



CITY OF KENNEWICK SITE PLAN CONTENTS CHECKLIST

EXPRESS Tier I – Minor Site Plans

Review Response within 9 Calendar Days Additional 20% Fee

Express Tier I permits are projects containing additions to an existing structure(s) that do not exceed 1,500 sq. ft.; does not exceed 90 parking stalls; will not exceed 1,000 cu. yrd. of excavation (Examples include co-locate cellular towers and minor structural changes.)

Criteria for EXPRESS Tier 1 Minor Site Plans:

Est Cost of Construction \$ _____	Benton County Auditor Market Improvement \$ _____	BCA Value x 50% = \$ _____	BCA Value More Than Est Cost of Construction? YES NO
Business Use = Restaurant; A YES response in this row triggers all boxes <input type="checkbox"/> YES	Business Use =Convenience Store with or without pumps <input type="checkbox"/> YES	Business Use = Drive Thru <input type="checkbox"/> YES	Your Proposed Use Is <u>NOT</u> Listed YES NO
One Access Point Per Street Frontage			YES NO
Access Points <u>Meet</u> Min Spacing Per Table 2 Below	Measure Center to Center Look at Both Sides of the Street for 300 ft.		Meets Min Spacing YES NO
Access Points Meet Best Practice Spacing Per Table 2 Below	Signalized Intersections Only		Meets best practice spacing YES NO
Addition To Existing Building			YES NO
1,500 square feet or Less			YES NO
1,000 cu. yds. Of Excavation or Less			YES NO
90 Parking Stalls or Less (90=New + Existing)			YES NO
NO Critical Area On Site **			YES NO

If all responses to the questions above are YES your project qualifies for an EXPRESS Tier 1 Site Plan Review. If any responses above are NO review the Tier 1 Site Plan; Tier 2 Site Plan or Tier 3 Site Plan Application Packets to find the appropriate application packet.

** Contact the Planning Department to determine if you project is within a Critical Area 509-585-4280 or [permit-documents@ci.kennewick.wa.us](mailto:documents@ci.kennewick.wa.us)

Table 2. Spacing of Driveways and Intersections

Posted Speed (mph)	Best Practice Minimum Spacing ¹ (ft)	Minimum Spacing ² (ft)
25	155	105
30	200	125
35	250	150
40	305	185
45	360	230
50	425	275
55	495	325

1. Reflects the best practice of limiting the number of driveways that a driver must monitor within a driver's stopping sight distance. (See *Access Management Manual*, TRB 2003, page 151)
 2. Reflects the minimum based on current City standards, KAC 13-46-120 Driveway Spacing.



EXPRESS TIER 1 CHECKLIST

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 under Hot Links - Kennewick Municipal Code. **Express applications must be submitted at the Planning Counter and are not eligible to be applied for On-Line.**

1. APPLICATION 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, gross floor area 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) for 300 ft. both sides of the street.
- 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 all driveways (KMC 18.27.060) and street intersections (KMC 13.12.020).
- 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. LIGHTING PLAN:**

- Location of all new or relocated exterior building and parking lot lighting shown on the site plan (if any).
- 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).

5. ADDITIONAL INFORMATION

- A copy of the current assessed valuation of any existing improvements, obtained from Benton County Assessor's office.

Summary of Items Required:

1. Application Fee
2. Completed Application – General Form (attached)
3. Site Plan
4. Cut sheets**

The Express Tier 1 Site Plan application is one step in completing permitting requirements. A Building Permit is required and also a possible Civil Review. You will be notified through the Express Tier 1 review if a civil packet is required or you can contact the Public Works main line at 509-585-4419 and request to speak with the Utility Coordinator.

**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: _____