



## **PRE-APPLICATION MEETING PACKET**

Thank you for your interest in development in our city.

In order to better serve you we would like to extend you the opportunity to schedule a Pre-Application Meeting with the City departments responsible for development review. Our objective is to get to know your goals and business needs to better assist you in preparing your project for application, to identify potential problems and to help you understand the City's standards and requirements. **(A pre-application meeting is required prior to applying for a Tier II and III Site Plan Permit.)**

Please be aware that pre-application meetings are informal and not meant to be a detailed review but an informational opportunity.

To schedule your pre-application meeting, please contact our staff at 509-585-4280 at your earliest convenience. Applications are required to be made on-line or at our Planning Counter. Complete application packages are required to secure your appointment. *On-line application* and *Virtual Kennewick* instructions are included with this packet which will give you help in gathering the information required for a complete application.

Pre-application meetings are held **every Wednesday in 50 minute intervals, with the first appointment at 9:00 am and the last appointment scheduled at 11:00 am**. Please be prompt, as this time has been pre-scheduled to insure each City department's availability to attend. Your application documents must be accepted no later than 4:00 pm, one week prior to the requested meeting date. Appointments are determined in the order of application acceptance and time slots cannot be requested. Please include the number of individuals in your group expected to attend the meeting on the application form so we may find an appropriately sized conference room.

**On line Applications:** Submit the attached form by e-mail to [permit-documents@ci.kennewick.wa.us](mailto:permit-documents@ci.kennewick.wa.us) with your application permit number in the subject line and all available plans attached. Plans are to be drawn using a standard scale and submitted in PDF format. **Tier II and III site plans have specific submittal requirements. A checklist outlining those elements is attached.**

**Counter Applications:** Submit the attached form and all available plans drawn using a standard scale and printed to that scale. **Tier II and III site plans have specific submittal requirements. A checklist outlining those elements is attached.**

### **Helpful Links:**

[City of Kennewick Parcel Map](#)  
[Codes and Standards including](#)

- Kennewick Municipal Code Chapter 18 (Zoning Code)
- Kennewick Municipal Code Chapter 17 (Subdivision Code)
- Commercial Design Standards
- Residential Multi-Family Design Standards
- Single Family Design Standards

[City of Kennewick Standard Specifications](#)  
[Business License Information and Application](#)



**PRE-APPLICATION REVIEW FORM**

PLN- \_\_\_\_\_ - \_\_\_\_\_

PRE \_\_\_\_ - \_\_\_\_

**Contact Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ # of Persons Attending Meeting \_\_\_\_\_

Phone # \_\_\_\_\_ Cell# \_\_\_\_\_ Fax# \_\_\_\_\_

Contact(s) e-mail address \_\_\_\_\_

\_\_\_\_\_

**Project Information:**

Description of Project \_\_\_\_\_

\_\_\_\_\_

**Proposed** - Building Sq. Ft. \_\_\_\_\_ Est Grading CY \_\_\_\_\_ # of Parking Stalls \_\_\_\_\_

Location of Proposal \_\_\_\_\_

Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Zoning: \_\_\_\_\_ [KMC 18.58 Critical Area](#): \_\_\_\_\_

List any specific concerns or questions you might have: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please include all available plans for review (can be attached to e-mail in PDF format)

Requested meeting date: \_\_\_\_\_



**TIER II & III SITE PLAN**  
**PRE-APPLICATION MEETING CONTENTS CHECKLIST**

**1. SITE PLAN:**

All site plans shall be drawn to a standard engineering scale (i.e., 1"=20' 1"=30' etc).

- One (1) copy** of the site plan legibly drawn to a standard scale, on paper of sufficient size to contain the required information, and containing the following elements:
  - Lot lines.
  - Access points.
  - Building envelope.
  - Conceptual parking.
  - Landscaped areas.
  - Water/sewer availability.
  - Fire access, hydrants & flow.
  - Encumbrances: i.e., easements.

**On line Applications** -Submit all required documents by e-mail to - [permit-documents@ci.kennewick.wa.us](mailto:permit-documents@ci.kennewick.wa.us), with your application permit number in the subject line and all available plans including the completed Pre Application Review form attached. Plans are to be drawn using a standard scale and submitted in PDF format.

**Counter Applications** – Submit the completed Pre Application Review form and one (1) full size copy of all available plans drawn using a standard scale and printed to that scale.

**Summary of Items Required:**

1. Completed Application
2. Site Plan



Pre Application Meeting application must be made on-line following the procedures below **OR** application can be made at the Planning Counter in City Hall.

### Applicant Procedures for On-line Application

1. Go to [www.Go2Kennewick.com](http://www.Go2Kennewick.com) ; On the home page click on Launch Virtual Kennewick. You will be directed to the Launch Virtual Kennewick page where you will see Help; Browser Requirements; and the Launch button. (Adobe Flash Player download is available to install here if needed). Click on the Launch Virtual Kennewick button. You will be directed to allow Pop Ups. Enter the address to make sure the parcel is addressed in our system. (See attached detailed instructions) **If the parcel does not have an address stop here and contact 585-4280 and the City will assign an address before your proceed to Step 2.** You cannot apply on-line without an address.

2. 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 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.

3. 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 given in step 2 and you will be logged on to Permits.

4. Click on **Apply for a permit; Select Permit Type** Pre Application Meeting or Feasibility Review Meeting from the drop down list. Add the **Permit Description** as written on your paper application which has been filled out per item 1 above in the line labeled **Description of Project**. Add **House or Building Number** (*the numbers only of the site address*) and **ZIP Code**, then click **Search**. This may take a moment as the address picks are populated.

Click on the  in the **Search for an Address** box and click on the correct address and street name from the list; which will then populate the **Permit Address Lines** below.

Click on **Next Step**;

5. 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.

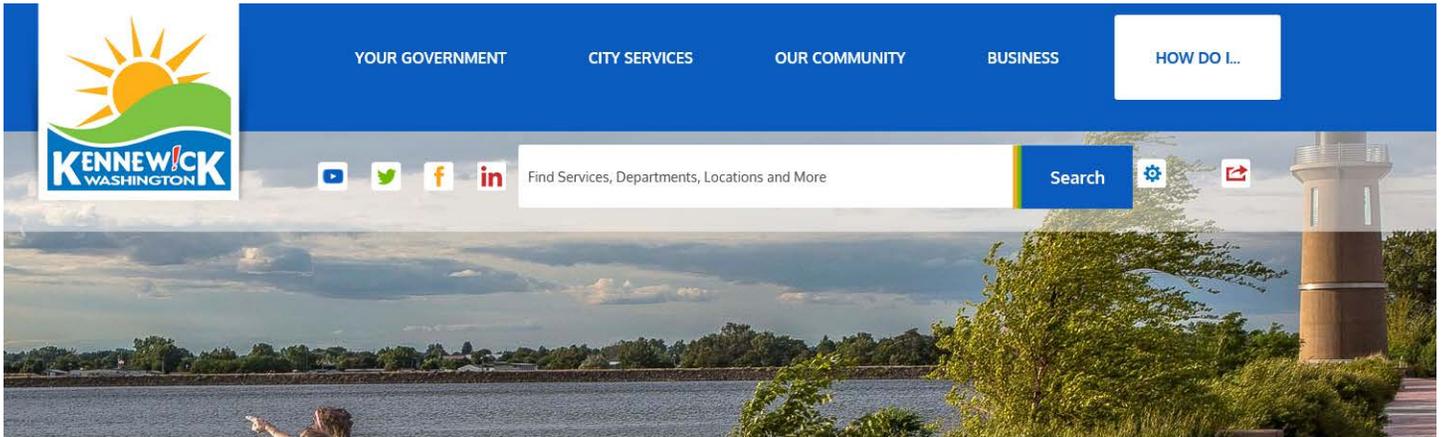
6. E-mail one copy of all required documents from the application checklist to [Permit-Documents@ci.kennewick.wa.us](mailto:Permit-Documents@ci.kennewick.wa.us) in PDF format with the permit number (**PLN-201X-XXXXX**) in the subject line for reference. Documents e-mailed without the permit number in 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.

7. The application and associated documents will be reviewed to determine if the application can be accepted. **The Planning Department will email you with your scheduled meeting date and time.**

# Kennewick Parcel Map Instructions for Application Purposes

Go to [www.go2Kennewick.com](http://www.go2Kennewick.com)

Click on City Services/click on [Maps and GIS](#)



Scroll to the bottom of the page and click on [Go to Maps](#). Pick the Parcel Map by clicking on it.



## Kennewick Maps & GIS

Geographic Information Systems (GIS) is a spatial model of City facilities & infrastructure in the "real" world. This collection of maps and data can help you visualize information. Property owners can also find parcel information, zoning, utilities, etc.

[Go to Maps...](#)

Pick the Parcel Map by clicking on it. The window below could come up the first time you use the map. If so check the terms and conditions box and click OK



### City of Kennewick Parcel Map

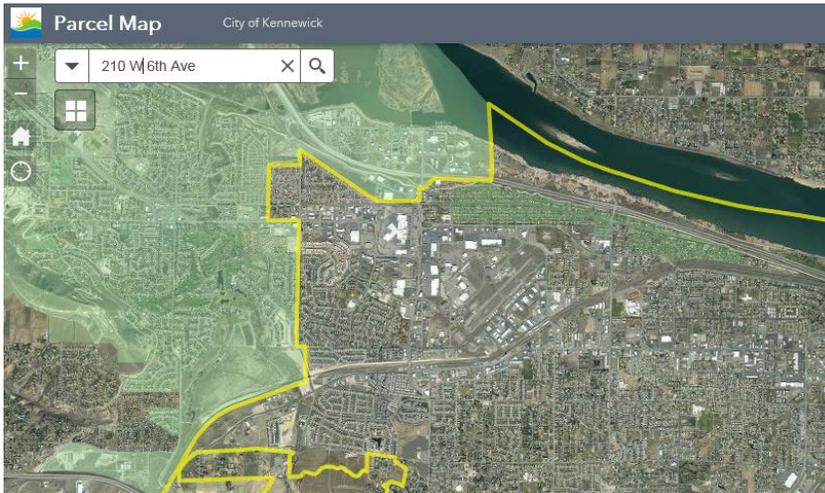
Search for an address or zoom in to view Parcel information such as boundaries, easements, and utilities.

The City of Kennewick authorizes the user access, for non-commercial use only, to the information that has been made available by the City pursuant to any and all restrictions, limitations, and prohibitions imposed by Federal and State Public Information laws. Nothing contained herein shall be construed as conferring by implication or otherwise any license or right under any patent or trademark of the City or any third party. It is the user's own responsibility to know what those restrictions, limitations, and prohibitions are and how they apply to their purpose and use of the information provided and agree to abide by the impacts imposed. The user accepts this information provided by the City with the understanding that it is not guaranteed to be accurate, correct, or complete. Conclusions drawn from this information are the responsibility of the user. Every effort has been made to ensure the accuracy, correctness, and timeliness of the materials presented. However, the City assumes no responsibility in the event that any information is incorrect. The user of this information accepts it "as-is" and assumes all liability for any dependence on this information and assumes responsibility for the information.

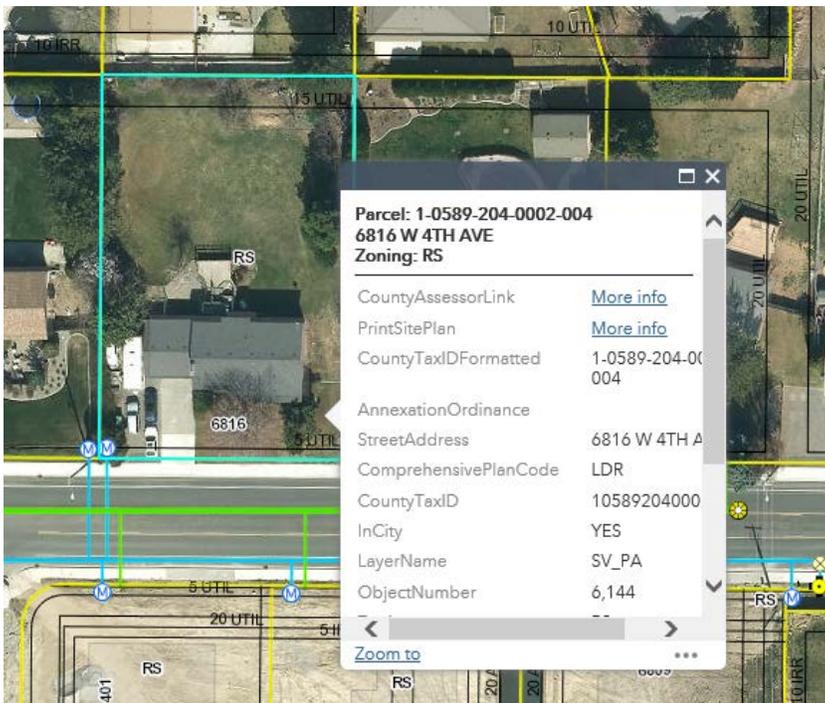
I agree to the above terms and conditions

Enter the property address in this box at the top left side of the screen and click on the green magnifying glass.

**If the address is not found or you do not have an address you will need to call City Staff to have an address assigned. You cannot apply with only a parcel number.**

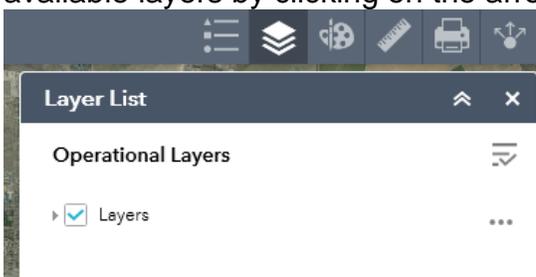


With a current address the map will search and display the parcel.

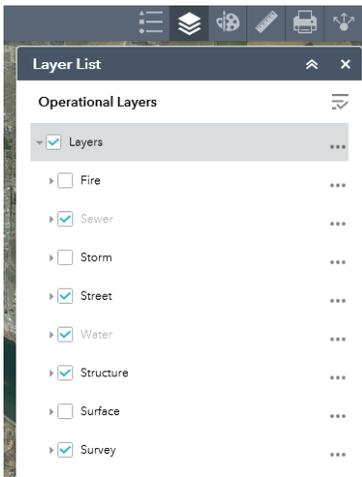


Click your cursor on the parcel and a box will appear giving you the **tax ID**; **address** (if assigned) and the **zoning**. Enter the needed information in your application

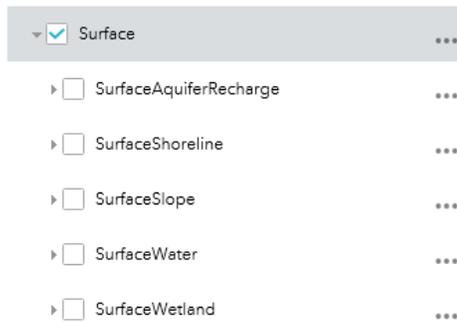
At this point you can work with layers by clicking on  to open the Layer List. You can see the available layers by clicking on the arrow adjacent to the box.



Once clicked the available layers will open.

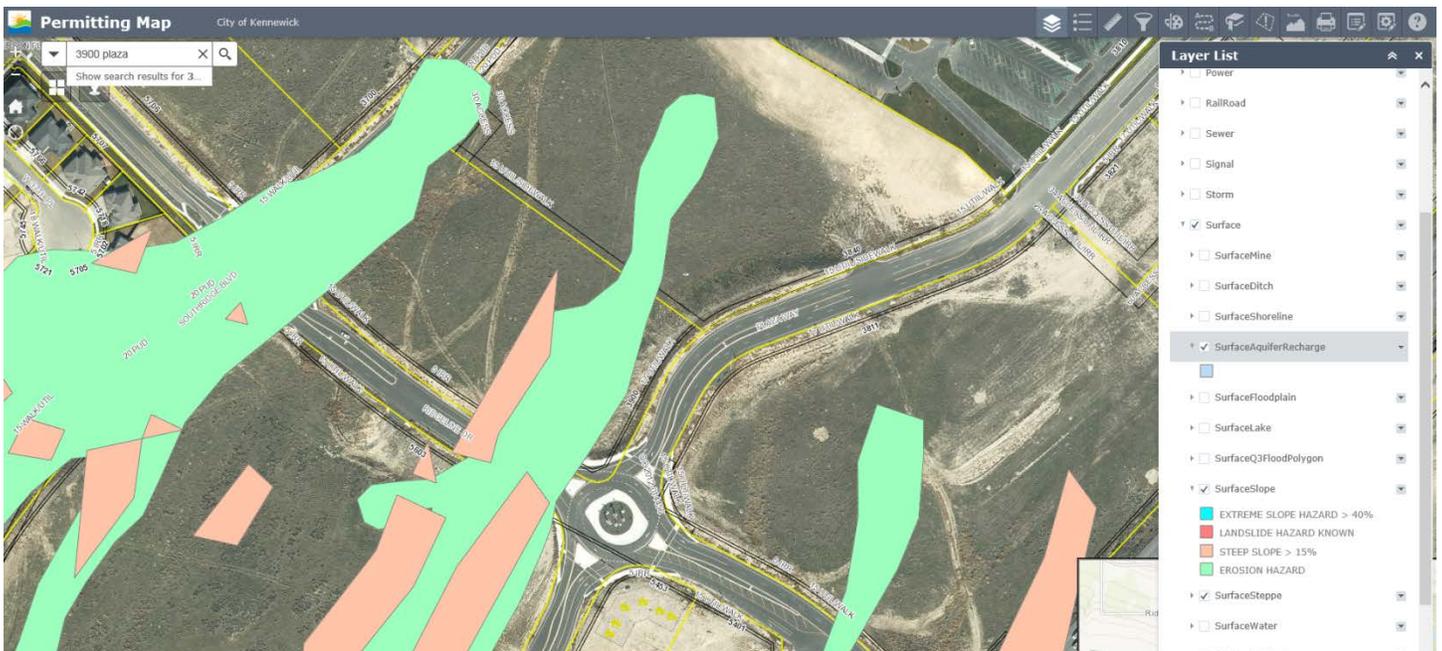


Check the adjacent box again to add or remove that layer.



The adjacent arrow will produce an additional list. Critical Areas are within the Surface Layer. You will need to click in the box adjacent to the critical areas to determine which areas, if any, are on the site.

As shown below - To see the color coding for the area click on the arrow adjacent to the layer box and the color coding will open.



If Critical Areas are present add the designation to your application and review [KMC 18.58](#) for requirements.