform to the noise standards set forth in KMC [9.52](#);
- (s) The applicant must show evidence of any required State licenses with the application for a business license;
- (t) No business shall be located in the parking area immediately adjacent to the entrance to another business without the written permission of the affected business owner;
- (u) All temporary and parking lot businesses that cannot demonstrate legal non-conforming status must be in compliance with the requirements of the section within one year from the date of adoption;
- (v) No vision obstructions within the vision clearance triangle are permitted.

KMC 18.12.250(5) - Vehicle based food businesses

- (a) Allowed in CO, CBD, CC, CAR, CG, CM, CR, UMU, BP, IL, IH, OS, and PF zoning districts;
- (b) Standing. No vehicle based business operator shall stand or allow their vehicle to stand upon any public way for more than one hour in any one place, except as otherwise permitted;
- (c) The business shall not function as a drive-through.
- (d) Vehicle based food businesses may operate without a maximum time limit and have outdoor seating;
- (e) In determining whether or not the proposed location would be permitted, the following criteria shall be considered:
 - (i) The type and intensity of the proposed use and the type and intensity of existing uses;
 - (ii) The width of the sidewalk, pedestrian plaza or parking lot in which it is to be located;
 - (iii) The proximity and location of existing street furniture, including, but not limited to, signposts, lampposts, bus shelters, benches, phone booths, trees, newsstands, as well as the presence of bus stops and truck loading areas;
 - (iv) Established or proposed pedestrian and vehicular traffic patterns;
 - (v) The number of vehicle based food businesses in a given area;
 - (vi) Other factors deemed relevant by the approving authority, consistent with the purpose of this chapter and intent of the subarea zone proposed for the use.
 - (vii) The vehicle based food business shall be placed in a parking area that must be surfaced with asphalt or Portland cement binder pavement to provide a durable and dustless surface.
- (f) In addition to the requirements to establish compliance with KMC "Temporary and Parking Lot Business" General Requirement 18.12.250(1) and other codes as applicable, the following items specific to Vehicle Based Food Businesses are required:
 - (i) Site plan including outdoor seating layout.
 - (ii) Restroom agreement.
 - (iii) Discharge plan for used oils and graywater.
- (g) Vehicles must be currently licensed, operable, and able to leave a site at any time, towables are permitted.
- (h) No vehicle based food vendor shall locate his or her vehicle or other conveyance in such a manner as to cause a traffic hazard.
- (i) No vehicle based food vendor shall obstruct or cause to be obstructed the passage of a sidewalk, street, avenue, alley or any other public place by causing people to congregate at or near the place where food is being sold or offered for sale.
- (j) The vending site shall be kept clean and orderly at all times, and the vendor must provide a refuse container and is encouraged to provide containers for recycling. Refuse, debris, and liquid spills by any person using the business location shall be cleaned up daily, and refuse containers emptied on a regular basis.

- (k) Support equipment and accessories shall generally be self-contained within the vendor unit and site. Support equipment and accessories, including accessory seating and tables, must not be placed so as to impede pedestrian or vehicular traffic or distract from the pedestrian experience.
- (l) Outdoor equipment shall be low maintenance and cleanable, durable, and preferably painted or of noncorrosive metal.
- (m) No portion of a vendor's inventory, sales equipment, or any other structure or equipment used in the sales or solicitation process shall be left overnight upon any unenclosed portion of any lot or site within the City, nor upon any public street or right-of-way.
- (n) The City reserves the right to limit the number of vehicle based food vendors in any given area of the Bridge to Bridge River to Rail Subarea. City review may consider the needs of the public, diversity of products offered for sale, the smooth flow of pedestrian and vehicular traffic, number of complaints, and locations where vendors are located.
- (o) At the conclusion of business activities at a given location, the vehicle, ancillary equipment, and debris generated by the vendor's business activities shall be removed and the site and public area surrounding it cleaned.
- (p) Any violations of the conditions contained herein, would result in the revocation of the business license.

**CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
FOOD TRUCK APPLICATION FORM**

FT _____ - _____ 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.***

APPLICANT: _____

Address: _____

Telephone: _____ Cell Phone: _____

E-mail _____

PROPERTY OWNER: _____

Address: _____

Telephone: _____ Cell Phone: _____

E-mail: _____

SITE INFORMATION

Parcel No.: _____ Zoning: _____

Address of property: _____

Hours of Operation _____ Number of Existing Parking Spaces _____

Present use of property: _____

Discharge Plan for Used Oils and Graywater: _____

Will you be using a generator? YES NO If yes list size: _____

Will you be using existing power on site - YES NO If yes how will you be hooking up? _____

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Applicant's Signature

Property Owner's Signature

Date: _____

Date: _____

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.