



Development Services Department
210 W. 6th Avenue
Kennewick, WA 99336
(509) 585-4280

Instructions for a Variance (KMC 18.54.030)

Application Information:

The approval, conditional approval, or denial of a variance will be made by the Hearing Examiner after a public hearing.

Public hearings are held by the Hearing Examiner the third Monday of the month. Applications must be filed with the Development Services Department at least twenty-eight (28) days prior to the meeting date. The Development Services Department will issue notice of the application and hearing to all property owners within 100 feet of the subject parcel.

The general application is to be accompanied with the following:

1. Application Fee (see [Fee Schedule](#))
2. A report submitted electronically in Microsoft Excel format showing the name and address of the owner(s) of record and all owners of property within 100 feet as they appear on the tax rolls of the County Treasurer. If the owner of the property under consideration owns another parcel or parcels of property, which lie adjacent to the property under consideration, notice will be given to owners of such property located within a prescribed distance of the boundaries of such property.
3. Two (2) copies and one reproducible copy of a site plan, accurately showing the following information, as applicable, drawn to scale (e.g., one inch = twenty feet):
 - a. Lot lines and dimensions, including all easements.
 - b. Vicinity map.
 - c. Exact location and dimensions of existing structures to remain, proposed buildings or improvements, and the height of structures. (Building height requirements, in addition to those of the zoning district, will apply if the location is within an area regulated under Airport Hazard Zoning).
 - d. Off-street parking lot location and design, including all existing and proposed driveways.
 - e. Exterior lighting and signs.

- f. Landscaping.
 - g. Fencing.
 - h. Trash receptacle enclosures, which are required for all exterior trash receptacles.
 - i. Multi-family residential projects; the number of units by number of bedrooms.
 - j. Existing and proposed curbs, gutters and sidewalks.
 - k. The gross floor area of existing structures to remain and proposed structures.
 - l. Proposed use of property.
 - m. Where topographical hardship may exist, contours at five (5) foot intervals and a profile (cross-section) are to be submitted.
4. Legal Description.
 5. Any other information necessary to aid in consideration of the application.

Review:

The Hearing Examiner must consider three criteria when reviewing a variance request. It is suggested that you include facts or reasons to support each of the following findings:

- The variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property, on behalf of which the application was filed, is located; and
- That such variance is necessary because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located; and
- That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.

Appeal:

Any person aggrieved by a decision of the Hearing Examiner may appeal to the Benton County Superior Court within twenty-one (21) days from the date of the decision.

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. 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 **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-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: _____