

CITY OF KENT  
APPLICATION FOR PLANNING COMMISSION

APPLICATION NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

FEDERAL TAX ID NUMBER (Commercial Applicants Only): \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON FOR APPLICATION IF DIFFERENT FROM PROPERTY OWNER:

\_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROJECT SITE ADDRESS: \_\_\_\_\_

REQUEST: \_\_\_\_\_

\_\_\_\_\_

APPLICATION FEE: \$100 plus \$100 for Fire Department review if required

NOTIFICATION FEE: \_\_\_\_\_

TOTAL FEE: \_\_\_\_\_

ALL APPLICATION FEES ARE NON-REFUNDABLE. THE UNDERSIGNED APPLICANT(S) AUTHORIZE BOTH THE FILING OF THE APPLICATION AND REVIEW BY CITY STAFF. I, THE UNDERSIGNED, CERTIFY THAT ALL INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RECEIVED BY

\_\_\_\_\_  
DATE

MEETING DATE: \_\_\_\_\_

(ASSIGNED AFTER STAFF REVIEW OF APPLICATION)

**SITE PLAN REVIEW & CONDITIONAL ZONING CERTIFICATE  
SUBMISSION CHECKLIST  
KENT PLANNING COMMISSION APPLICATIONS**

Submit one set of drawings with the application for staff to review for completeness. Once the information has been deemed complete, the remaining 17 plans sets are to be provided.

1. Eighteen (18) scaled plans. Plans must identify scale and dimensions as well as North Arrow and Vicinity Map. Plans should also identify all property lines, line dimensions, property line bearings and recorded easements (including purpose and width). **All plans should be folded to fit inside a 10" x 13" or a 12" x 15" envelope.** Any revisions or updates will need to be submitted in hard copy format. Electronic submittals are not acceptable for Planning Commission review.
2. Eighteen (18) dated cover letters identifying Applicant Name, Address and Phone Number, and providing an overview of the project being proposed.
3. Topographic contours at 1 to 2 foot intervals and spot elevations, both existing and proposed. Existing features should be clearly distinguished from proposed features.
4. Plan must identify features on abutting properties, such as buildings, driveways and parking lots.
5. Plan must identify existing trash receptacles, sanitary sewers, underground storage tanks, water lines, fire hydrants, storm sewers, lighting fixtures, electric, gas and other utility lines.
6. Plan must identify proposed trash receptacles with a detail of the screening to be provided, sanitary sewers, underground storage tanks, water lines, fire hydrants, storm sewers, lighting fixtures, electric, gas and other utility lines.
7. Photometric plan (one copy only is needed) depicting no light (zeros) at the property line.
8. Explanation of proposed Storm Water Management system, including method of analysis, and provide one copy of the preliminary calculations.
9. Plan must document traffic circulation including identifying driveways, fire lanes, fire apparatus access through the site, parking areas, handicapped parking, loading areas, bicycle racks/ storage, and adjacent streets (including both edges of pavement on adjacent streets). Include existing and proposed curb cuts, drive aprons and sidewalks. Existing features should be clearly distinguished from proposed features. Please also include the calculations used to determine the required number of parking spaces.
10. Plan must identify existing and proposed landscaping, the plan must identify the type and material of plantings being used, size and placement. Existing features should be clearly distinguished from proposed features. The plan must specifically identify proposed trees in the street right-of-way as well as existing trees in the street right-of-way that are not affected in any way by the proposed development. Proposed trees in the street right-of-way need to be in accordance with the City's Urban Forestry Management Plan (UFMP).
11. A floor plan must be provided indicating existing areas and their uses as well as proposed areas and their uses. The floor plan must be drawn to scale and dimensioned.

12. Plan must identify exterior elevations of the existing and/or proposed buildings.
13. Photographs or other digital representation(s) of the site as it sits at the time of the application and a “photo-shopped” picture, artist’s rendering, or some other physical depiction of the premises as the applicant expects the site to appear if the site plan is adopted as requested. Staff may waive this requirement in certain cases.
14. A proposed signage plan must be provided indicating the number, dimensions, color scheme, font, materials, lighting method (back lit, internal, external, etc.), location of the proposed signs and sample lettering.
15. If residential use is included in the proposed project, a park fee must be agreed upon with the Parks and Recreation Department Director and written confirmation provided for Planning Commission review.
16. Any person or entity submitting applications to the Planning Commission who is not the owner of record of the property is required to provide evidence showing that they have the permission of the current property owner to pursue their specific request.
  - All evidence of permission / site control must be conveyed in writing. Verbal approvals will not be accepted. Evidence must be current. Expired contracts, sales agreements or other documents will not be accepted.
  - Such evidence must contain the property owner’s signature.
  - Entities who are lease holders, holders of land contracts, or having some other type of legal interest in a property may provide copies of current leases, contracts or other binding agreements as evidence of their right to seek action through the City.
  - Sub-lessees must provide a chain of evidence through ownership indicating that all holders of interest in the property have consented to permitting the action to be put before the City.
  - The burden of proof lies with the applicant. In the event that the applicant does not present adequate proof or the proof is challenged by a person or entity with legal interest in the subject property, any approvals granted by the City may be voided based on the submission of incorrect or incomplete information.
  - The City reserves the right to question / reject any evidence submitted if determined by the City’s legal counsel to be inadequate / inappropriate.
17. An application fee of \$100.00 and \$100.00 Fire Dept. review fee (if applicable), plus the postage costs for standard sized certified/return receipt letters, which will be mailed to all property owners within 200 feet of the subject property. The cost of such mailing will be charged at the current USPS per letter rate and is the financial responsibility of the applicant. Mailing costs will be calculated by the Community Development Department and the applicant will be informed as to when this postage fee must be paid. The mailing cost is a non-refundable fee.

Additional Information:

- *Submitting an application by the deadline listed on the calendar does not guarantee its inclusion on the agenda.*
- *Applications deemed incomplete will not be processed until a complete application is on file with the Community Development Department.*
- *Applications determined to need a variance(s) will not be processed for Planning Commission consideration and will be referred to the Board of Zoning Appeals.*
- *Any case that is heard by the Planning Commission, but is continued at the applicant's request because additional information/documentation is needed, will not be scheduled for a subsequent Planning Commission meeting until City staff has verified all outstanding information/documentation has been submitted and is complete.*
- *Any case that is heard by the Planning Commission, but is continued at the City's request because additional information/documentation is needed, will be scheduled for a subsequent meeting in accordance with the requirements of KCO 1113.05(b). If the City has not received all outstanding information/documentation by the submission date set by the City, the City will object to the site plan at the subsequent Planning Commission hearing.*
- *The applicant(s) and/or the applicant's representative **must** attend the Planning Commission meeting to present the project and to answer any questions the Public or the Commission may ask regarding the proposed project.*
- *A Planning Commission meeting schedule for the current year is available. Currently, the Commission meets on the first and third Tuesdays of each month, except in the case of legal holidays.*

***For more information concerning the Planning Commission and the site plan or conditional zoning certificate review process, please contact the Community Development Department (330-678-8108).***

**ALL PLANS MUST BE CLEARLY READABLE**

**KENT CITY PLANNING COMMISSION  
YEAR 2023 MEETING AND DEADLINE SCHEDULE**

<b>MEETING DATES</b>	<b>Preliminary Application Verification of Completeness Submission Deadline</b>	<b>Preliminary Application Must be Deemed Complete</b>	<b>Architectural Review Board Meeting</b>
01/03/23	10/26/22	11/09/22	11/29/22
01/17/23	11/09/22	11/23/22	01/03/23
02/07/23	11/30/22	12/14/22	01/03/23
02/21/23	12/14/22	12/28/22	02/07/23
03/07/23	12/28/22	01/11/23	02/07/23
03/21/23	01/11/23	01/25/23	03/07/23
04/04/23	01/25/23	02/08/23	03/07/23
04/18/23	02/08/23	02/22/23	04/04/23
05/02/23	02/22/23	03/08/23	04/04/23
05/16/23	03/08/23	03/22/23	05/02/23
06/06/23	03/29/23	04/12/23	05/02/23
06/20/23	04/12/23	04/26/23	06/06/23
07/11/23	05/03/23	05/17/23	06/06/23
07/18/23	05/10/23	05/24/23	07/11/23
08/01/23	05/24/23	06/07/23	07/11/23
08/15/23	06/07/23	06/21/23	08/01/23
09/05/23	06/28/23	07/12/23	08/01/23
09/19/23	07/12/23	07/26/23	09/05/23
10/03/23	07/26/23	08/09/23	09/05/23
10/17/23	08/09/23	08/23/23	10/03/23
11/07/23	08/30/23	09/13/23	10/03/23
11/21/23	09/13/23	09/27/23	11/07/23
12/05/23	09/27/23	10/11/23	11/07/23
12/19/23	10/11/23	10/25/23	12/05/23

**NOTES:**

- 1.) Submitting an application by the filing deadline does not guarantee its inclusion on the agenda.
- 2.) Applications deemed as incomplete will not be scheduled for PC consideration until all necessary documentation is submitted.
- 3.) Applications determined to need a variance(s) will not be processed for PC consideration and pending receipt of the an application, will be referred to the Board of Zoning Appeals.
- 4.) If the Architectural Review Board does not take action at the schedule meeting, the project may need to be continued until a future Planning Commission meeting.
- 5.) Any case that is heard by the Planning Commission, but is continued at the applicant's request because additional information/documentation is needed, will not be scheduled for a subsequent Planning Commission meeting until City staff has verified all outstanding information/documentation has been submitted and is complete.
- 6.) Any case that is heard by the Planning Commission, but is continued at the City's request because additional information/documentation is needed, will be scheduled for a subsequent meeting in accordance with the requirements of KCO 1113.05(b). If the City has not received all outstanding information/documentation by the submission date set by the City, the City will object to the site plan at the subsequent Planning Commission hearing.