



## PRE-APPLICATION MEETING PACKET

This packet consists of instructions for requesting a Pre-Application Meeting.

Development Services Department staff are available to advise you on the preparation of this application. Please call 509-942-7794 or email [PermitTech@ci.richland.wa.us](mailto:PermitTech@ci.richland.wa.us) for further information.

### WHAT IS A PRE-APPLICATION MEETING?

The pre-application meeting is a free service with members of the Building, Planning, Fire, Energy Services, and Public Works departments, as well as other agencies and/or utilities as needed. The purpose of the pre-application meeting is to acquaint staff with a sufficient level of detail about the proposed building and/or development project and to assist applicants in preparing application packages for submittal to the City, to identify potential problems, and to streamline the development review process. These meetings are informal and provide an opportunity to meet with City departments responsible for development review. Pre-application meetings are not meant to be a detailed, all-inclusive review of proposed plans or ideas. Please be aware that any communication or checklists provided to you at a pre-application meeting would not imply approval or conditional approval of the pending development project application. Future processing and review of your formal application may require changes or additional information to clarify the details and design of your proposal or ideas.

### WHEN IS A PRE-APPLICATION MEETING RECOMMENDED?

A pre-application meeting is recommended for proposed building and development projects involving any of the following:

- New housing developments within the City of Richland
- New commercial buildings or developments within the City of Richland
- Additions to existing structures that alter or add to public infrastructure

*\*\*Please note: All land use applications submitted to the Planning Department REQUIRE pre-application meetings.*

## PRE-APPLICATION PACKET SHOULD INCLUDE ONE COPY OF THE FOLLOWING:

- Completed Pre-Application Meeting Request form
- Preliminary site plan, drawn to scale, with proposed building locations, property boundaries, existing/proposed easements, landmarks, desired access to City roads, fire hydrant location(s), etc.
- Vicinity map
- Preliminary building elevations and building floor plan(s), if applicable
- List of questions for staff (optional)

*The City of Richland requires the architect or engineer of record for the project to be present at the pre-application meeting when the project includes a building of 4,000 s.f. or greater and for multi-family buildings of more than four (4) units. This will help the City verify important details and begin compliance with State laws regarding preparation of plans.*

*\*\* Pre-application meetings are generally held on Tuesdays. To request a meeting, please submit the required items. Electronic submittals are preferred. Please email to [PermitTech@ci.richland.wa.us](mailto:PermitTech@ci.richland.wa.us) at least one week prior to desired meeting date.*

## ADDITIONAL ITEMS REQUESTED, IF AVAILABLE:

### SITE PLAN ADDITIONAL ITEMS

- Dimensions of lot, north arrow, and dimensions locating proposed and existing buildings. All items shall be clearly labeled, and site plan shall be at an Engineer's scale
- All water/sewer connections; locations of electrical meter base, fire hydrants-both proposed and existing within 500', fire lanes & turnarounds, underground fire lines, outside control valves, fire department connections and the location of the sprinkler riser
- Location and width of new approaches, showing all streets, street names, and street right-of-way widths. Include distance measurements to adjacent driveways and/or City streets (centerline to centerline) within 300' of the site. Include driveways on both sides of the street
- Location and size of required parking spaces, including aisleway widths, arrows, markings for handicap accessible spaces, curb cut details for handicap approaches
- Show grading and final elevations of site civil infrastructure
- Show all existing and proposed public and private infrastructure: water, sewer, electrical, drainage, CATV, phone and gas utility lines, equipment and easements
- Show drainage and grading of all areas (most grading and drainage plans must be prepared by a licensed civil engineer). If site contains at least 1,000 s.f. of new asphalt, and/or contains 30% or more impervious surfaces, storm drainage calculations are required
- Show landscaping; location, size, and description of plantings
- Dumpster location, if installing
- If your project involves significant work within the public right-of-way, or if it involves any modification to or installation of any public infrastructure, plans by a civil engineer will be required. All plans involving the modification or installation of public infrastructure shall be on 24 " x 36" paper

### EXTERIOR ELEVATIONS

- Roof pitch (4/12, 8/12, etc.); roofing type by size/weight
- Locations of windows and doors, noting sizes
- Finished floor level; finished grade at exterior
- Exterior finishes by note and specifications

### FLOOR PLAN(s)

- Floor plan of each level labeling room uses and sizes, and square footage data for each floor level. Buildings >4000 s.f. require an architect or engineer's stamp on all submitted drawings
- If you plan an addition, submit a plan of rooms in existing areas adjacent to the addition
- Direction and size of all ceiling/roof framing members. If the project proposes pre-manufactured trusses, the layout of the trusses must be shown
- Windows noted by size, type (fixed, 1/2 sliding, etc.), frame type, with NFRC U-values and SHGC values (either noted or on a schedule)
- Doors noted by size, type, frame type, and door hardware noted or shown on schedule
- Ceiling heights; heights and locations of soffits
- Location of all bearing and non-bearing walls, including fire wall(s); wall materials explained by note or in detail



## PRE-APPLICATION MEETING REQUEST

*Note: After submittal, confirmation of date and time will be sent to the contact person. Upon confirmation receipt, please check the time allotted for your meeting. It is very important that your conference end when scheduled as another meeting may be scheduled immediately following.*

### PROPERTY INFORMATION

Property Address:

Parcel #:

Legal Description:

Domestic Water Supply:  City  Private Well      Sewage Disposal:  City  Septic

Irrigation Source:  City  Private Well  Columbia Irrig. District  Kennewick Irrig. District

### PROPERTY OWNER INFORMATION

Contact Person

Owner:

Mailing Address:

Phone:

Email:

### APPLICANT/CONTRACTOR INFORMATION (if different)

Contact Person

Company:

UBI#

Contact:

Address:

Phone:

Email:

### ARCHITECT OR ENGINEER INFORMATION (if applicable)

Contact:

Address:

Phone:

Email:

### PROJECT DESCRIPTION – Include a supplemental written description, if necessary.

<b>AS PROPOSED</b>	<b>BUILDING NO. _____</b>	<b>BUILDING NO. _____</b>
Description		
Building Footprint Area		
Height of Building		
No. Stories		
Area Per Story		
Occupancy Type		
Construction Type		
Setbacks to Property Line		
Setback from other structures on site		
Estimated Occupant Load		
No. Plumbing Fixtures Required		
No. of Accessible Parking Spaces (van/auto)		
Building Valuation	\$	\$
<b>STAFF USE ONLY</b>	<b>Date Received:</b>	<b>Pre-App Date &amp; Time:</b>

## CONTACT INFORMATION

<b>City of Richland Departments:</b>	
Business Licenses Customer Service Department 509-942-1104	All contractors and sub-contractors working in the City require a valid City of Richland business license. Before issuing permits, business licenses will be verified.
Electrical Engineering 509-942-7403	Existing and proposed electrical lines, estimating future usage of electrical utilities, and requirements for connection to City power.
Structural Review 509-942-7794	Building code issues, occupancy uses and types, building design-related questions, and energy code issues.
Public Works 509-942-7500	Public infrastructure standards, requirements for permits for streets, traffic, driveway approaches, water, sewer and storm drainage, and solid waste.
Development Services – Planning Department 509-942-7794	Zoning and planning issues, parking requirements, subdivision requirements, short plats, binding site plans, floodplain requirements, variance requests, sign permits, SEPA's, etc.
Development Services – Building Department 509-942-7794	Addressing schematic – new structures, apartments, additional tenant(s), street name approval, application information
Fire Marshal 509-942-7556	Fire code and fire hydrant issues, fire alarm and sprinkler requirements, and other fire-related questions.
Energy Specialist, Renewable Energy 509-942-7436	Commercial, residential, irrigation and industrial cost-effective conservation and energy efficient solutions.
<b>Other agencies involved with commercial development permits:</b>	
State of Washington, Dept. of Labor & Industries 4310 W. 24 <sup>th</sup> Avenue, Kennewick, WA 99336 509-735-0100	Electrical permits, electrical plan reviews for health-care, educational, and institutional projects. City electrical approvals do not constitute an electrical permit.
Benton-Franklin Health District 509-460-4205	Septic system approval, water well issues, and food-handler permits.
Benton Clean Air Authority 509-783-1304	<i>Proof of Contact</i> form required for any construction that produces soil destabilization (dust control) or any demolition or renovation (asbestos).
United States Post Office - Growth Management 509-943-2044	CBU (commercial mailbox unit) location must be approved by USPS. It is recommended to contact USPS early in the review process; appointments are required.