



**Planning Division  
210 W. 6<sup>th</sup> Avenue  
Kennewick, WA 99336  
(509) 585-4280**

### **Final Plat Approval Instructions**

Approval of final plats must be in accord with RCW 58.17.150 and Title 17, KMC. Accordingly, the following process has been developed to receive City Council approval of a final plat:

1. A final plat application form and fee (See [Fee Schedule](#)), four (4) full size copies and one (1) 11" x 17" of the proposed final plat are to be submitted to the Planning Division. The Division will transmit copies for final review. A copy of the application is enclosed. *Do not bring in the original mylar at this time.*
2. City staff will review the final plat for conformance with the conditions of pre-plat approval and the final plat will be transmitted to the land surveyor with instructions to make any necessary changes. Staff will verify exterior and interior closures prior to submittal to the City Council. Any corrections or outstanding items will be submitted to the land surveyor and applicant for inclusion on the final plat. Typically this takes 30 – 45 days to complete.
3. The final plat will be scheduled for City Council approval, for the earliest practical meeting, when all of the following have been completed:
  - All applicable conditions of approval have been fulfilled.
  - Submit four (4) full-size and one (1) 11" x 17" corrected copies.

*Please note: The City Council meets on the first and third Tuesdays of each month.*

4. Upon City Council approval, the mylar must be delivered to the Planning Department for the City of Kennewick and the Mayor's signatures after all conditions have been met and all utilities signature blocks have been signed (*the City's signature block will not be signed until all other utilities have signed*).

The number, size & location of subdivision signs are controlled by KMC Chapter 18.24 (signs). You are invited to submit your sign program to the Division for review to assure conformance with City regulations.



FP \_\_\_\_\_ - \_\_\_\_\_ / PLN- \_\_\_\_\_ - \_\_\_\_\_ Fee \$ \_\_\_\_\_

### Final Plat Application and Referral Sheet

The City has developed this final plat application to help in the City's review and approval process for final plats. Please complete the application and submit it along with 10 copies to the Planning Division. Consideration by the City Council will occur at the earliest practical meeting, and when all required steps noted on the instructions have been complied with.

Date: \_\_\_\_\_ Pre-Plat #: \_\_\_\_\_ - \_\_\_\_\_ PLN- \_\_\_\_\_ - \_\_\_\_\_

Parent Parcel No.: \_\_\_\_\_

Address of Parent Parcel (if assigned) \_\_\_\_\_

Name, Phone Number and Address of Land Surveyor: \_\_\_\_\_  
\_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Comprehensive Land Use Designation: \_\_\_\_\_

General Location: \_\_\_\_\_

Name, Phone Number and Address of Contact Person: \_\_\_\_\_  
\_\_\_\_\_

Name, Phone Number and Address of Developer: \_\_\_\_\_  
\_\_\_\_\_

Number of Lots: \_\_\_\_\_

Smallest Lot Size: \_\_\_\_\_

Largest Lot Size: \_\_\_\_\_

Average Lot Size: \_\_\_\_\_

Area in Acres: \_\_\_\_\_

Sales Price: \_\_\_\_\_

Date Received Stamp

Land use permit applications must be made on-line following the procedures below **OR** a counter intake appointment must be made with a Planner (see attached sheet for Planner information). **The following permits are counter intake only and an appointment is not required:**

Accessory Dwelling Unit  
Parcel Combinations

Change of Use  
Change of Pre-Zone

Boundary Line Adjustments

## Applicant Procedures for On-line Application of Land Use Permits

1. Review the application checklist and have **all** required documents ready to submit in PDF format before you apply. All required items from the application checklist must be submitted in this format or your application cannot be accepted. E-mail size restrictions are in place and cannot exceed a total of 10 MB per e-mail so several e-mails could be required.

To apply on-line you must contact the Building/Planning Dept to receive your customer number. Call 585-4280 or email [permit-documents@ci.kennewick.wa.us](mailto:permit-documents@ci.kennewick.wa.us). Once you have your assigned customer number follow the steps below in the order listed to ensure a successful application process.

2. Go to [www.go2kennewick.com](http://www.go2kennewick.com); click on **Online Services**; click on Permits; click on **Registered User** or **New User** (*If new user you must set up an e-user account. Be sure to write down your 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 give in step 1 and you will be logged on to Permits.

3. 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 item 1 above in the line labeled **Proposal Requested**; Add **Permit Address Line 1** which will be the address of project as listed on the application form (*registered user address will automatically populate here and must be changed to project address*); Add **City/State/Zip Code** of the project address; Click on Next Step; Enter the requested information in the boxes (*boxes with asterisk are required*); Click on Next Step; Review Information and if correct click on Save. At this point the system will create a permit number for you. **Copy the (PLN-201X-XXXXX) Permit Number** as you will need this number to e-mail your plans and other required documents at the next step below.

4. E-mail one copy of all required documents from the application checklist to [Permit-Documents@ci.kennewick.wa.us](mailto:Permit-Documents@ci.kennewick.wa.us) in PDF format with the permit number (**PLN-201X-XXXXX**) in the subject line for reference. Documents e-mailed without the permit number in the subject line cannot be associated with a permit and will be deleted. Your application will be determined to be incomplete and will not be processed.

5. The application and associated documents will be reviewed to determine if the application can be accepted as counter ready. **Payment cannot be made until that time. Please be sure to have a contact name, direct contact phone number and contact e-mail listed on your application for notification purposes.**

6. Payment can be made with a **credit or debit card** (Visa or Mastercard only) by returning to [www.go2kennewick.com](http://www.go2kennewick.com) and clicking **Online Services**, then click on **Permits**; log on with your **registered user name and password**. Click on **My Permits** highlighted in blue under your customer name. Click on the **permit number** also highlighted in blue. In the drop down box highlighted in yellow select **fees**, then click in the **blue highlighted payment of fees area** to go to the payment screen.

**Checks** can be accepted if mailed with the Permit Number listed on the check. (The review process cannot start without payment.) Once Payment has been made e-mail [permit-documents@ci.kennewick.wa.us](mailto:permit-documents@ci.kennewick.wa.us) or call 509-585-4280 to notify Planning payment has been made and state the permit number. The application will be assigned to a planner for review and they will contact you.