



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.
Separate application and fee.

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.

Applicant Procedures for On-line Application for Civil and Land 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; 509-585-4561 or email 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](#);

STEP 2 - PREPARE FOR APPLICATION

Permit Applications and Documents Required:

Prepare your documents 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; 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**; **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 link 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

- Click on the link to upload documents.
- Enter the Permit Number. For example PLN-2018- XXXXX
- 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 link again to open a new form. Repeat STEP 4 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.

**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