CITY OF KENNEWICK SITE PLAN

CONTENTS CHECKLIST

Tier 3 – Major Site Plan

Preliminary Site Plan

APPLICATION FEE and SEPA REVIEW FEE (see adopted Fee Schedule)

Tier 3 permits are projects that are equal to or exceed 20,000 sq. ft., and/or require 90 parking spaces or more, and/or require grading/excavation of 1,000 cubic yards or more.

Site plan application can be made on-line. The online application process instructions are included with this packet. Applicants who wish to submit their application at the Planning counter can do so Monday – Friday between the hours of 8:30 am – 4:00 pm. If you would like an appointment please call 509-585-4280.

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 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. Also review adjacent property zoning for possible setback requirements (KMC 18.12.010 B-2 and screening requirements KMC 18.21) Contact the Planning Department to make a determination at 509-585-4416; 509-585-4558; 509-585-4361.

This checklist must be filled out and included 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; 509-585-4361 or 509-585-4558. All references to KMC's can be reviewed on our Web Site at www.go2kennewick.com under Hot Links - Kennewick Municipal Code.

- ❑ **Pre Application meeting completed (must be completed prior to site plan application)**
- ❑ **Environmental Determination (add ED number to application) or SEPA Checklist**
- ❑ **APPLICATION FORM COMPLETED AND ATTACHED**

SITE PLAN:

- ❑ **One (1) paper copy if submitted over the counter.** All site plans shall be legibly drawn to a **standard scale (example 1"=20'** on paper of sufficient size to contain the required information, but not less than 8-1/2" x 11".
- ❑ If submitted through the on-line application process a PDF is the required format (electronic PDF must be drawn to a standard engineering scale 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) of the site plan legibly drawn on paper of sufficient size to contain the required information, but not less than 8-1/2" x 11". **All site plans shall be drawn to a standard scale (example 1"=20').**

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

- ❑ Adjacent property(s) zoning must be listed (check for setbacks required by KMC 18.12.010 B-2 and screening requirements KMC 18.21).
- ❑ Water/Sewer availability locations
- ❑ Property boundaries and dimensions.
- ❑ Names and location of all existing streets abutting the site.
- ❑ Building envelope area defined (the area shown must take into consideration building eaves and footing areas)
- ❑ Distance from property lines and existing structures to building envelope area.
- ❑ North arrow.
- ❑ Location, type and size of any easements.
- ❑ Location and dimensions of proposed and/or existing driveway approaches.
- ❑ Location and size of existing and/or proposed public sidewalks, curbs and gutters adjacent to or on the property.
- ❑ Parking lot area(s) with proposed parking stall count including the number of proposed accessible spaces. Must

include proposed landscape island locations. List proposed use defined by KMC 18.36 for example:

- *Restaurants* – List number of seats
- *Multi*-Use Commercial Structures – *List as multi-use using shopping center calculation rate*
- *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) and emergency vehicle access through the site with turning radius (24' inside 44' outside if required by the IFC).
- ❑ Location of trash receptacle enclosures, which are required for all exterior trash receptacles. (KMC 18.12.280 and Commercial Design Standards)
- ❑ Pedestrian Connections if required by the Commercial Design Standards.
- ❑ Landscape area locations. (Review KMC 18.21 & Commercial or Residential Design Standards)

CITY OF KENNEWICK SITE PLAN

CONTENTS CHECKLIST

Tier 3 – Major Site Plan

Final Site Plan

The Final Site Plan Application packet must be submitted concurrently with the Building Permit Application packet and the Civil Application packet. The Final Site Plan must be the approved Preliminary Site Plan with additional items added as outlined below.

Submittal Process 48 hour notice required:

Submit the Final Site Plan packet (with all items listed below), the Civil Review Application packet and Building Permit Application packet electronically in PDF format to your city Planner.

Your packets will be reviewed within 48 hours. Once your packets are considered complete an intake meeting will be scheduled. You will be required to bring one (1) complete paper set of the entire Civil application packet and two (2) complete paper sets of the entire Building Permit application packet to City Hall at the appointed time. **Your intake meeting cannot be scheduled until all packets are complete**.

If you have any questions please call (509) 585-4416; (509) 585-4361 or (509) 585-4558. All references to KMC's can be reviewed on our Web Site at www.go2kennewick.com under Hot Links - Kennewick Municipal Code.

1. **Approved Preliminary Site Plan- (minor changes OK, but changes must be bubbled) with *additional* details to include:**
   - ❑ **Actual building footprint within previously approved building envelope shown**
   - ❑ **Detailed and dimensioned parking stall locations with aisle width as required by KMC 18.36 and IFC**
2. **BUILDING ELEVATIONS:**
   - ❑ **Building Elevations, showing the height; roof pitch listed and dimensions of roof offsets, legibly drawn to a standard architectural scale on paper of sufficient size to contain the required information, but not less than 8-1/2" x 11".**
3. **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.

   - ❑ 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 (example 1" = 20') with graphic scale shown on the plan.** (See application requirement **details** in KMC 18.21)

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

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

4. 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; **OR** a **PDF** of a 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 (example, 1" = 20').**
- ❑ **PDF** 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).

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). 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 I 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).

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	**Change of Use**	**Boundary Line Adjustments**
Parcel Combinations	**Change of Pre-Zone**	

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. 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; 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 P**ermit 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-XXXXX) 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 in PDF format with the permit number ***(PLN-201X-XXXXX)*** 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 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 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:_____

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

***Instructions for applicants*: [help]**

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:
Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

***Use of checklist for nonproject proposals:* [help]**

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. BACKGROUND [help]

Evaluation for Agency Use Only

1. Name of proposed project, if applicable: [help]

2. Name of applicant: [help]

3. Address and phone number of applicant and contact person: [help]

4. Date checklist prepared: [help]

5. Agency requesting checklist: [help]

6. Proposed timing or schedule (including phasing, if applicable): [help]

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [help]

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [help]

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9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [help]

10. List any government approvals or permits that will be needed for your proposal, if known. [help]

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [help]

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [help]

Evaluation for Agency Use Only

B. ENVIRONMENTAL ELEMENTS [help]

Evaluation for Agency Use Only

1. Earth

a. General description of the site [help]
(check one): ☐ Flat, ☐ rolling, ☐ hilly, ☐ steep slopes, mountainous, ☐ other _____

b. What is the steepest slope on the site (approximate percent slope)? [help]

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. [help]

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [help]

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [help]

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [help]

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [help]

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [help]

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [help]

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [help]

c. Proposed measures to reduce or control emissions or other impacts to air, if any: [help]

3. Water

a. Surface Water: [help]

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [help]

Evaluation for Agency Use Only

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [help]

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [help]

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [help]

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [help]

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [help]

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. [help]

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number

of animals or humans the system(s) are expected to serve. [help]

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [help]

2) Could waste materials enter ground or surface waters? If so, generally describe. [help]

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: [help]

4. Plants [help]

a. Check the types of vegetation found on the site: [help]

deciduous tree: ☐ alder ☐ maple ☐ aspen ☐ other
evergreen tree: ☐ fir ☐ cedar ☐ pine ☐ other

shrubs ☐

grass ☐

pasture ☐
crop or grain ☐
Orchards, vineyards or other permanent crops. ☐
wet soil plants: ☐ cattail ☐ buttercup ☐ bullrush
skunk cabbage ☐

other water plants: ☐ water lily ☐ eelgrass ☐ milfoil
other types of vegetation ☐

b. What kind and amount of vegetation will be removed or altered? [help]

c. List threatened and endangered species known to be on or near the site. [help]

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [help]

e. List all noxious weeds and invasive species known to be on or near the site.

5. Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include: [help]

birds: ☐hawk ☐heron ☐eagle ☐songbirds ☐other:
mammals: ☐ deer ☐ bear ☐ elk beaver ☐ other: ☐
fish: ☐ bass ☐ salmon ☐ trout ☐herring ☐shellfish other ☐

b. List any threatened and endangered species known to be on or near the site. [help]

c. Is the site part of a migration route? If so, explain. [help]

d. Proposed measures to preserve or enhance wildlife, if any: [help]

e. List any invasive animal species known to be on or near the site.

6. Energy and natural resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [help]

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [help]

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: [help]

7. Environmental health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe. [help]

1) Describe any known or possible contamination at the site from present or past uses. [help]

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

4) Describe special emergency services that might be required.

5) Proposed measures to reduce or control environmental health hazards, if any: [help]

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [help]

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [help]

3) Proposed measures to reduce or control noise impacts, if any: [help]

8. Land and shoreline use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [help]

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or non-forest use? [help]

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

c. Describe any structures on the site. [help]

d. Will any structures be demolished? If so, what? [help]

e. What is the current zoning classification of the site? [help]

f. What is the current comprehensive plan designation of the site? [help]

g. If applicable, what is the current shoreline master program designation of the site? [help]

h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [help]

i. Approximately how many people would reside or work in the completed project? [help]

j. Approximately how many people would the completed project displace? [help]

k. Proposed measures to avoid or reduce displacement impacts, if any: [help]

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [help]

m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [help]

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [help]

c. Proposed measures to reduce or control housing impacts, if any: [help]

10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [help]

b. What views in the immediate vicinity would be altered or obstructed? [help]

c. Proposed measures to reduce or control aesthetic impacts, if any: [help]

11. Light and glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [help]

b. Could light or glare from the finished project be a safety hazard or interfere with views? [help]

c. What existing off-site sources of light or glare may affect your proposal? [help]

d. Proposed measures to reduce or control light and glare impacts, if any: [help]

12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity? [help]

b. Would the proposed project displace any existing recreational uses? If so, describe. [help]

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [help]

13. Historic and cultural preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. [help]

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [help]

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. [help]

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

14. Transportation

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [help]

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [help]

c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [help]

d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [help]

e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [help]

f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passenger vehicles). What data or transportation models were used to make these estimates? [help]

g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. [help]

h. Proposed measures to reduce or control transportation impacts, if any: [help]

15. Public services

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [help]

b. Proposed measures to reduce or control direct impacts on public services, if any. [help]

16. Utilities

a. Check utilities currently available at the site: [help]
☐electricity, ☐natural gas, water☐ refuse service,☐
☐telephone, ☐sanitary sewer, ☐septic system,
other_____

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [help]

C. SIGNATURE [help]

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Name of signee _____

Position and Agency/Organization _____

Date Submitted: _____

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS [help]

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

   Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

   Proposed measures to protect or conserve plants, animals, fish, or marine life are:

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3. How would the proposal be likely to deplete energy or natural resources?

   Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

   Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

ESA LISTED SALMONIDS CHECKLIST

The Listed Salmonids Checklist is provided in order that the City can identify a project's potential impacts (if any) on salmonids that have been listed as "threat ened" or "endangered" under the Federal Endangered Species Act (ESA). A salmonid is any fish species that spends part of its life cycle in the ocean and returns to fresh water. Potential project impacts that may result in a "taking" of listed salmonids must be avoided, or mitigated to insignificant levels. Generally, under ESA, a "taking" is broadly defined as any action that causes the death of, or harm to, the listed species. Such actions include those that affect the environmental in ways that interfere with or reduce the level of reproduction of the species.

If ESA listed species are present or ever were present in the watershed where your project will be located, your project has the potential for affecting them, and you need to comply with the ESA. The questions in this section will help determine if the ESA listing will impact your project. The Fish Program Manager at the appropriate Department of Fish and Wildlife (DFW) regional office can provide additional information. Please contact the Dept. of Fish and Wildlife at 1701 S. 24th, Yakima WA 98902-5720, Phone No. 509-575-2740.

1. Are ESA listed salmonids currently present in the watershed in which your project will be?
   Yes _**X**_ No___

Please Describe.

2. Has there ever been an ESA listed salmonid stock present in this watershed?
   Yes _**X**_ No___

Please Describe.

NOTE: Kennewick is located in the upper Mid-Columbia watershed. Salmonids are present in the watershed - questions no. 1 and no. 2 already answered "yes". Questions A-1 and A-2 are also answered.

PROJECT SPECIFIC: The questions in this section are specific to the project and vicinity.

A1. Name of watershed: Upper Mid-Columbia

A2. Name of nearest waterbody: Columbia River

A3. What is the distance from this project to the nearest body of water?

Often a buffer between the project and a stream can reduce the chance of a negative impact to fish.

A4. What is the current land use between the project and the potentially affected water body (parking lots, farmland, etc.)

A5. What percentage of the project will be impervious surface (including pavement & roof area)?

FISH MIGRATION: The following questions will help determine if this project could interfere with migration of adult and juvenile fish. Both increases and decreases in water flows can affect fish migration.

B1. Does the project require the withdrawal of

a. Surface water? Yes____ No_____
Amount
Name of surface water body

b. Ground water? Yes____ No_____
Amount
From Where
Depth of well

B2. Will any water be rerouted? Yes_____ No_____
If yes, will this require a channel change?

B3. Will there be retention ponds? Yes_____ No_____
If yes, will this be an infiltration pond or a surface discharge to either a municipal storm water system or a surface water body?

If to a surface water discharge, please give the name of the waterbody.

B4. Will this project require the building of new roads? (Increased road mileage may affect the timing of water reaching a stream and may, thus, impact fish habitat.)

B5. Are culverts proposed as part of this project? Yes ____ No _____

B6. Are stormwater drywells proposed as part of this project? Yes ____ No_____

B7. Will topography changes affect the duration/direction of runoff flows? Yes ____ No___

If yes describe the changes.

B8. Will the project involve any reduction of a floodway or floodplain by filling or other partial blockage of flows? Yes_____ No_____

If yes, how will the loss of flood storage be mitigated by your project?

WATER QUALITY: The following questions will help determine if this project could adversely impact water quality. Degraded water quality can affect listed species. Water quality can be made worse by runoff from impervious surfaces, altering water temperature, discharging contaminants, etc.

C1. Will your project either reduce or increase shade along or over a waterbody?
Yes ____ No____ (Removal of shading vegetation or the building of structures such as docks or floats often result in a change in shade.)

C2. Will the project increase nutrient loading or have the potential to increase nutrient loading or contaminants (fertilizers, other waste discharges, or runoff) to the waterbody?
Yes ____ No_____

C3. Will turbidity (dissolved or partially dissolved sediment load) be increased because of construction of the project or during operation of the project? (In-water or near water work will often increase turbidity.)
Yes ____ No_____

C4. Will your project require long term maintenance, i.e., bridge cleaning, highway salting, chemical sprays for vegetation management, clearing of parking lots?
Yes ____ No_____
Please Describe.

Vegetation: The following questions are designed to determine if the project will affect riparian vegetation, which can impact listed species.

D1. Will the project involve the removal of any vegetation from the stream banks?
YES ____ NO___

If yes, please describe the existing conditions and the amount and type of vegetation to be removed.

D2. If any vegetation is removed, do you plan to re-plant? YES ___ NO____

If yes, what types of plants will you use?

E. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand the City is relying on them to make its decision.

Signature_____ Date_____