



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* 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: Review the attached Applicant Procedures for On-Line Application for Civil and Land Use Permits and follow the directions for an on-line application. Plans are to be drawn using a standard scale and submitted in PDF format. **This application has 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. **This application has specific submittal requirements. A checklist outlining those elements is attached.**

Helpful Links:

[City of Kennewick Parcel Map](#)

[Kennewick Municipal Code](#)

[Codes and Standards including](#)

- Commercial Design Standards
- Residential Multi-Family Design Standards
- Single Family Design Standards

[City of Kennewick Standard Specifications](#)

[Business License Information](#)



PRE-APPLICATION REVIEW FORM

PLN- _____ - _____

PRE ____ - ____

Contact Information:

Name _____

Address _____

_____ # of Persons Attending Meeting _____

Phone # _____ Cell# _____ Fax# _____

Contact(s) e-mail address _____

Project Information: Multi-tenant ____ Yes ____ No Multi-Story ____ Yes ____ No

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 (max 1"= 40').

- 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 with dimensions
 - Access points with existing and proposed width.
 - Building envelope with dimensions to property lines.
 - Conceptual parking.
 - Landscaped areas.
 - Water/sewer availability.
 - Emergency Vehicle access through site (turning radius 24 inside 44 outside), hydrants & flow.
 - Encumbrances: i.e., easements. ___ Yes ___ No If yes show on site plan.

- Optional Items** if included on the site plan will allow all Departments to review for possible waiver of Preliminary Site Plan.
 - Adjacent property zoning
 - Names and location of all existing streets abutting the site
 - North arrow
 - Location and size of existing and/or proposed sidewalks, curbs and gutters
 - Location of trash receptacle enclosures
 - Pedestrian connections if required by Commercial Design Standards

On line Applications – Review the attached **Applicant Procedures for On-Line Application for Civil and Land Use Permits** and follow the directions. Plans are to be drawn using a standard scale and submitted in PDF format. All required documents must be uploaded to be considered complete.

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



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; 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 to a standard scale (example 1" = 20 ft.) in PDF format no smaller than 11" x 17", 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 pathway 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

- Copy and paste the pathway into your browser search bar. This pathway will take you to the upload documents form page.
- Enter the Permit Number. For example PLN-2018- XXXXX . Move to the next box.
- 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 pathway again to open a new form. Repeat **STEP 4 and 5** for each of the required permit types included in your project.

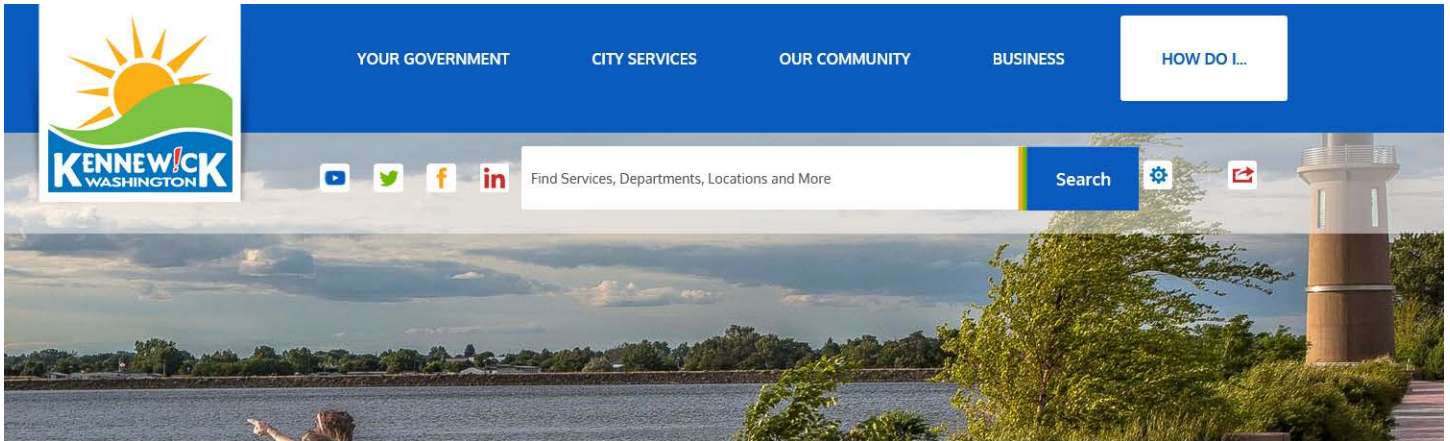
The application and associated documents will be reviewed within 2 business days to determine if the application can be accepted as counter ready. An email will be sent to your registered user email address notifying you of acceptance or rejection of your documents.

- **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.

Kennewick Parcel Map Instructions for Application Purposes

Go to www.go2Kennewick.com

Click on City Services/click on [Virtual Kennewick](#)



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



Kennewick Maps & GIS

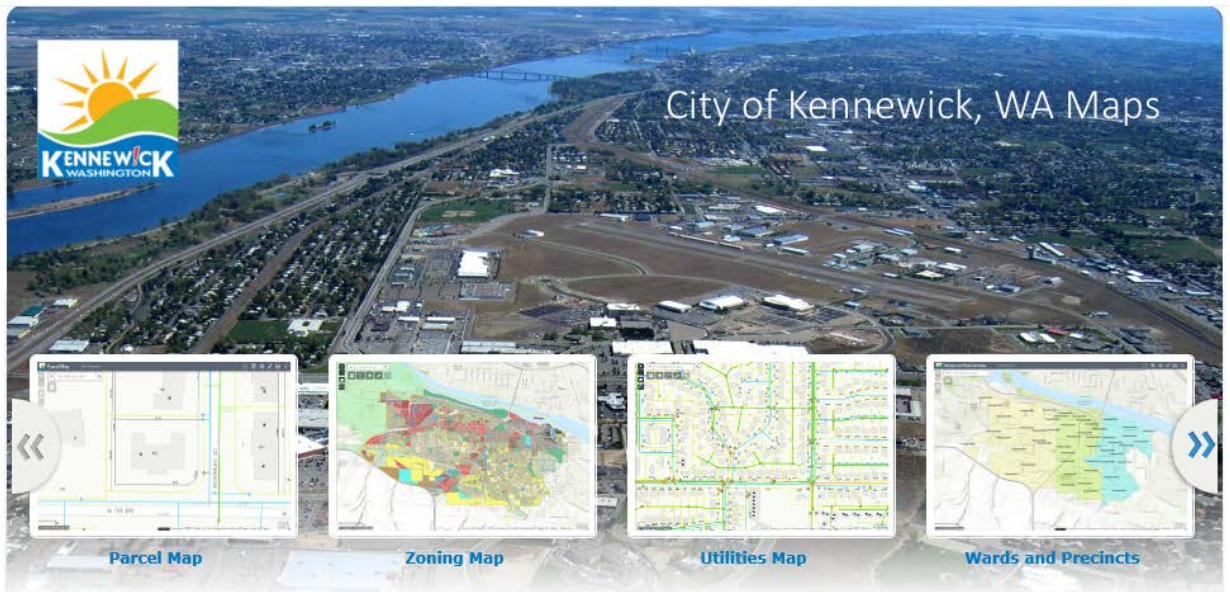
Geographic Information Systems (GIS) is a spatial model of City facilities & infrastructure in the "real" world. This collection of maps and data can help you visualize information. Property owners can also find parcel information, zoning, utilities, etc.

[Go to Maps...](#)

Pick the Parcel Map by clicking on it.

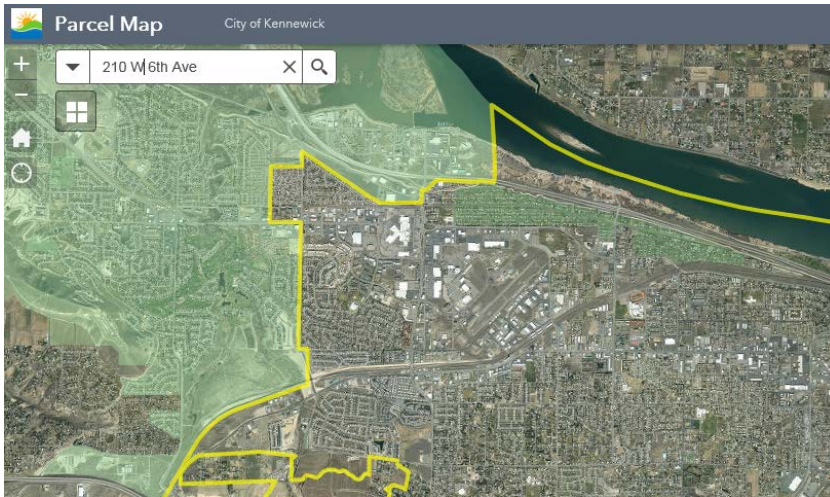
[Home](#) [Gallery](#) [Map](#) [Scene](#) [Groups](#)

[Sign In](#)

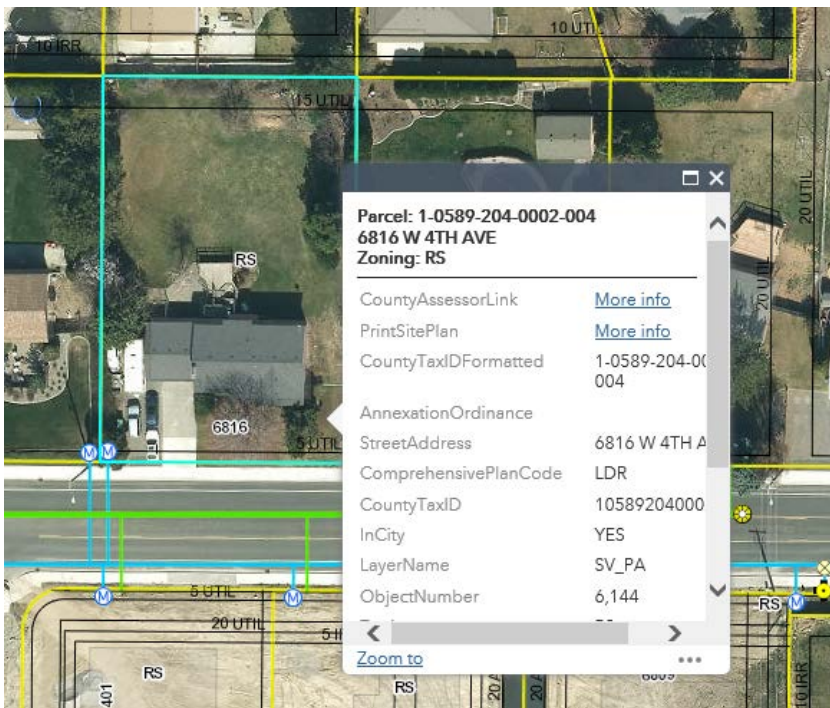


Enter the property address in this box at the top left side of the screen and click on the green magnifying glass.

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.

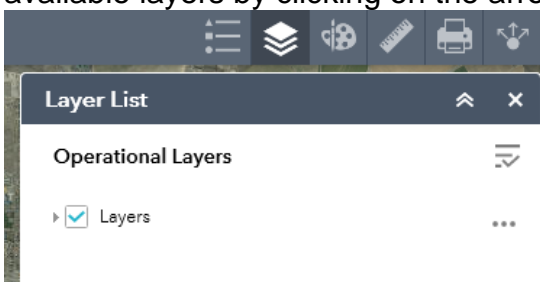


With a current address the map will search and display the parcel.

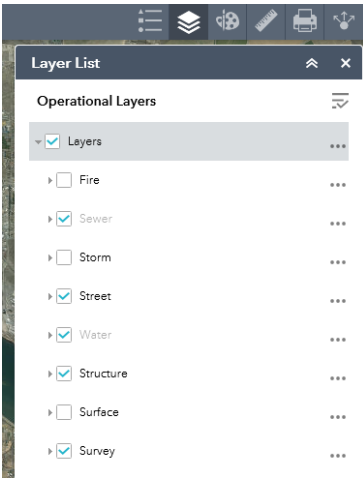


Click your cursor on the parcel and a box will appear giving you the **tax ID**; **address** (if assigned) and the **zoning**. Enter the needed information in your application

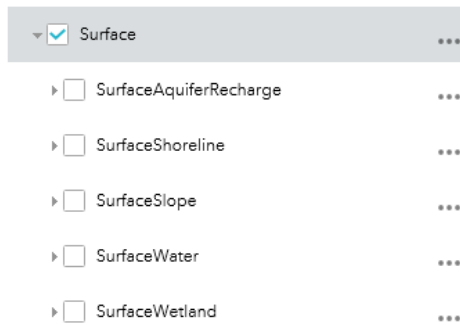
At this point you can work with layers by clicking on  to open the Layer List. You can see the available layers by clicking on the arrow adjacent to the box.



Once clicked the available layers will open.

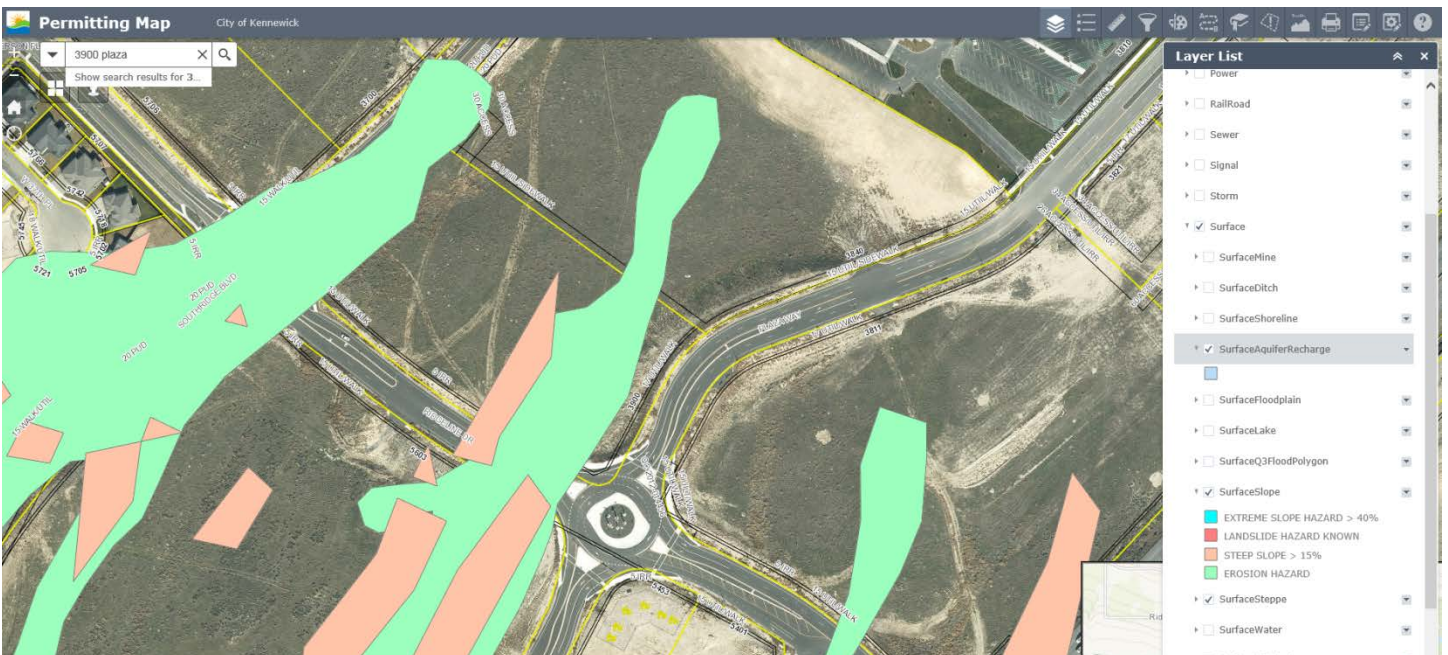


Check the adjacent box again to add or remove that layer.



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.