Community Planning Department
210 West 6th Avenue
Kennewick, WA 99336
Phone: (509) 585-4280
cedinfo@ci.kennewick.wa.us

Change-of-Zone Application Instructions

Application Information:

1. Application fee (See fee schedule).
2. Application form – General (attached.)
3. An accurate map drawn to scale showing the exact dimensions of the property for which the rezone is requested and its relation to adjoining streets.
4. A report submitted electronically in Microsoft Excel format showing the name and address of the owner of record of the property involved and a list of the names and addresses of all property owners within 300 feet of subject property and of such contiguous property under the same ownership.
5. A complete change of zone supplemental information sheet (attached).
6. Any other information necessary to aid in review of the application.
7. A completed affidavit of posting for the public notice sign. (See property posting instructions)
8. A state Environmental Policy Act checklist (SEPA- attached.).
9. Complete Legal Description submitted electronically in Microsoft Word format.

Process:

Zone change requests are processed pursuant to the requirements of KMC Chapter 18.51.

Once the above items are received, the matter will be scheduled for an open record hearing before the Kennewick Planning Commission, typically about six to eight weeks after the application is deemed complete. The applicant will post the property with the public notice sign; a notice of the public hearing will be published in the Tri-City Herald, and mailed to owners within 300 feet of the subject property. All information received by the Kennewick Planning Commission and its findings and recommendation will be submitted to the Council for the final decision, usually about 30 days after the public hearing.

All items submitted to be included on the record become exhibits and will be numbered upon receipt by the Commission secretary. In accord with RCW 42.11.020, all exhibits and items will become part of the public record and be retained on file and kept available for public inspection by the Planning Division.

Appeal:

Any person aggrieved by a decision of the City Council may appeal to the Benton County Superior Court within 21 calendar days of the date of the Council's decision.

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:_____

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

***Instructions for applicants*: [help]**

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:
Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

***Use of checklist for nonproject proposals:* [help]**

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. BACKGROUND [help]

Evaluation for Agency Use Only

1. Name of proposed project, if applicable: [help]

2. Name of applicant: [help]

3. Address and phone number of applicant and contact person: [help]

4. Date checklist prepared: [help]

5. Agency requesting checklist: [help]

6. Proposed timing or schedule (including phasing, if applicable): [help]

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [help]

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [help]

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9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [help]

10. List any government approvals or permits that will be needed for your proposal, if known. [help]

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [help]

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [help]

Evaluation for Agency Use Only

B. ENVIRONMENTAL ELEMENTS [help]

Evaluation for Agency Use Only

1. Earth

a. General description of the site [help]
(check one): ☐ Flat, ☐ rolling, ☐ hilly, ☐ steep slopes, mountainous, ☐ other _____

b. What is the steepest slope on the site (approximate percent slope)? [help]

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. [help]

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [help]

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [help]

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [help]

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [help]

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [help]

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [help]

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [help]

c. Proposed measures to reduce or control emissions or other impacts to air, if any: [help]

3. Water

a. Surface Water: [help]

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [help]

Evaluation for Agency Use Only

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [help]

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [help]

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [help]

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [help]

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [help]

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. [help]

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number

of animals or humans the system(s) are expected to serve. [help]

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [help]

2) Could waste materials enter ground or surface waters? If so, generally describe. [help]

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: [help]

4. Plants [help]

a. Check the types of vegetation found on the site: [help]

deciduous tree: ☐ alder ☐ maple ☐ aspen ☐ other
evergreen tree: ☐ fir ☐ cedar ☐ pine ☐ other

shrubs ☐

grass ☐

pasture ☐
crop or grain ☐
Orchards, vineyards or other permanent crops. ☐
wet soil plants: ☐ cattail ☐ buttercup ☐ bullrush
skunk cabbage ☐

other water plants: ☐ water lily ☐ eelgrass ☐ milfoil
other types of vegetation ☐

b. What kind and amount of vegetation will be removed or altered? [help]

c. List threatened and endangered species known to be on or near the site. [help]

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [help]

e. List all noxious weeds and invasive species known to be on or near the site.

5. Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include: [help]

birds: ☐hawk ☐heron ☐eagle ☐songbirds ☐other:
mammals: ☐ deer ☐ bear ☐ elk beaver ☐ other: ☐
fish: ☐ bass ☐ salmon ☐ trout ☐herring ☐shellfish other ☐

b. List any threatened and endangered species known to be on or near the site. [help]

c. Is the site part of a migration route? If so, explain. [help]

d. Proposed measures to preserve or enhance wildlife, if any: [help]

e. List any invasive animal species known to be on or near the site.

6. Energy and natural resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [help]

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [help]

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: [help]

7. Environmental health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe. [help]

1) Describe any known or possible contamination at the site from present or past uses. [help]

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

4) Describe special emergency services that might be required.

5) Proposed measures to reduce or control environmental health hazards, if any: [help]

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [help]

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [help]

3) Proposed measures to reduce or control noise impacts, if any: [help]

8. Land and shoreline use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [help]

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or non-forest use? [help]

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

c. Describe any structures on the site. [help]

d. Will any structures be demolished? If so, what? [help]

e. What is the current zoning classification of the site? [help]

f. What is the current comprehensive plan designation of the site? [help]

g. If applicable, what is the current shoreline master program designation of the site? [help]

h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [help]

i. Approximately how many people would reside or work in the completed project? [help]

j. Approximately how many people would the completed project displace? [help]

k. Proposed measures to avoid or reduce displacement impacts, if any: [help]

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [help]

m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [help]

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [help]

c. Proposed measures to reduce or control housing impacts, if any: [help]

10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [help]

b. What views in the immediate vicinity would be altered or obstructed? [help]

c. Proposed measures to reduce or control aesthetic impacts, if any: [help]

11. Light and glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [help]

b. Could light or glare from the finished project be a safety hazard or interfere with views? [help]

c. What existing off-site sources of light or glare may affect your proposal? [help]

d. Proposed measures to reduce or control light and glare impacts, if any: [help]

12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity? [help]

b. Would the proposed project displace any existing recreational uses? If so, describe. [help]

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [help]

13. Historic and cultural preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. [help]

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [help]

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. [help]

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

14. Transportation

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [help]

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [help]

c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [help]

d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [help]

e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [help]

f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passenger vehicles). What data or transportation models were used to make these estimates? [help]

g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. [help]

h. Proposed measures to reduce or control transportation impacts, if any: [help]

15. Public services

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [help]

b. Proposed measures to reduce or control direct impacts on public services, if any. [help]

16. Utilities

a. Check utilities currently available at the site: [help]
☐electricity, ☐natural gas, water☐ refuse service,☐
☐telephone, ☐sanitary sewer, ☐septic system,
other_____

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [help]

C. SIGNATURE [help]

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Name of signee _____

Position and Agency/Organization _____

Date Submitted: _____

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS [help]

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

   Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

   Proposed measures to protect or conserve plants, animals, fish, or marine life are:

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3. How would the proposal be likely to deplete energy or natural resources?

   Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

   Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

ESA LISTED SALMONIDS CHECKLIST

The Listed Salmonids Checklist is provided in order that the City can identify a project's potential impacts (if any) on salmonids that have been listed as "threat ened" or "endangered" under the Federal Endangered Species Act (ESA). A salmonid is any fish species that spends part of its life cycle in the ocean and returns to fresh water. Potential project impacts that may result in a "taking" of listed salmonids must be avoided, or mitigated to insignificant levels. Generally, under ESA, a "taking" is broadly defined as any action that causes the death of, or harm to, the listed species. Such actions include those that affect the environmental in ways that interfere with or reduce the level of reproduction of the species.

If ESA listed species are present or ever were present in the watershed where your project will be located, your project has the potential for affecting them, and you need to comply with the ESA. The questions in this section will help determine if the ESA listing will impact your project. The Fish Program Manager at the appropriate Department of Fish and Wildlife (DFW) regional office can provide additional information. Please contact the Dept. of Fish and Wildlife at 1701 S. 24th, Yakima WA 98902-5720, Phone No. 509-575-2740.

1. Are ESA listed salmonids currently present in the watershed in which your project will be?
   Yes _**X**_ No___

Please Describe.

2. Has there ever been an ESA listed salmonid stock present in this watershed?
   Yes _**X**_ No___

Please Describe.

NOTE: Kennewick is located in the upper Mid-Columbia watershed. Salmonids are present in the watershed - questions no. 1 and no. 2 already answered "yes". Questions A-1 and A-2 are also answered.

PROJECT SPECIFIC: The questions in this section are specific to the project and vicinity.

A1. Name of watershed: Upper Mid-Columbia

A2. Name of nearest waterbody: Columbia River

A3. What is the distance from this project to the nearest body of water?

Often a buffer between the project and a stream can reduce the chance of a negative impact to fish.

A4. What is the current land use between the project and the potentially affected water body (parking lots, farmland, etc.)

A5. What percentage of the project will be impervious surface (including pavement & roof area)?

FISH MIGRATION: The following questions will help determine if this project could interfere with migration of adult and juvenile fish. Both increases and decreases in water flows can affect fish migration.

B1. Does the project require the withdrawal of

a. Surface water? Yes____ No_____
Amount
Name of surface water body

b. Ground water? Yes____ No_____
Amount
From Where
Depth of well

B2. Will any water be rerouted? Yes_____ No_____
If yes, will this require a channel change?

B3. Will there be retention ponds? Yes_____ No_____
If yes, will this be an infiltration pond or a surface discharge to either a municipal storm water system or a surface water body?

If to a surface water discharge, please give the name of the waterbody.

B4. Will this project require the building of new roads? (Increased road mileage may affect the timing of water reaching a stream and may, thus, impact fish habitat.)

B5. Are culverts proposed as part of this project? Yes ____ No _____

B6. Are stormwater drywells proposed as part of this project? Yes ____ No_____

B7. Will topography changes affect the duration/direction of runoff flows? Yes ____ No___

If yes describe the changes.

B8. Will the project involve any reduction of a floodway or floodplain by filling or other partial blockage of flows? Yes_____ No_____

If yes, how will the loss of flood storage be mitigated by your project?

WATER QUALITY: The following questions will help determine if this project could adversely impact water quality. Degraded water quality can affect listed species. Water quality can be made worse by runoff from impervious surfaces, altering water temperature, discharging contaminants, etc.

C1. Will your project either reduce or increase shade along or over a waterbody?
Yes ____ No____ (Removal of shading vegetation or the building of structures such as docks or floats often result in a change in shade.)

C2. Will the project increase nutrient loading or have the potential to increase nutrient loading or contaminants (fertilizers, other waste discharges, or runoff) to the waterbody?
Yes ____ No_____

C3. Will turbidity (dissolved or partially dissolved sediment load) be increased because of construction of the project or during operation of the project? (In-water or near water work will often increase turbidity.)
Yes ____ No_____

C4. Will your project require long term maintenance, i.e., bridge cleaning, highway salting, chemical sprays for vegetation management, clearing of parking lots?
Yes ____ No_____
Please Describe.

Vegetation: The following questions are designed to determine if the project will affect riparian vegetation, which can impact listed species.

D1. Will the project involve the removal of any vegetation from the stream banks?
YES ____ NO___

If yes, please describe the existing conditions and the amount and type of vegetation to be removed.

D2. If any vegetation is removed, do you plan to re-plant? YES ___ NO____

If yes, what types of plants will you use?

E. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand the City is relying on them to make its decision.

Signature_____ Date_____