

**CITY OF KENNEWICK  
DEVELOPMENT SERVICES DIVISION**

**INSTRUCTIONS FOR SHORELINE MANAGEMENT SUBSTANTIAL  
DEVELOPMENT PERMIT (KMC 18.68)**

It is suggested that you check with other appropriate local, state or federal officials to determine whether your project falls within any other permit systems, since a permit under the Shoreline Management Act will not excuse the applicant from compliance with any other local, state or federal ordinances, regulations or statutes applicable to the project.

**Required items**

A.  A filing fee (see [Fee Schedule](#)).

As per WAC 173-27-180 and KMC 18.68.260 Shoreline Management applications require that the following information be submitted at the time of application. Please provide:

B.  A completed General Application form

C.  A brief narrative which contains:

1.  A description of the present use of the property

2.  A description of the proposed substantial development including description of adjacent uses, structures and improvements

3.  A brief statement explaining how the proposed substantial development is consistent with the Shoreline Management Act

D.  Documentation to demonstrate completion of a Critical Areas' evaluation and, if necessary, Critical Areas' report and/or other information as required under Appendix A-2: City of Kennewick Shoreline Critical Areas Regulations;

E.  A vicinity map that shows/includes:

1.  The location and legal description of the proposed substantial development

2.  The relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties

F.  A site development plan consisting of maps and elevation drawings, drawn to an appropriate scale, to depict clearly all required information, photographs, and text which shall include:

1.  The boundary of the parcel(s) of land upon which the development is proposed

2.  The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline;

3.  Existing and proposed land contours drawn at a legible scale.

4.  A delineation of all wetland areas that will be altered or used as a part of the development

5.  A general indication of the character of vegetation found on the site

6.  The dimensions and locations of all existing and proposed structures and improvements, including, but not limited to; buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities

7.  Where applicable, a landscaping plan for the project

- 8.  Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of this section
- 9.  Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent
- 10.  Quantity, composition and destination of any excavated or dredged material
- 11.  Where applicable, a depiction of the impacts to views from existing residential uses and public areas
- G.  SEPA checklist according to RCW 43.21 (Separate application and fee required).
- H.  Variance Report
- I.  Any other site plan requirements per tier I, II or III site plan applications.

**CITY OF KENNEWICK  
COMMUNITY PLANNING & DEVELOPMENT SERVICES  
APPLICATION (general form)**

PROJECT # \_\_\_\_\_ - \_\_\_\_\_ PLN- \_\_\_\_\_ - \_\_\_\_\_ FEE \$ \_\_\_\_\_

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1      Tier 2      Tier 3      Binding Site Plan  
Short Plat      Conditional Use      Other \_\_\_\_\_  
Environmental Determination PLN- \_\_\_\_\_ - \_\_\_\_\_      Pre Application Meeting PLN- \_\_\_\_\_ - \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner (if other than applicant): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

**SITE INFORMATION**

Parcel No. \_\_\_\_\_ Acres \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of property: \_\_\_\_\_

Number of Existing Parking Spaces \_\_\_\_\_ Number of Proposed (New) Parking Spaces \_\_\_\_\_

Present use of property \_\_\_\_\_

Size of existing structure: \_\_\_\_\_ sq. ft. Size of Proposed addition/New structure: \_\_\_\_\_ sq. ft.

Height of building: \_\_\_\_\_ Cubic feet of excavation: \_\_\_\_\_ Cost of new construction \_\_\_\_\_

[Benton County Assessor Market Improvement Value:](#) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Signature of owner or owner's authorized representative

Date: \_\_\_\_\_

## 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](mailto: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](http://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.