



## Private Development Civil Application and Submittal Check List

All Civil plans submitted by private developers for commercial and new residential subdivisions are subject to review. This is done to protect the public health and safety and to ensure all new construction conforms to the City of Kennewick's Standard Specifications and Details, Materials List and Comprehensive Plans, and will function as intended within the City's existing infrastructure.

The Applicant is to complete this form and enter all information relevant to the project. If not applicable, write N/A.

<p><u>Plans will be deemed incomplete until the following conditions are present:</u></p> <ul style="list-style-type: none"> <li>• Plans are consistent with the latest City of Kennewick Standards.</li> <li>• Plans are in compliance with the Geotechnical, Traffic, or Environmental Studies.</li> <li>• Plans are in compliance with the Planning Division's Final Conditions of Approval</li> </ul> <p><u>Plan Review Timelines:</u></p> <p>1<sup>st</sup> Review: 15 Days</p> <p>2<sup>nd</sup> Review: 10 Day</p> <p>3<sup>rd</sup> Review: 15 Days</p>	Master Planning #: PLN-	Project #:	
	Project Name with address or Parcel #:		
	Developer/Owner Name:		
	Developer/Owner Address:		
	Developer/Owner Email Address:	Phone #:	
	Applicant Name:	<input type="checkbox"/> Same as Developer/Owner	
	Applicant Address:		
	Applicant Email Address:	Phone #:	
	*Applicant is billed for utilities unless other arrangements are made when meters are paid for*		
	Design Firm Name:		
	Design Engineer:		
	Design Engineer Address:	Phone #:	
	<h3>Intake Guidelines for Private Development Civil Plan Reviews</h3> <p>By initialing YES below, the Design Engineer certifies that the plans conform to the latest City of Kennewick Standards (<a href="https://www.go2kennewick.com/DocumentCenter/View/9148/Current-Complete-Standard-Specifications?bidId">https://www.go2kennewick.com/DocumentCenter/View/9148/Current-Complete-Standard-Specifications?bidId</a>), and the Planning Division's Final Conditions of Approval. Failure to complete the table below will result in a delayed plan review or rejection of the plan submittal.</p>		
		YES	NO
	Does this commercial project include 5,000 sq. ft. or more of impervious surfaces? If YES Stamped Storm Calculations are required to be included.		
Provided one full size PDF copy (24" x 36") of the civil construction plans.			
Are the civil plans installing public infrastructure or modification to existing infrastructure stamped by a licensed Professional Engineer?			
Whom shall we contact when construction permits are ready for payment and pick up?			
<input type="checkbox"/> Applicant, or: _____ Email: _____			
Approximate start date: _____ Will this project be done in phases? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Describe: _____			
**In order to complete the Civil Review Process, the General Contractor, Underground Contractor, Fire Line Installer, and Street Light Installer's information will need to be submitted for review prior to the project being released for permitting. Please provide contractor information below**			

<b>Contractor Information</b>	
<b>General Contractor :</b>	
Name:	City of Kennewick business license #:
Address:	
Email address:	Phone #:
<b>Underground Contractor (Bond &amp; Liability Insurance must be on file or provided)</b>	
Name:	City of Kennewick business license #:
Address:	
Email address:	Phone #:
<b>Fire Line Installer (Copy of Installers License &amp; Competency Holder certificate required)</b>	
Name:	City of Kennewick business license #:
Address:	
Email address:	Phone #:
<b>Street Light Installer</b>	
Name:	City of Kennewick business license #:
Address:	
Email address:	Phone #:

**\*\*COPY OF CONTRACTOR(S) ACCEPTED BID REQUIRED FOR CIVIL PERMITS\*\***  
**Permits are required prior to underground installations & utility connections.**