



# CITY OF KENNEWICK SITE PLAN CONTENTS CHECKLIST

## Tier I – Minor Site Plans

Tier I permits are projects containing new structures and/or additions to an existing structure that does not exceed 1,500 sq. ft. Examples include co-locate cellular towers, accessory buildings to permitted uses, and minor structural changes.

*Please review the COMMERCIAL DESIGN STANDARDS adopted by the City of Kennewick on July 5, 2006. These standards are applicable to all new and remodeled commercial developments in the City's commercial zoning districts (CN, CO, CC, CR, CG, CM) when the cost of remodeling and expansion is equal to or exceeds 50% of the current assessed value of the structure as determined by the City's building official. The City has several Sub-Area Plans that could also affect the building and site design. Please contact the Planning Department to make a determination at 509-585-4416; 509-585-4558; 509-585-4386.*

Please complete this checklist and include with your site plan submittal for review. The site plan must contain the information listed below. **Incomplete applications will not be accepted.** If you have any questions please call (509) 585-4416 or (509) 585-4558. All references to KMC's can be reviewed on our Web Site at [www.go2kennewick.com](http://www.go2kennewick.com) under Hot Links - Kennewick Municipal Code. **\*\*\*The average review time for complete applications is 3 weeks\*\*\***

1. APPLICATION FEE and SEPA REVIEW FEE (see adopted [Fee Schedule](#))
2. APPLICATION FORM COMPLETED AND ATTACHED
3. SITE PLAN:

- One (1) copy** of the site plan legibly drawn on paper of sufficient size to contain the required information, and one electronic copy but not less than 8-1/2"x11". **All site plans shall be drawn to a standard scale (i.e., 1"=20')**.

**The following elements shall be included on the site plan drawing:**

- Adjacent land uses.
- Property boundaries and dimensions.
- Names and location of all existing streets abutting the site.
- Dimensions, location and use of proposed construction and existing buildings/structures.
- Distance from property lines.
- North arrow.
- Location and size of any easements.
- Location of all overhead power lines.
- Location and dimensions of proposed and/or existing driveway approaches including existing driveway locations across public right-of-way(s).
- Location and size of existing and/or proposed public sidewalks, curbs and gutters adjacent to the property.
- Location and size of all parking spaces, including accessible spaces. ( KMC 18.36)
- Provide requested information for specific uses listed:
  - *Restaurants* – List number of seats
  - *Hotels/Motels* – List number of rooms
  - *Churches/Mortuaries/Funeral Homes/Stadiums/ Theaters* – List number of seats or bench footage
  - *Medical/Dental Facilities* – List number of Doctors/Dentists
  - *Hair Salon/Nail Salon/Spa* – List number of chairs/treatment areas
- Location of nearest fire hydrant(s).
- Vision clearance triangles at street intersections and at driveways and curb cut intersection with streets.
- Height and location of proposed fencing. (KMC 18.27)
- Location of trash receptacle enclosures, which are required for all exterior trash receptacles. (KMC 18.12.280, Note compliance with KMC on drawing.)

#### 4. LANDSCAPE PLAN:

*Landscaping is required for all new structures and parking lots, and expanded structures when the cost of such expansion (as determined by the building official) is equal to or exceeds 50% of the current assessed value of the structure.*

- One (1) copy** of the landscape plan legibly drawn on paper of sufficient size to contain the required information, but not less than 8-1/2" x 11". **All landscape plans shall be drawn to a standard scale (i.e., 1" = 20')**. (See application details in KMC 18.21 & Commercial Design Standards)

#### The following elements shall be included on the landscape plan drawing:

- Size of landscaped area in square feet.
- Method of irrigation.
- Location of proposed plants, trees, groundcover **and parking lot light poles.**
- Type, design and location of non-living materials.
- Number, species, planting method, size, height and caliper of plants, trees and groundcover.
- Location of existing trees and plant groupings. Specify those proposed to remain and method of protection. (KMC 18.21)

#### 5. LIGHTING PLAN:

- Location of all new or relocated exterior building and parking lot lighting shown on the site plan and/or the building elevation plans. (Note compliance with KMC 18.39 Outdoor Light Fixtures on drawing.) Landscape plan should show lighting locations in beds to determine interference with tree locations.

OR

**One (1) copy** of the lighting plan legibly drawn on paper of sufficient size to contain the required information, but not less than 8-1/2" x 11". **All lighting plans shall be drawn to a standard scale (i.e., 1" = 20')**.

**One (1) copy** of lighting cut sheets for all proposed and/or relocated exterior lighting. All lighting must comply with KMC 18.39 with specific attention given to KMC 18.39.030(2).

- A lighting Photometric placed on the site plan drawing covering all parking areas and covering any property line areas adjacent to Residential zoning (if any). The photometric must show all areas of the parking lot meet .6fc minimum. The foot candles at property lines adjacent to residential zoning must show light is not spilling onto adjacent residential property.

#### 6. TOPOGRAPHY DRAWING/GRADING PLAN (if over 500 cubic yards):

- One (1) copy** of a drawing showing existing topography legibly drawn on paper of sufficient size to contain the required information, but not less than 8-1/2" x 11". Grading plan must show existing and proposed contour lines drawn at 5 ft intervals or less. (Can be shown on site plan if grading is minimal and not required if under 100 cu yards).
- Amount of any excavation in cubic feet.

#### 7. ADDITIONAL INFORMATION

- A copy of the current assessed valuation of any existing improvements, obtained from Benton County Assessor's office.
- Applicable Critical Area Reports if critical areas are located on the project site. (KMC 18.58 – 18.62)

#### Concurrency Requirements

Water and Sewer concurrency will be determined by the City's Utility Service Manager. Water and sewer demands of development will be calculated by using the demand tables contained in the City's Water and Sewer System Plans.

Transportation Facility concurrency will be determined by the City's Traffic Engineer. Traffic demand and trip generation will be calculated by the generation rates contained in the latest edition of the Institute of Traffic Engineers (ITE) Trip Generation Manual at the highest possible use of the property.

If within a flood prone area, information must be submitted from a surveyor, indicating the elevation(s) above sea level, of the site. (For residential construction, the principle requirements are that no basements be constructed and that the first floor be elevated to or above the regulated flood elevation). (KMC 18.61 & 18.66)

**Summary of Items Required:**

1. Application Fee
2. Completed Application – General Form (attached)
3. Site Plan
4. Landscape Plan
5. Lighting Plan and cut sheets
6. Topography Drawing/Grading Plan *(if required)*



[www.go2kennewick.com](http://www.go2kennewick.com)

## DEVELOPMENT PROCEDURES FOR NEW COMMERCIAL PROPERTIES

**CHECK ZONING** -- To confirm that what you intend to build is an allowed use in the zone. You can check zoning on the City's website ([www.go2kennewick.com](http://www.go2kennewick.com)). Contact the Planning Department for Commercial Design Standards and Sub-Area Plan applicability to your project at 509-585-4416; 509-585-4361; 509-585-4558.

**SITE PLAN APPROVAL** -- Project size determines application and environmental requirements: Tier 1 applications are for minor projects 1,500 sq. ft. or less, Tier 2 applications are for projects that exceed 1,500 sq. ft. but are less than 20,000 sq. ft., and Tier 3 applications are for major projects 20,000 sq. ft. or more, which require that an Environmental Checklist be filled out. Application packets are available on our website.

Projects are reviewed by the Planning, Building, Public Works, Police & Fire Departments, and outside agencies. The comment letter may be issued that contains requirements that must be fulfilled prior to issuance of building and utility permits. PLEASE READ CAREFULLY.

**BUILDING PLAN REVIEW** -- Submit two (2) sets of commercial building plans for review. Permit fees are based on the value of the construction. All requirements noted during Site Plan Approval must be completed before the permit is issued, and must be reviewed concurrently with the Final Site Plan submittal. Mechanical and plumbing permits are issued separately, and may be applied for on-line ([www.go2kennewick.com](http://www.go2kennewick.com)).

**CIVIL PLAN REVIEW** -- Civil drawings must be submitted (separately from building plans) to the Frost Building at 1010 E Chemical Dr. reviewed, a letter is sent with comments for revisions, if required. Once approved, signatures on the Mylar are required from utility providers & lastly the City Engineer. Return 3 paper sets with your application for permitting to the Frost Building. No fees are quoted prior to signatures. Permits are picked up at City Hall.

A City of Kennewick Business License is required for all new businesses and contractors working in Kennewick. To work in a City right-of-way or to make connections to City utilities, a \$1 million liability certificate naming the City as an additional insured, and a minimum \$2,000 permit & maintenance bond (5% of project cost) must be submitted. All contractors must be licensed in the State of Washington.

**PRIOR TO ISSUING A CERTIFICATE OF OCCUPANCY**-- all conditions of the Site Plan Approval must be met, Building and Public Works inspections passed, easements over new water & sewer mains recorded, and record civil drawings ("as-builts") on Mylar submitted to City Hall (3 days review time required)

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](mailto: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](http://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-XXXX) 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](mailto:Permit-Documents@ci.kennewick.wa.us) in PDF format with the permit number (**PLN-201X-XXXX**) 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](http://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](mailto: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.

**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: \_\_\_\_\_