



CITY OF KENNEWICK
GRADING PLAN CHECKLIST

Grading Plan Definition:

For excavation or grading in excess of five hundred (500) cubic yards – EXCEPT: Excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit; an excavation and/or fill, or combination thereof, which does not exceed a total of five hundred (500) cubic yards; clearing and grading, excavation and/or fill, which does not exceed a total of five thousand square feet (5,000 sf) and does not obstruct a drainage course; an excavation and/or fill reviewed and approved as part of a building permit; excavations for water wells, tunnels or installation of service utilities by public and private utilities; cemetery graves.

A SEPA checklist will be required for excavation or grading in excess of one thousand (1,000) cubic yards or if in a Critical Area.

Please complete this checklist and include with your grading plan submittal for review. **A licensed engineer must stamp the grading plan** and the submittal must contain all information listed below. **Incomplete applications cannot be accepted.** If you have any questions, please call (509) 585-4280 or (509) 585-4416.

- _____ 1. Application & Fee (See [Fee Schedule](#)) - Grading Form completed and attached.
- _____ 2. Site address and parcel number (legal description)
- _____ 3. Submit one copy of the Grading Plan on 22-inch by 34-inch sheets. The Grading Plan shall be legibly drawn and contain the required information. All Grading Plans shall be drawn to a standard scale to be legible (1" = 100 ft. maximum) the scale shall best fit the paper and be indicated on the plan.
 - _____ a. Graphic scale and north arrow.
 - _____ b. Property boundaries and exact dimensions.
 - _____ c. Names and location of all existing streets abutting the site.
 - _____ d. Dimensions, location of all on-site structures.
 - _____ e. Location of any structures within 15 ft of the subject property or which may be affected by the proposed work.
 - _____ f. Accurate existing and proposed contour lines drawn at 5-ft intervals, or less.
 - _____ g. Intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within 100 ft of the site.
 - _____ h. Location and size of any easements.
 - _____ i. Location of natural drainage systems, including perennial and intermittent streams, the presence of bordering vegetation, and flood plains.
 - _____ j. Setback areas and any areas not to be disturbed.
 - _____ k. Finished contours drawn at five-foot intervals as a result of grading.
 - _____ l. Proposed drainage channels and related construction with associated underground storm drainage lines sized and connections shown.
 - _____ m. General Notes addressing the following (may be listed on cover sheet):
 - _____ i. Area in square feet
 - _____ ii. Area of work in square feet
 - _____ iii. Number of cubic yards of soil to be added, removed, or relocated.
 - _____ iv. Type and location of fill origin and destination of any soil to be removed.

- _____ v. If known, finished floor elevations(s) of all structures, existing/proposed.
- _____ 4. 1 copy of Dust and Erosion control plan.
- _____ 5. Storm drainage calculations if paving.
- _____ 6. SEPA Checklist if excavation and/or grading is in excess of 1,000 cu yds or if in a Critical Area.

PLEASE NOTE: AS BUILT DRAWINGS STAMPED BY A LICENSED ENGINEER WILL BE REQUIRED PRIOR TO FINALIZATION OF THIS PERMIT IF EXCAVATION AND/OR GRADING IS IN A CRITICAL AREA.

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. 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; 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 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 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 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.

**CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
GRADING APPLICATION
100 cubic yards or more**

PROJECT # _____ - _____ **PLN-** _____ - _____ **FEE \$** _____

Please complete and return to the Community Planning Department, P.O. Box 6108, Kennewick, WA 99336, along with the application fee. 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.

Name: _____

Address: _____

Telephone: _____ Cell phone: _____ Fax: _____

E-mail: _____

Property Owner (if other than applicant) _____

Address: _____ Telephone: _____

E-mail: _____

SITE INFORMATION

Parcel # (if assigned) _____

Area of entire Parcel : _____ Area of Work Sq. Ft.: _____

Parent Parcel #: _____ Zoning: _____

Address of property: _____

Legal description of property: _____

Present use of property: _____

Cubic yards of excavation: _____ Cubic yards of fill: _____

Cubic yards to be relocated: _____

Type and location of fill origin: _____

Destination of soil to be removed: _____

Finished floor elevation of existing/proposed structure: _____

Applicant's Signature Date

Signature of owner or owners Date
authorized Representative