



# 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 509-585-4280.*

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) 585-4280. All references to KMC's can be reviewed on our Web Site at [www.go2kennewick.com](http://www.go2kennewick.com) under Your Government - [Kennewick Municipal Code](#). **\*\*\*The average review time for complete applications is 3 weeks\*\*\***

**1. APPLICATION FEE (see adopted [Fee Schedule](#))**

**2. APPLICATION FORM COMPLETED AND ATTACHED**

**3. SITE PLAN:**

- One (1) paper copy** if submitted over the counter. All site plans must be legibly drawn on paper of sufficient size to contain the required information. **All site plans shall be drawn to a standard scale (i.e., 1"=20')**.
  
- If application is made online with electronic documents a paper copy is not required. A PDF is the required format. Electronic PDF must be drawn to a standard engineering scale (**example 1"=20'**) with graphic scale shown on the drawing. The required paper size needed to print to the listed scale must also be referenced on the drawing.) The site plan must be legibly drawn on paper of sufficient size to contain the required information, but not less than 8.5" x 11".

**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. Review the Commercial Design Standards for all Commercial Zoning; Residential Design Standards for multi-family developments and [KMC 18.21](#) Landscaping for all zones. **New or Exceeds 50% \_\_\_ YES \_\_\_ NO***

- One (1) copy** of the landscape plan legibly drawn on paper of sufficient size to contain the required information, but not less than 11" x 17". **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:**

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

**5. LIGHTING PLAN - Will you be installing exterior lighting ? \_\_\_ YES \_\_\_ NO If Yes the following items are required:**

- 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 11" x 17". **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. BUILDING ELEVATIONS – Is your project a new building or an addition to an existing building? \_\_\_ YES \_\_\_ NO If the answer is Yes Elevations are required.**

- Building Elevations, showing the height; roof pitch listed and dimensions of roof offsets; exterior lighting locations, legibly drawn to a standard architectural scale on paper of sufficient size to contain the required information, but not less than 11" x 17".**

**7. CRITICAL AREAS – Does your site have Critical Areas \_\_\_\_\_ YES \_\_\_\_\_ NO**

- If YES - Applicable Critical Area Reports are required. (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)

**STAFF USE ONLY:**

- Application**
- Site Plan drawn to a standard scale with scale listed on drawing.**
- Building Elevation(s) – if item 6 answer is YES**
- Lighting Plan and Cut Sheets – if item 5 answer is YES.**
- Landscape Plan – if item 4 is YES.**
- Critical Area Report – if item 7 answer is YES.**

# CONSOLIDATED INTAKE PACKET REQUIREMENTS

	Permit # Pre Fix BLD BLD-20XX-XXXXX	Permit # Pre Fix MEC MEC-20XX-XXXXX	Permit # Pre Fix PLB PLB-20XX-XXXXX	Permit # Pre Fix DPW DPW-20XX-XXXXX	Permit # Pre Fix PLN PLN-20XX-XXXXX
	<b>BUILDING PACKET</b>	<b>MECHANICAL PACKET</b>	<b>PLUMBING PACKET</b>	<b>CIVIL PACKET</b>	<b>FINAL SITE PLAN PACKET</b>
D O C U M E N T  T Y P E	APPLICATION	APPLICATION	APPLICATION	APPLICATION	SITE PLAN
	FLOOR PLAN	MECHANICAL PLAN	PLUMBING PLAN	CIVIL PLANS	ELEVATIONS
	ARCHTECTURAL PLANS	ADDITIONAL SUPPORTING INFORMATION	ADDITIONAL SUPPORTING INFORMATION	STORM REPORT	LIGHTING PLAN: LOCATIONS & CUT SHEETS
	STRUCTURAL PLANS			ADDITIONAL SUPPORTING INFORMATION	LANDSCAPE PLAN
	STRUCTURAL CALCS				ADDITIONAL SUPPORTING INFORMATION
	NREC FORMS				
	ADDITIONAL SUPPORTING INFORMATION				APPLICATION – IF NOT SUBMITTED AT PRELIMINARY SITE PLAN APPLICATION

1. Each Application will have a different Permit number. The pre-fix of the permit number designates the application – for example a Pre Fix of BLD indicates a Building permit application; PLN indicates a Planning permit application; DPW indicates a Civil permit application; etc.
2. Documents uploaded must be organized by document type as listed under each packet heading. If for example, your Architectural Plans total 10 pages, these pages must be grouped together into one PDF and uploaded under Architectural Plans. Structural Plans must be grouped together into one PDF and uploaded under Structural Plans. Floor Plan(s) must be separated from the Architectural Plan set and uploaded under the Floor Plan document type. Each document type will accept one upload with the exception of additional supporting information.

**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