

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 Park Impact 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 impact fees.

Traffic Impact Fees (TIF) or 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



**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, with columns as shown below, of the names and addresses of all lien-holder(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.

Parcel #	Owner First Name	Owner Last Name	Owner Address	Owner City	Owner State	Owner Zip	Property Address
x-xxxx-xxx-xxxx-xxx	John & Jane	Dow	1234 W City St	Kennewick	WA	99336	1234 S Example St

- A completed [Environmental SEPA Checklist, and ESA Supplement](#) as required by Chapter 43.21C RCW (separate application and fee are required).
- 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.
- 1 folded copy of the proposed plat map drawn to a scale not to exceed 100 feet to the inch, and one electronic copy. If an on-line application is made a paper copy is not required.

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.



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

**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:
 - (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.
- 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).

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.