



CITY OF KENNEWICK
Conditional Use Permit Checklist

Please include this checklist with your application. We will review your application at the counter prior to acceptance using the checklist to determine completeness. The plans must contain the information listed below. Incomplete applications will not be accepted. 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. Application & Fees- General Form completed and attached. See Fee Schedule for fees.
2. 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 as they appear on the tax rolls of the Benton County Treasurer. As shown below:

Table with 8 columns: Parcel #, Owner First Name, Owner Last Name, Owner Address, Owner City, Owner State, Owner Zip, Property Address. Row 1: x-xxxx-xxx-xxxx-xxx, John & Jane, Dow, 1234 W City St, Kennewick, WA, 99336, 1234 S Example St

- 3. One copy (1) of the Site Plan legibly drawn on paper of sufficient size to contain the required information, but not less than 11" x 17" and/OR one electronic copy. All site plans shall be drawn to a standard scale (i.e., 1" = 20') with following elements
a. Adjacent land uses.
b. Property boundaries and dimensions.
c. Names and location of all existing streets abutting the site.
d. Dimensions, height, location and use of proposed construction and existing buildings/structures.
e. Distance from property lines.
f. North arrow.
g. Location and size of any easements.
h. Location and size of all parking spaces, including accessible spaces. (KMC 18.36)
- Restaurants - List number of seats 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
- Multi-Use - List building square footage Retail and/or Office - List building square footage
i. Location and dimensions of proposed and/or existing driveway approaches including existing driveway locations across public right-of-way(s).
j. Location of nearest fire hydrant.
k. Location and size of existing and/or proposed public sidewalks, curbs and gutters adjacent to the property.
l. Vision clearance triangles at street intersections and at driveways and curb cut intersection with streets.
m. Height and location of proposed fencing. (KMC 18.27)
n. Trash receptacle enclosure location - required for all exterior trash receptacles (KMC 18.12.280).
o. Cubic feet of any excavation.
p. Location of all overhead power lines.

- \_\_\_\_\_ 4. Will you be installing **Exterior Lighting** **YES NO** **If yes** - One paper copy and/OR one electronic copy of all proposed exterior lighting cut sheets. Locations of all building and parking lot lighting must be shown on the appropriate plan (exterior building lights – Elevation Drawing; parking lot – Site Plan and Landscape Plan). All lighting must comply with [KMC 18.39](#) with specific attention given to [KMC 18.39.030\(2\)](#). (Note compliance with KMC 18.39 Outdoor Light Fixtures on drawing.)
- \_\_\_\_\_ 5. One copy of **Building Elevations** legibly **drawn to a standard scale (i.e., 1" = 20')** on paper of sufficient size to contain the required information, but not less than 11" x 17" and/OR one electronic copy.
- \_\_\_\_\_ 6. One copy of a **Landscaped Plan** - Location and type of existing and/or proposed landscaping plan showing number, species, planning method, size, height, caliper and location of plants, method of irrigation and landscape area in square feet listed. Type and design of non-living materials, existing trees and plant groupings. ([KMC 18.21](#)) The Landscape plan must be legibly **drawn to a standard scale (i.e., 1" = 20')** on paper of sufficient size to contain the required information, but not less than 11" x 17" and/OR one electronic copy.
- \_\_\_\_\_ 7. Does your site have Critical Areas? ([KMC 18.58](#)) **YES NO** **If yes** – provide a critical area report.
- \_\_\_\_\_ 8. A separate application for an **Environmental Determination** (additional fee).  
 Completed SEPA Checklist and signature on page 13  
 Completed Salmonid Checklist pages 1 - 4 & signature on page 4.

\*\*\*\*\* **IF THE APPLICATION IS MADE ON-LINE NO PAPER COPIES ARE REQUIRED.**

### **Concurrency Requirements**

Water and Sewer concurrency will be determined by the City's Utility Service Manager. Water and sewer demands of development will be calculated by using the demand tables contained in the City's Water and Sewer System Plans.

Transportation Facility concurrency will be determined by the City's Traffic Engineer. Traffic demand and trip generation will be calculated by the generation rates contained in the latest edition of the Institute of Traffic Engineers (ITE) Trip Generation Manual at the highest possible use of the property.

**Please review the new COMMERCIAL DESIGN STANDARDS adopted by the City of Kennewick on July 5, 2006. Your site plan will be reviewed for compliance with these standard if your project is in a "Commercial" zone (CN, CO, CC, CR, CG, CM).**

**RL; RS; RM; RH; RMH; CN; CM; HMU; BP; JF review height limits.**

If within a flood prone area, information must be submitted from a surveyor, indicating the elevation(s) above sea level, of the site. (For residential construction, the principle requirements are that no basements be constructed and that the first floor be elevated to or above the regulated flood elevation).

**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: \_\_\_\_\_

## Applicant Procedures for On-line Application for Civil and Conditional 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; or email [permit-documents@ci.kennewick.wa.us](mailto: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](#); [Link to Building Services Forms Page](#)  
**Conditional Use Permit applications do not require all permit applications to be made at the same time. The Conditional Use Permit is the first application required. Building and Civil applications can be made when ready.**

### STEP 2 - PREPARE FOR APPLICATION

#### Permit Applications and Documents Required:

Prepare your documents to a standard scale (example 1" = 20 ft.) in PDF format no smaller than 11" x 17", 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](http://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**; **Building/Mechanical/Plumbing permits** require payment of a **plan review and base 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 pathway 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

- Copy and paste the pathway into your browser search bar. This pathway will take you to the upload documents form page.
- Enter the Permit Number. For example PLN-2018- XXXXX . Move to the next box.
- 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 pathway again to open a new form. Repeat **STEP 4 and 5** 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.