



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 exceed 20,000 sq. ft., and/or exceed 90 parking spaces, and/or require grading/ excavation exceeding 1,000 cubic yards.

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 application form 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 - Your Government - [Kennewick Municipal Code](#).

[Pre Application](#) meeting completed ____ YES ____ NO - If NO **STOP** –Pre Application meeting must be completed prior to site plan application. If Preliminary Site Plan was waived go to Final Site Plan checklist.

APPLICATION FORM COMPLETED AND ATTACHED

1. 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 11” X 17”).

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 11” X 17”. **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](#))

2. A separate [Environmental Determination application](#) is required (see adopted [fee schedule](#)).

3. Does your site have Critical Areas ___ YES ___ NO If yes provide a critical area report in compliance with [KMC 18.58](#).

<p>STAFF USE ONLY:</p> <p>___ Pre-Application meeting completed – Permit # required to be listed on application</p> <p>___ Application & Checklist Included</p> <p>___ Site Plan drawn to a standard scale with scale listed on drawing</p> <p>___ Critical Area Report – see item 3 above</p> <p>Separate Environmental Determination Application</p> <p>___ Eden Permit PLN-_____ - _____ Project # ED _____ - _____</p> <p>___ Application included</p> <p>___ SEPA Checklist and Salmonids Checklist</p>
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**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.

Complete the Final Site Plan Checklist and include it with the Final Site Plan packet (with all items listed below), the Civil Review Application packet and Building Permit Application packet electronically in PDF following the attached on line application instructions. If you are submitting at the counter contact a Permit Tech at 509-585-4480 to request an appointment.

Your packets will be reviewed within 2 business days and an email notification of your application status will be sent to the registered email address used for the application.

If you have any questions please call (509) 585-4480. All references to KMC’s can be reviewed on our Web Site at www.go2kennewick.com under - Your Government - [Municipal Code](#).

1. Do you have an Approved Preliminary or Pre App Site Plan? ___ YES ___ NO - If NO go to Page 1 above. If YES Submit approved drawing (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; 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”.

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. New or Exceeds 50% ___ YES ___ NO

- 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 (example 1” = 20’) with graphic scale shown on the plan.** (See application requirement details in [KMC 18.21.040](#))

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 and parking lot light poles. | <input type="checkbox"/> Type, design and location of non-living materials. |
| <input type="checkbox"/> Vision clearance triangles at all street corners & driveways. | <input type="checkbox"/> Location of any existing trees and plant groupings. Specify those proposed to remain. |
| <input type="checkbox"/> Number, species, planting method, size, height and caliper of plants, trees and groundcover. | <input type="checkbox"/> Method of tree protection. (KMC 18.21.090) |

4. 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; OR a PDF of a 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 (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\(2\)](#).

5. Have you submitted an Environmental Determination application for this project? ___ YES ___ NO - If NO a separate [Environmental Determination application](#) is required (see adopted [fee schedule](#)).

6. Does your site have Critical Areas ___ YES ___ NO

If yes did you provide a critical area report in compliance with [KMC 18.58](#) during a Preliminary review?

___ YES ___ NO - If you have critical areas and have not submitted a critical area report you must submit it now.

STAFF USE ONLY:

___ Yes ___ No - Preliminary Site Plan waived? See item 1. If yes create/add project number to EDEN Permit. Pre-App Permit # required on application

___ Application & Checklist - if Preliminary Site Plan was waived/Checklist only if not waived

___ Site Plan drawn to a standard scale with scale listed on drawing

___ Building Elevation(s)

___ Lighting Plan and Cut Sheets –if item 4 is YES

___ Landscape Plan - if item 3 if YES

___ Critical Area Report – if item 6 is YES

Separate Environmental Determination Application - if item 5 is NO

___ Eden Permit PLN-_____ - _____ Project # ED _____ - _____

___ Application included

___ SEPA Checklist and Salmonids Checklist

DEVELOPMENT PLAN SET INTAKE PACKET REQUIREMENTS

	Permit # Prefix BLD BLD-20XX-XXXXX	Permit # Prefix MEC MEC-20XX-XXXXX	Permit # Prefix PLB PLB-20XX-XXXXX	Permit # Prefix DPW DPW-20XX-XXXXX	Permit # Prefix PLN PLN-20XX-XXXXX
	BUILDING PACKET	MECHANICAL PACKET	PLUMBING PACKET	CIVIL PACKET	FINAL SITE PLAN PACKET
D O C U M E N T T Y P E	APPLICATION & CHECKLIST	APPLICATION	APPLICATION	APPLICATION	SITE PLAN
	FULL PLAN SET (INCLUDES ARCH/STRUCTURAL/COVER PAGE/PLUMB/MECHAN)	MECHANICAL PLAN (IF NOT ALSO APPLYING FOR A BUILDING PERMIT)	PLUMBING PLAN (IF NOT ALSO APPLYING FOR A BUILDING PERMIT)	CIVIL PLANS (SHEET SIZE MUST BE 24" X 36")	ADDITIONAL SUPPORTING INFORMATION (includes REQUIRED FINAL SITE PLAN CHECKLIST)
	FLOOR PLAN	ADDITIONAL SUPPORTING INFORMATION	ADDITIONAL SUPPORTING INFORMATION	STORM REPORT	LIGHTING PLAN: LOCATIONS & CUT SHEETS
	STRUCTURAL CALCS (IF NEEDED)			ADDITIONAL SUPPORTING INFORMATION	LANDSCAPE PLAN
	NREC FORMS				ELEVATIONS
	ADDITIONAL SUPPORTING INFORMATION				APPLICATION & CHECKLIST– IF PRELIMINARY APPLICATION WAS WAIVED
	Const. Cost & Owner Approval (TI's only)				

1. Each Application will have a different Permit number. The prefix of the permit number designates the application – for example a Prefix 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 in Portable Document Format (PDF) and organized by document type as listed under each packet heading above. For example, if your project has architectural, structural, plumbing and mechanical totaling 10 pages, these pages must be grouped together into one PDF and uploaded under Full Plan Set. Floor Plan(s) must be **separated from the Full Plan set** and uploaded under the Floor Plan document type (a copy of the Floor plan(s) must also remain in Full Plan Set). Each document type will accept one upload with the exception of additional supporting information.
3. PDF authoring tools should be set to Vector not Raster. For information on the differences between Vector and Raster click [here](#).
4. Electronic documents submitted to the City of Kennewick for review must be submitted to allow for document mark up, file combining and processing. Documents received that do not allow the City to conduct our review will be returned to the applicant and will delay review time frames.
5. All layers must be flattened in the authoring program prior to export and submittal.
6. **Specific Drawing requirements:**
 - Remove references to "Preliminary" or "Not for Construction"
 - A north arrow must be provided on all plan sets
 - Minimum sheet size is 11"x17" Maximum sheet size is 24"x36". **Civil Drwg plan set maximum and minimum size must be 24" x 36".**
 - Minimum scale allowed is 1" = 40 ft. for site plan or ¼" = 1 ft. for architectural.
 - Different scales may be acceptable but must be approved by Development Services Public Works and/or the Building Department prior to submittal.
 - A title block should be located on the right-hand side of each page and should include page numbers that are unique to each page and provide a logical sequence of drawings.
 - Plan sets must be fully dimensioned.
 - Elevation views must be labeled as North, South, East and West as appropriate.
 - Approved plans provided onsite for field inspector must be printed at full size and to scale. If electronic plan sets are provided on site for inspection purposes the inspector must be allowed full access during inspection hours (8:30 am – 4:30 pm).
 - A 2" x 2" space shall be left blank in the bottom right-hand corner of all pages for the City of Kennewick stamp.

Applicant Procedures for On-line Commercial Application of Permits

STEP 1 CUSTOMER NUMBER, APPLICATIONS AND CHECKLISTS

On-line applications require payment 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 Building Services Forms Page](#); [Link to Civil Application and Submittal Check List](#); Click on Development Services Forms Page link and review project **Tier Parameters** listed on the application checklists.

Commercial Building Projects **Tier 1** – Pre-Application meeting and Preliminary Site Plan are not required - **Proceed to STEP 3**. Commercial Building Projects **Tier 2 and Tier 3**– Have you completed a **Pre-Application meeting**? If yes continue. If no please download the [Pre-Application Meeting Packet](#) and complete that process prior to proceeding.

STEP 2 PRELIMINARY SITE PLAN

A Preliminary Site Plan requires a [Site Plan Tier 2](#) or [Site Plan Approval Tier 3](#) Permit Type (see checklist for Tier Parameters). Apply for this permit first. The Preliminary Site Plan must be reviewed and approved prior to moving your project to building and civil application, **if** this step was not waived at the Pre-Application meeting. Contact the Planning Desk at 509-585-4280 or permit-documents@ci.kennewick.wa.us if you are unsure this step has or has not been waived.

STEP 3 PREPARE FOR APPLICATION

Permit Applications and Documents Required:

Prepare your documents prior to applying online (See Consolidated Intake Packet Requirement attached and 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.

1. [Tier 1 Site Plan Applications](#) are **not required** to submit all Site Plan, Building, and Civil applications concurrently. You can proceed to **Step 4** when your documents are ready for submittal.
2. **Tier 2 and Tier 3** Applications - [Preliminary Site Plan Applications](#) are required to submit all documents listed on the [Tier 2](#) and [Tier 3 Preliminary Site Plan Application Checklists](#). You will not be applying at this time for any other permits. Review the checklist and prepare your documents – Application - one PDF; Site Plan – one PDF are the required documents. If you have other information - SEPA Checklist – one PDF (requires additional application & fee). Critical Area Report(s) or additional supporting information are allowed more than one upload.
3. **CONCURRENT APPLICATIONS**
 - a. [Final Site Plan Application](#) requires a [Site Plan Tier 2](#) or [Site Plan Approval Tier 3 Permit Type](#)
 - i. If you completed a Preliminary Site Plan you already have an open permit. Your document upload link was included in your Preliminary Site Plan approval letter and you may use that link now if the project architectural, structural and civil plans are ready for submittal.
 - ii. If the Preliminary Site Plan requirement was waived during the Pre-Application meeting you will apply for a [Site Plan Tier 2](#) or [Site Plan Approval Tier 3 permit type](#) and use the [Final Site Plan](#) checklist.
 - b. [Civil Application](#) requires a [Civil Drawings](#) Permit Type (see Private Development Civil Application and Submittal Check List)
 - c. [Building Permit Application](#) requires a [Commercial New](#) or [Commercial Alt./Site Plan](#) Permit Type (see Commercial Application Checklist)
 - d. [Mechanical Permit Application](#) requires a [Commercial Mechanical Permit](#) Type.
 - e. [Plumbing Permit Application](#) requires a [Plumbing Commercial Permit](#) Type.

Review the **Consolidated Intake Packet Requirements** (attached) for a list of application document packet groups and document types. Each document type must be grouped into one PDF for uploading. For example: Building Packet - *The architectural plans under the Building Packet must be grouped together into one PDF and uploaded to that group, the Structural plans must be grouped together into one PDF and uploaded to that group, etc. Individual pages cannot be accepted. The upload process will not allow more than one upload per document type with the exception of additional supporting information.* **Prepare all the document types and place in an easily accessible place or file on your computer prior to proceeding to STEP 4.**

STEP 4 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** (see **Step 3** above for permit types) 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**; If you are applying for a **Commercial New or Commercial Alt./Site Plan Permit Type** you will need to enter the **valuation** amount of the type of construction. (All other permits do not have a valuation tab.) If you have more than one type enter the total value per type which should equal the Cost of Construction entered on the pervious page; Click on **Next Step**;

This page provides a Fee Estimate – Traffic Impact and/or Park Fees could be accessed and are not provided at this stage of permit processing. Commercial, Mechanical and Plumbing Permits will be reviewed for valuation and fixture counts. Fees could change once reviewed. Review the information provided and if correct Click on **Pay Fees**; **Building permits** will require payment of the **Plan Review Fee only**; **Mechanical** and **Plumbing** will require payment of the **base fee**; **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 on each permit type the system will create a permit number for you. **Copy the (XXX-201X-XXXXX) Permit Number** as you will need this number to upload your documents.

STEP 5 UPLOAD DOCUMENTS

You will receive an email with a document upload pathway after applying for your permit(s) in **STEP 4**.

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. You will need to upload documents to each required permit type (See Consolidated Intake Packet Requirements from **STEP 3**).

Upload Instructions

- Copy and paste the pathway to upload documents into your browser.
- Enter the Permit Number at the top of the page. For example PLN-20XX- XXXXX. Move to the next box
- Enter your EDEN user name (registered user name from **STEP 4**); hit TAB on keyboard which will auto populate some of the required fields.
- For Planning (PLN) and Building (BLD) permits 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.
- Planning Permits (PLN) will require you to pick what you are applying for a **Preliminary or Final Site Plan**. If you are submitting a **Final Site Plan** you will be asked to pick the **Type of Zone = Commercial or Non Commercial**.
- The documents types will populate at the bottom of the form with the **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 each additional permit copy and paste the provided link again into your browser to open a new form. Repeat **STEP 4 and 5** 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.

**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: _____