

Parcel Combination (PC) Checklist

- _____ 1. **Lots must be in the same zoning district.**
- _____ 2. **Entirely completed application** (*note: incomplete applications will not be accepted*).
- _____ 3. Existing legal descriptions.
- _____ 4. **Signature(s) of property owner(s) for ALL parcels being combined or authorized agent(s) having authority to sign.**
- _____ 5. **Application fee.** (see [Fee Schedule](#)).
- _____ 6. **A Site Plan drawn to standard scale** – 2 copies with 1 copy on an 8 ½” x 11” or 8 ½” x 14” for recording purposes; this will be attached to the appropriate deed as an exhibit. Larger copies will be accepted for office review.

Site Plan drawing must have:

- 1-inch border for recording purposes.
 - Clearly show parcels to be combined; must be contiguous and same zoning district.
 - Clearly shown “current” property lines
 - Footprint of existing buildings in order to comply with setback requirements.
 - Existing roads, easements, utilities, City water/sewer lines & water meters.
 - Map must be to a standard scale (i.e., 1-inch = 20 feet) and show street names.
 - North Arrow
- _____ 7. **Combination deeds and legal descriptions.** The deeds that will combine the parcels must include the complete legal description and parcel numbers of parcels being combined. **Deeds must be TYPED – no handwritten deeds will be accepted) are required prior to issue of the approval letter with legal approved by the City of Kennewick.**

All items are required to be recorded by the applicant through Benton County.
PLEASE CONTACT THE BENTON COUNTY AUDITOR’S OFFICE FOR THEIR RECORDING REQUIREMENTS AT 509-736-2727 OR 509-786-5620.

You must return one (1) copy of recorded documents for our records to complete your file. *The parcel combination documents must be recorded and a recorded copy of the deed(s) must be returned to the City within 180-days or the approval letter and land transfer will be invalid.*



PARCEL COMBINATION APPLICATION

PC# _____ - _____ PLN - _____ - _____ \$ _____

CONTACT INFORMATION

Primary Contact: _____ Day Time Phone: _____
Mailing Address: _____
City, State, Zip: _____
E-mail Address: _____

PROJECT DESCRIPTION

REASON FOR PARCEL COMBINATION: _____

PARCEL A

TAX PARCEL NUMBER: _____ ADDRESS: _____
ZONING: _____ ACREAGE: _____ LEGAL DESCRIPTION: _____

I, the undersigned, do hereby certify that the information contained in this application is true, complete and accurate to the best of my knowledge.

SIGNATURE OF PROPERTY OWNER(S)
or Owner's authorized Representative _____ Date: _____

PARCEL B

TAX PARCEL NUMBER: _____ ADDRESS : _____
ZONING: _____ ACREAGE: _____ LEGAL DESCRIPTION: _____

I, the undersigned, do hereby certify that the information contained in this application is true, complete and accurate to the best of my knowledge.

SIGNATURE OF PROPERTY OWNER(S)
or Owner's authorized Representative _____ Date: _____

Date Received Stamp



PC# _____ - _____ PLN - _____ - _____ \$ _____

PARCEL C

TAX PARCEL NUMBER: _____ ADDRESS: _____

ZONING: _____ ACREAGE: _____ LEGAL DESCRIPTION: _____

I, the undersigned, do hereby certify that the information contained in this application is true, complete and accurate to the best of my knowledge.

SIGNATURE OF PROPERTY OWNER(S)
or Owner's authorized Representative _____ Date: _____

PARCEL D

TAX PARCEL NUMBER: _____ ADDRESS : _____

ZONING: _____ ACREAGE: _____ LEGAL DESCRIPTION: _____

I, the undersigned, do hereby certify that the information contained in this application is true, complete and accurate to the best of my knowledge.

SIGNATURE OF PROPERTY OWNER(S)
or Owner's authorized Representative _____ Date: _____

PARCEL E

TAX PARCEL NUMBER: _____ ADDRESS: _____

ZONING: _____ ACREAGE: _____ LEGAL DESCRIPTION: _____

I, the undersigned, do hereby certify that the information contained in this application is true, complete and accurate to the best of my knowledge.

SIGNATURE OF PROPERTY OWNER(S)
or Owner's authorized Representative _____ Date: _____

Date Received Stamp

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.