

Preliminary Plat

General Information

There are several ways to divide land within the City of Kennewick. All land divisions are governed by both local ordinance, Title 17 (Subdivisions) of the Kennewick Municipal Code, and state law, Chapter 58.17 of the revised Code of Washington. The land division methods are summarized below:

- Subdivision-requires notice to surrounding owners prior to public hearing before the Hearing Examiner. There is no limit on the number of lots and no time restriction on future re-subdivision. **Preliminary plat** requires approval by Hearing Examiner and the **Final plat** requires approval of the City Council.
- Short Plat-Approved administratively by city staff, no public hearing but can be appealed to the Hearings Examiner. Notice is posted on site only. There is a nine-lot limit and state law requires a five-year period before land can be re-divided via a short plat.
- Binding Site Plan- Approved administratively by city staff, are only applicable to lands zoned commercial, industrial or open space. No limit on the number of lots and no time limit on re-division. Detailed site information specifying building location, parking, landscaping, etc. is required at the time of application.

If you have questions about the most appropriate method for your project you can contact the Planning Division at (509) 585-4280.

Process

Generally speaking the more thorough and accurate the information that is submitted at the beginning of the process, the more streamlined the review will be. Make sure all required information from the attached pages is completed and submitted. Incomplete information is the main cause for delay in the review process.

Your application for preliminary plat will be referred by the Planning Division to the appropriate agencies (e.g. Fire, Public Works and Parks Departments, Benton PUD, etc.) for review. A notice of your application will also be sent to all property owners, of record within 300 feet of the outer boundary of the project. If the owner of the property under consideration owns another parcel or parcels of property, which lie adjacent to the property under consideration, notice will be given to owners of such property located within 300' of the boundaries of such property. At your request a meeting with appropriate staff can be arranged to review the technical information and conditions of approval before the application is submitted. This meeting usually takes about ten working days to set up.

The entire preliminary plat review process typically takes 60-90 days to complete from the time of application until final approval or denial by Hearing Examiner following the public hearing. The Hearing Examiner usually takes action at the same meeting as the hearing, although controversial or unusually difficult technical issues can cause the hearing to be continued. The Hearing Examiner meets on the second Monday of each month.

After the preliminary plat is approved construction on the public infrastructure such as streets, utility lines, open spaces, etc. can begin. Separate permits for utilities are required. The second phase of the approval process is called the final plat, which is reviewed when all conditions of approval have been fulfilled. The review process for a final plat typically takes approximately forty-five days. All outstanding items must be completed prior to City Council action and signature approval of a final plat.

Fees

The city has in place a system that requires the dedication of park land or the payment of fees in lieu of park land dedication for all residential land divisions. The City has a master park plan that is administered by the Parks and Recreations staff who make the determination if a particular subdivision will be required to dedicate land or pay the park development fees. The formula for determining park fees is based on the value of the land and density, and can be obtained from the Planning Division.

Traffic mitigation fees may also be required and are based on the number of vehicle trips generated by the project and if street and/or traffic signal improvements are needed in the area.

Your project may require payment of water and sewer area charges, water frontage, water and sewer connection and sewer stub fees and utility construction permit fees. The exact amount of the fees cannot typically be determined until the latter stages of the subdivision process when the precise lot sizes are determined. The Public Works Department can explain which types of fees are applicable to your project.

Attachments

1. Required information
2. Preliminary plat application form
3. SEPA Checklist with ESA supplement
4. Affidavit of Posting



**City Of Kennewick
Community Planning & Development Services
Preliminary Plat Instructions, Checklist & Application Form**

Any division of land of ten or more lots for sale or lease must be in accord with Title 17 (subdivisions) KMC and RCW 58.17. Plats are reviewed by Hearing Examiner at a public hearing. The Hearing Examiner will develop a list of Findings, Conclusions and Conditions for the proposal. Plats submitted must be in conformance with applicable development regulations.

The following items must be received in order to have a valid and complete application.

- A completed preliminary plat application, (attached.)
- A filing fee (see [Fee Schedule](#)).
- A certificate from a title insurance company, issued no more than 30 days prior to application, showing ownership of the property involved,
- A list submitted electronically in Microsoft Excel format of the names and addresses of all lienholder(s) and the names and addresses of all property owners within 300 feet of the property to be subdivided and such contiguous property under the same ownership.
- A completed Environmental SEPA Checklist, and ESA Supplement as required by Chapter 43.21C RCW, and affidavit of posting (At least 15 days prior to the first public hearing, or within a time frame specified on the applicable requested action, the Planner handling your file will contact you a minimum of five (5) days prior to the date of posting with additional instructions.)
- The location of fencing to be constructed along certain abutting streets as stated in Chapter 17.20.040.
- Approved traffic study/letter (Contact City of Kennewick Traffic Engineer for criteria (509) 585-4400.)
- A statement of whether or not the property is to be connected to an irrigation source, and if not, include written verification from the appropriate irrigation district as to what is involved to connect to an irrigation source.
- All plats of ten (10) lots or greater shall utilize the City sanitary sewer system as the means of sewage disposal. Plats proposing individual on-site waste disposal systems as the means of sewage disposal shall be prohibited.
- A conceptual grading plan in conformance with KMC 18.72.
- 4 folded copies of the proposed plat map drawn to a scale not to exceed 100 feet to the inch, and one 11 x 17 reproducible copy submitted electronically.

A preliminary plat map drawn to scale not to exceed one hundred feet to the inch, must include the following:

- A. A vicinity map at a legible scale, showing the relationship of the proposed plat to surrounding schools, parks, etc., and to all streets within one thousand feet, or to the next major street, whichever is greater;
- B. The proposed name of the subdivision, the name and address of the owner or owners, the subdivider, the licensed engineer, licensed land surveyor, licensed landscape architect, or other preparer, the names of all existing abutting streets and subdivisions, and a legal description of the exterior boundaries of the land to be subdivided;
- C. The location, width, and name of all proposed streets, the dimensions of other proposed rights-of-way, alleys, easements, parks, playgrounds, open spaces, schools, etc., the scale of the plat, and a north arrow;
- D. The elevation, referenced to U.S. Coast and Geodetic datum, at every corner of the plat boundary, and any areas within the plat that are substantially different from the property corner elevations. Prior to preliminary plat approval, the City Engineer may require the elevation or contours of certain areas within the plat. The map will also show the location and areas of all natural watercourses, major tree masses, major rock outcroppings, and other similar landscape features;
- E. Lot and block numbers, the dimensions of each lot, the dimensions and acreage of the total plat, the smallest lot and largest lot of the proposed plat, and the average lot size and all tracts listed with designation;
- F. An indication of those lots which are to be used other than for residential purposes, an indication of their intended use, and whether said lots are to be dedicated to a municipal corporation or school;
- G. An indication of any portion or portions of the plat for which successive or separate final plats are to be filed, and the approximate filing date of each. The filing date of successive or separate final plats must meet the requirements of Section 17.10.070;
- H. All existing structures proposed to remain on the area to be subdivided, and all existing septic tanks, drain fields and wells with dimensions from the structure to new property lines;
- I. Any preliminary restrictive covenants proposed to be included in the deeds. Final covenants must be reviewed by the City prior to final plat approval;
- J. Parent parcel number(s) with the boundary of the parent parcel shown by a dotted line;
- K. All existing and planned intersection locations and widths to include public and private roadway intersections, driveways, and recorded access easements for roadways shall be shown for a distance of 300 feet from the plat edges along any adjacent roadways. The City Traffic Engineer may consider exceptions to this requirement;
- L. A topographic map with contours at an interval of five (5) feet or less; and
- M. City of Kennewick file number to be shown at the final version of preliminary plat drawing after the applicant has been given the file number by City staff.

**CITY OF KENNEWICK
COMMUNITY PLANNING AND DEVELOPMENT SERVICES
SYNOPSIS OF ORDINANCE NO. 5206
CRITICAL AREA PROTECTION STANDARDS**

To assure compliance, all preliminary plats within 200 feet of a critical area must show the location of the critical area. This will provide the opportunity for the City to determine if appropriate conditions, deemed necessary to protect the critical area, should be included with the City's approval of the plat.

Critical areas are defined as follows:

KMC 18.58.010 DEFINITIONS

- 1) "Critical Areas" include any of the following areas or ecosystems: Aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, geologically hazardous areas, and wetlands, as defined in RCW 36.70A and Title 18.58. The general location of which are shown on maps on file with the Planning Department, including the following areas and ecosystems:
- 2) "Aquifer Recharge Areas" are areas that, due to the presence of certain soils, geology, and surface water, act to recharge ground water by percolation.
- 3) "Fish and Wildlife Habitat Conservation Areas" are areas necessary for maintaining species in suitable habitats within their natural geographic distribution so that isolated subpopulations are not created as designated by WAC 365-190-080(5). These areas are guided by the State's Priority Habitats and Species list and include the following:
 - (a) Areas with which state or federally designated endangered, threatened, and sensitive species have a primary association;
 - (b) Habitats of local importance, including but not limited to areas designated as priority habitat by the Department of Fish and Wildlife;
 - (c) Naturally occurring ponds under twenty acres and their submerged aquatic beds that provide fish or wildlife habitat, including those artificial ponds intentionally created from dry areas in order to mitigate impacts to ponds;
 - (d) Waters of the state, including lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and watercourses within the jurisdiction of the state of Washington;
 - (e) Lakes, ponds, streams, and rivers planted with game fish by a governmental or tribal entity;
 - (f) State natural area preserves and natural resource conservation areas; and
 - (g) Land essential for preserving connections between habitat blocks and open spaces.
- 4) "Frequently Flooded Areas" means lands in the floodplain subject to a one percent (1%) or greater chance of flooding in any given year and those lands that provide important flood storage, conveyance and attenuation functions, as determined by the Planning Director in accordance with WAC 365-190-080(3). Frequently flooded areas perform important hydrologic functions and may present a risk to persons and property. Classifications of frequently flooded areas include, at a minimum, the 100-year floodplain designations of the Federal Emergency Management Agency and the National Flood Insurance Program.
- 5) "Geologically Hazardous Areas" means areas that may not be suited to development consistent with public health, safety or environmental standards, because of their susceptibility to erosion, sliding, earthquake, or other geological events as designated by WAC 365-190-080(4). Types of geologically hazardous areas include: erosion, landslide, seismic, mine, and volcanic hazards.
- 6) "Wetlands" are those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs and similar areas. Wetlands do not include those artificial wetlands intentionally created from non-wetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities, or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. Wetlands may include those artificial wetlands intentionally created from non-wetland areas to mitigate the conversion of wetlands. Identification and delineation of Wetlands is also a product of the Washington State Wetland Identification and Delineation Manual. (KMC 18.59.010).

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.



Department only
PP _____ - _____ / PLN- _____ - _____ Fee \$ _____

Preliminary Plat Application

Date: _____ Name Of Plat _____

Area Of Plat: _____ Zoning: _____ #/Lots: _____

Min. Lot Size: _____ Average Lot Size: _____

Proposed Land Use: _____

General Location: _____

Parent Parcel Numbers: _____

Applicant Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail _____

Owner's Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail _____

Surveyor's Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail _____

Engineer's Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail _____

Plat Will Be Served By: (Check Those Which Apply)

Telephone Co: Verizon Other _____

Water System: Well Private City

Sewer System: Septic City

Natural Gas: Yes No

Cable Tv: Yes No

Irrigation District: _____ Power: PUD _____

I certify that the information given above is true and complete to the best of my knowledge.

SIGNATURE OF APPLICANT: _____

This preliminary plat is being submitted with my consent.

SIGNATURE OF OWNER: _____

Received by: _____ Date: _____ Fee paid: _____

SEPA Checklist

ESA Supplement

Ownership Report

Date Received Stamp

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants: [\[help\]](#)

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals: [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. BACKGROUND [\[help\]](#)

1. Name of proposed project, if applicable: [\[help\]](#)

2. Name of applicant: [\[help\]](#)

3. Address and phone number of applicant and contact person:
[\[help\]](#)

4. Date checklist prepared: [\[help\]](#)

5. Agency requesting checklist: [\[help\]](#)

6. Proposed timing or schedule (including phasing, if applicable):
[\[help\]](#)

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
[\[help\]](#)

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
[\[help\]](#)

Evaluation for Agency Use Only

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [\[help\]](#)

10. List any government approvals or permits that will be needed for your proposal, if known. [\[help\]](#)

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [\[help\]](#)

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [\[help\]](#)

Evaluation for Agency Use Only

B. ENVIRONMENTAL ELEMENTS [\[help\]](#)

Evaluation for Agency Use Only

1. Earth

- a. General description of the site [\[help\]](#)
(check one): Flat, rolling, hilly, steep slopes,
mountainous, other _____

- b. What is the steepest slope on the site (approximate percent slope)? [\[help\]](#)

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. [\[help\]](#)

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)

- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [\[help\]](#)

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [\[help\]](#)

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [\[help\]](#)

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [\[help\]](#)

c. Proposed measures to reduce or control emissions or other impacts to air, if any: [\[help\]](#)

3. Water

a. Surface Water: [\[help\]](#)

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [\[help\]](#)

Evaluation for Agency Use Only

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [\[help\]](#)

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [\[help\]](#)

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [\[help\]](#)

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number

of animals or humans the system(s) are expected to serve.

[\[help\]](#)

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [\[help\]](#)

2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: [\[help\]](#)

4. Plants [\[help\]](#)

a. Check the types of vegetation found on the site: [\[help\]](#)

deciduous tree:	alder	maple	aspen	other
evergreen tree:	fir	cedar	pine	other

shrubs

grass

pasture

bullrush

crop or grain

Orchards, vineyards or other permanent crops.

wet soil plants: cattail buttercup

skunk cabbage

other water plants: water lily

eelgrass

milfoil

other types of vegetation

- b. What kind and amount of vegetation will be removed or altered? [\[help\]](#)

- c. List threatened and endangered species known to be on or near the site. [\[help\]](#)

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [\[help\]](#)

- e. List all noxious weeds and invasive species known to be on or near the site.

5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include: [\[help\]](#)

<u>birds:</u>	hawk	heron	eagle	songbirds	
other:					
<u>mammals:</u>	deer	bear	elk	beaver	
other:					
<u>fish:</u>	bass	salmon	trout	herring	shellfish
other:					

- b. List any threatened and endangered species known to be on or near the site. [\[help\]](#)

- c. Is the site part of a migration route? If so, explain. [\[help\]](#)

d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)

e. List any invasive animal species known to be on or near the site.

6. Energy and natural resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [\[help\]](#)

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [\[help\]](#)

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: [\[help\]](#)

7. Environmental health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe. [\[help\]](#)

- 1) Describe any known or possible contamination at the site from present or past uses. [\[help\]](#)

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

- 4) Describe special emergency services that might be required.

- 5) Proposed measures to reduce or control environmental health hazards, if any: [\[help\]](#)

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [\[help\]](#)

- 3) Proposed measures to reduce or control noise impacts, if any: [\[help\]](#)

8. Land and shoreline use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [\[help\]](#)

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or non-forest use? [\[help\]](#)
 - 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

- c. Describe any structures on the site. [\[help\]](#)

- d. Will any structures be demolished? If so, what? [\[help\]](#)

- e. What is the current zoning classification of the site? [\[help\]](#)

- f. What is the current comprehensive plan designation of the site? [\[help\]](#)

- g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [\[help\]](#)

- i. Approximately how many people would reside or work in the completed project? [\[help\]](#)

- j. Approximately how many people would the completed project displace? [\[help\]](#)

- k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [\[help\]](#)

- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

9. Housing

- a. Approximately how many units would be provided, if any?
Indicate whether high, middle, or low-income housing. [\[help\]](#)

- b. Approximately how many units, if any, would be eliminated?
Indicate whether high, middle, or low-income housing. [\[help\]](#)

- c. Proposed measures to reduce or control housing impacts, if any:
[\[help\]](#)

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)

- b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)

- c. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [\[help\]](#)

- b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)

- c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)

- d. Proposed measures to reduce or control light and glare impacts, if any: [\[help\]](#)

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)

- b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [\[help\]](#)

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. [\[help\]](#)

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [\[help\]](#)

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. [\[help\]](#)

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [\[help\]](#)

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [\[help\]](#)

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [\[help\]](#)

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#)

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passenger vehicles). What data or transportation models were used to make these estimates? [\[help\]](#)

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. [\[help\]](#)

- h. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#)

15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [\[help\]](#)

b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)

16. Utilities

a. Check utilities currently available at the site: [\[help\]](#)
electricity, natural gas, water, refuse service,
telephone, sanitary sewer, septic system,
other _____

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [\[help\]](#)

C. SIGNATURE [\[help\]](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Name of signee _____

Position and Agency/Organization _____

Date Submitted: _____

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS [\[help\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

ESA LISTED SALMONIDS CHECKLIST

The Listed Salmonids Checklist is provided in order that the City can identify a project's potential impacts (if any) on salmonids that have been listed as "threatened" or "endangered" under the Federal Endangered Species Act (ESA). A salmonid is any fish species that spends part of its life cycle in the ocean and returns to fresh water. Potential project impacts that may result in a "taking" of listed salmonids must be avoided, or mitigated to insignificant levels. Generally, under ESA, a "taking" is broadly defined as any action that causes the death of, or harm to, the listed species. Such actions include those that affect the environment in ways that interfere with or reduce the level of reproduction of the species.

If ESA listed species are present or ever were present in the watershed where your project will be located, your project has the potential for affecting them, and you need to comply with the ESA. The questions in this section will help determine if the ESA listing will impact your project. The Fish Program Manager at the appropriate Department of Fish and Wildlife (DFW) regional office can provide additional information. Please contact the Dept. of Fish and Wildlife at 1701 S. 24th, Yakima WA 98902-5720, Phone No. 509-575-2740.

1. Are ESA listed salmonids currently present in the watershed in which your project will be?

Yes No

Please Describe.

2. Has there ever been an ESA listed salmonid stock present in this watershed?

Yes No

Please Describe.

NOTE: Kennewick is located in the upper Mid-Columbia watershed. Salmonids are present in the watershed - questions no. 1 and no. 2 already answered "yes". Questions A-1 and A-2 are also answered.

PROJECT SPECIFIC: The questions in this section are specific to the project and vicinity.

A1. Name of watershed: Upper Mid-Columbia

A2. Name of nearest waterbody: Columbia River

A3. What is the distance from this project to the nearest body of water?

Often a buffer between the project and a stream can reduce the chance of a negative impact to fish.

A4. What is the current land use between the project and the potentially affected water body (parking lots, farmland, etc.)

A5. What percentage of the project will be impervious surface (including pavement & roof area)?

FISH MIGRATION: The following questions will help determine if this project could interfere with migration of adult and juvenile fish. Both increases and decreases in water flows can affect fish migration.

B1. Does the project require the withdrawal of

a. Surface water? Yes _____ No _____
Amount
Name of surface water body

b. Ground water? Yes _____ No _____
Amount
From Where
Depth of well

B2. Will any water be rerouted? Yes _____ No _____
If yes, will this require a channel change?

B3. Will there be retention ponds? Yes _____ No _____
If yes, will this be an infiltration pond or a surface discharge to either a municipal storm water system or a surface water body?

If to a surface water discharge, please give the name of the waterbody.

B4. Will this project require the building of new roads? (Increased road mileage may affect the timing of water reaching a stream and may, thus, impact fish habitat.)

B5. Are culverts proposed as part of this project? Yes _____ No _____

B6. Are stormwater drywells proposed as part of this project? Yes _____ No _____

B7. Will topography changes affect the duration/direction of runoff flows? Yes _____ No _____

If yes describe the changes.

B8. Will the project involve any reduction of a floodway or floodplain by filling or other partial blockage of flows? Yes _____ No _____

If yes, how will the loss of flood storage be mitigated by your project?

WATER QUALITY: The following questions will help determine if this project could adversely impact water quality. Degraded water quality can affect listed species. Water quality can be made worse by runoff from impervious surfaces, altering water temperature, discharging contaminants, etc.

C1. Will your project either reduce or increase shade along or over a waterbody?
Yes _____ No _____ (Removal of shading vegetation or the building of structures such as docks or floats often result in a change in shade.)

C2. Will the project increase nutrient loading or have the potential to increase nutrient loading or contaminants (fertilizers, other waste discharges, or runoff) to the waterbody?
Yes _____ No _____

C3. Will turbidity (dissolved or partially dissolved sediment load) be increased because of construction of the project or during operation of the project? (In-water or near water work will often increase turbidity.)
Yes _____ No _____

C4. Will your project require long term maintenance, i.e., bridge cleaning, highway salting, chemical sprays for vegetation management, clearing of parking lots?
Yes _____ No _____

Please Describe.

Vegetation: The following questions are designed to determine if the project will affect riparian vegetation, which can impact listed species.

D1. Will the project involve the removal of any vegetation from the stream banks?

YES ____ NO ____

If yes, please describe the existing conditions and the amount and type of vegetation to be removed.

D2. If any vegetation is removed, do you plan to re-plant? YES ____ NO ____

If yes, what types of plants will you use?

E. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand the City is relying on them to make its decision.

Signature _____

Date _____



PROPERTY POSTING INSTRUCTIONS

An electronic file of the sign face will be provided by the City to the applicant's choice of printing company. The sign face will be printed on a sheet of 36" x 48" paper, then laminated on both sides for weather proofing. The applicant is responsible for all cost, sign pickup and must provide a suitable means to post the sign face at the site to insure durability for the entire posting period. The property must be posted as stated below:

- At least 15 days prior to the first public hearing, or within a time frame specified on the applicable requested action. The Planner handling your file will contact you a minimum of five (5) days prior to the date of posting. **It is the applicant's responsibility to write the posting date in the space provided on the sign face with permanent marker.**
- The location must be on the subject property, as close as possible to the most heavily traveled street adjacent to the subject property or if a suitable location is not available, may be mounted to a building on the property. Placement should be made with the highest visibility in mind.
- This affidavit must be completed by the applicant and/or owner and their signature notarized (see reverse side of document for form to be completed.)
- Pictures of the posting must be returned with this affidavit showing enough detail to determine the placement location on the site referencing the street and to see the written posting date on the sign. The Planner has the authority to require the applicant to repost the sign if the placement is not adequate and restart the posting period if necessary.
- The sign must be removed from property at conclusion of the land use decision process, including any appeal and its time frame. Additional information could be required to be posted on the sign for time frames to be specified by the planner. It is the applicant's/owner's responsibility to dispose of the sign. Do not return the sign face to the city.





AFFIDAVIT OF PROPERTY POSTING

The _____

sign was posted on _____ (date) at this location:

_____, adjacent to _____ (street)
as depicted in the attached picture(s).

Type of application _____

Proposal _____

Applicant name _____

Signature _____ Phone # _____

Date _____

State of Washington
County of Benton

I certify that I know or have satisfactory evidence that _____

signed this instrument and acknowledge it to be their free and voluntary act for the
uses and purposes mentioned in the instrument.

Notary Public in and for the State of Washington

Residing at _____

My appointment expires _____

