



**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](http://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:

Parcel #	Owner First Name	Owner Last Name	Owner Address	Owner City	Owner State	Owner Zip	Property Address
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: \_\_\_\_\_