



CITY OF KENNEWICK INSTRUCTIONS FOR PRELIMINARY SHORT PLAT APPLICATION

Any division of land for sale or lease must be in accord with KMC Title 17 and RCW 58.17. A division into two or more, but not to exceed nine parcels may be accomplished by the administrative approval of a short plat. Exempted is any new parcel of forty acres or more.

The general application form (attached) must be completed and accompanied by the items listed below. **Incomplete applications will not be accepted.**

1. A title report showing the names and addresses of all persons with an interest in the land being subdivided dated no later than allowed per [KMC 17.13.040](#);
2. Those plats proposing individual on-site waste disposal systems as the means of sewage disposal must include a preliminary review from the Benton-Franklin Health District indicating the proposal generally complies with health district regulations or give specific conditions necessary to bring a proposal into compliance with said regulations;
3. Application fee (see [Fee Schedule](#))
4. Submit one copy for the review process of the short plat map drawn in ink with a sheet size of eighteen inches by twenty-four inches, to a scale not to exceed one inch equals one hundred feet, unless otherwise approved by the Director. A copy must be submitted after final approval for signatures. The plat map must be of the entire contiguous parcel and must show the following:
 - (a) The name of the property owners and boundaries of abutting property;
 - (b) Street address designated by the City shown in brackets in each parcel (when assigned)
 - (c) A completed survey showing the boundaries of each lot, the total short subdivision, and a description of all monuments set;
 - (d) The legal description of the boundary of the short subdivision;
 - (e) The location of all existing structures to remain, existing septic tanks, wells and drainfields with dimensions to the new property lines.
 - (f) The location of **existing** roads, rights-of-way, easements or other important features both adjacent and within;
 - (g) The location of roads, utilities, easements, or rights-of-way **proposed** for the short plat;
 - (h) Names of all parties having an interest in the land agreeing to division of property and the dedication of any rights-of-way or easements. If not practical, must be on original when submitted for the Administrator's signature;
 - (i) Notary Acknowledgement for owner(s) signature certificate;
 - (j) A vicinity map;
 - (k) Parent parcel tax ID number; and
 - (l) 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;
 - (m) Approval certificates as listed in [KMC 17.13](#) for Plat Map:

**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).

**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

Date: _____

Signature of owner or owner's authorized representative



**Planning Division
210 W. 6th Avenue
Kennewick, WA 99336
(509) 585-4280**

Final Short Plat Approval Instructions

Approval of final short plats must be in accord with RCW 58.17.60 and KMC Title 17. Accordingly, the following process has been developed to receive approval of a final short plat:

1. The final short plat application can be accepted once all preliminary short plat permits for required infrastructure are final. (KMC 17.13.092; 17.13.095)
2. A final short plat application form and one (1) full size copy of the proposed final short plat are to be submitted to the Planning Division. If submitted through the on-line application process a PDF is the required format. The drawing must be drawn to a standard engineering scale. A copy of the application is attached.
3. Copies of the final short plat will be distributed to any involved parties and agencies as necessary for review. The City, with the assistance of other reviewing agencies, will determine whether:
 - (a) The proposed final short plat meets the conditions of preliminary short plat approval;
 - (b) The final plat map meets the requirements of KMC 17.13.050, 17.13.095 and includes the locations of existing roads, utilities, easements, or rights-of-ways.
4. Upon approval, the applicant will be notified to obtain signatures by completing the surveyor's certificate, owner's certificate with dedication, acknowledgement and utility signatures. Once obtained contact the Planning Department for an appointment with the Plat Administrator for their signature.

CHECKLIST

- ___ Completed Final Short Plat Application.
- ___ Final Short Plat Drawing to standard scale (ie 1" = 50')
- ___ Updated title report.
- ___ Infrastructure installation required by Preliminary Short Plat ___ YES ___ NO
- DPW-20 ___ - ___ DPW-20 ___ - ___ DPW-20 ___ - ___
- ___ Landscape Plan
- ___ Guarantee in place (sidewalk, Landscaping & shared driveway)



SP _____ - _____ / PLN- _____ - _____

Final Short Plat Application

Date: _____

Preliminary Short Plat #: SP - _____ / PLN- _____ - _____

Parent Parcel No.: _____

Address of Parent Parcel (if assigned) _____

Current Zoning: _____ Comprehensive Land Use Designation: _____

Applicant (Contact) Person Name _____

Phone Number: _____ Email: _____

Address: _____

Property Owner Name: _____

Address _____

Phone Number: _____ Email: _____

Number of Lots: _____ Acreage _____

Prior/Present use of Property _____

Existing Structures Description(s) _____

Date Received Stamp

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.