



CITY OF WEST RICHLAND



## Welcome from the Mayor

As Mayor of the City of West Richland, I am pleased to welcome you to our city. West Richland continues to grow and emerge as a destination and an important part of the Tri-Cities region. We have excellent schools, safe neighborhoods, a thriving business community and a variety of recreational amenities. Nearly 14,000 residents call West Richland home, and we are excited to have you as a part of our community.

The City provides a variety of services for our residents and businesses including public safety, community development, street maintenance, parks and recreation as well as general administrative services. In addition, West Richland owns and operates water/sewer, irrigation and storm water utilities. The City provides garbage services to its citizens by contracting with a private solid waste services company. Further, the City provides library services to its citizens through a contract with Mid-Columbia Library District. Fire and Emergency services are provided by Benton County Fire Protection District #4.

Council, City staff, and I are dedicated to enhancing the quality of life for West Richland residents through projects that preserve and establish parks and green spaces, increase economic development opportunities, enhance our school system and provide a legacy of financial security and stability to the citizens and businesses of West Richland. Safety and security is a top priority – we are very proud of our Police Department for their efforts to make West Richland the 11th safest city in the State of Washington as designated by SafeWise in 2015.

I encourage you to take the time to learn more about your city and to get involved in your city government. From attending City Council Meetings to volunteering to serve on one of our boards and commissions, the opportunities abound. There are also a number of community events in West Richland that add to our quality of life including Earth Day Cleanup, Hogs and Dogs Family Festival, Summer Concerts, National Night Out, Harvest Festival, Time of Remembrance, and the Veterans Day Parade.

On behalf of the City Council and staff, I want to thank you for choosing West Richland! I am sure you will agree that West Richland is a great place to call home.

Very truly yours,

Brent Gerry, Mayor  
City of West Richland



**City Council Meetings:** Your City Council meets on the 1st and 3rd Tuesdays of each month in the Council Chambers. Residents, business owners and other interested persons are encouraged to attend. Meetings can also be viewed on cable channel 191.



**City Boards and Commissions:** The City has a number of boards and commissions that citizens can serve on. If you are interested, please see: [www.westrichland.org/Government/Boards and Commissions](http://www.westrichland.org/Government/Boards%20and%20Commissions).



**APPLICATION FOR UTILITY SERVICES (1,2,3):****Account No:**

3801 W. Van Giesen St  
 West Richland, WA 99353  
 509-967-3431  
 509-967-5706 (Fax)  
[utilities@westrichland.org](mailto:utilities@westrichland.org)

Today's date: \_\_\_\_\_

Date service to begin (4): \_\_\_\_\_

Service address: \_\_\_\_\_

Circle One:  New  Change*(all fields highlighted are required)***APPLICANT INFORMATION (5):****CO-APPLICANT INFORMATION (5):**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone - Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Driver's License: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone - Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Driver's License: \_\_\_\_\_

Email Address: \_\_\_\_\_

No. of garbage cans currently on site: \_\_\_\_\_

No. of garbage cans you would like (6): \_\_\_\_\_

No. of dogs residing on the premise (7): \_\_\_\_\_

If purchasing, previous owner's name: \_\_\_\_\_

If renting, owner's name/account no: \_\_\_\_\_

**Office Use Only:**

No. of cans to exchange: \_\_\_\_\_

No. of cans to pickup: \_\_\_\_\_

No. of cans to deliver: \_\_\_\_\_

Estimated delivery date: \_\_\_\_\_

**IMPORTANT:**

(1) Requests for service are processed on the next business day after your application is received and approved.

(2) You will receive a bill typically within the first week of the month. Payment is always due on the 25th of the month unless that falls on a weekend or holiday in which case payment is due by the end of the next business day. Failure to receive a bill does not relieve you from your obligation to pay per WRMC 13.90.030.

(3) Failure to pay your final bill can subject you to additional late fees, disconnection and reconnection fees and/or placement of a lien on the property in accordance with WRMC 13.90.040 through 13.90.130. Unpaid bills may be turned over to a collection agency for further processing.

(4) If purchasing the property, the service begin date will be the date after closing. If renting, service begin date will be the date of occupancy. If the outgoing customer is required to leave services on due to a requirement in their sales contract, service begin date will be postponed for 72 hours to allow the new owner time to apply. If, after 72 hours, water is disconnected, new owner will be responsible for reconnection charges. Outgoing owner will be responsible for charges for reconnection or new owner has applied.

(5) The City will only discuss account information with applicants and co-applicants provided on this form. For a co-applicant to appear on the bills or to be able to make changes to the account, they must appear in person at the City Administration building and have their identity verified. All applicants must appear in person at the City Administration building and have their identity verified.

(6) Please place your cans at the curb so they can be picked up and a clean garbage can(s) can be provided to you. There is a one-time delivery/exchange fee that applies.

(7) Per WRMC 6.32, dogs aged 7 months and older residing on the premise are required to be licensed within 30 days. Altered animals are \$10.00. Unaltered are \$20.00. Proof of current rabies vaccination is required to license a dog. License tags must be on the dog. Dog licenses must be renewed by the last day of February each year. General provisions regarding animals residing in the City can be found in Title 6 of the WRMC.

I have read and understand the above information:

**X**

Applicant signature / date

Co-applicant signature / date

**Office Use Only:**

Application Fee:

New account:

Activated with correct connect date

Garbage:

Delivery fee billed

Smartpay, if applicable, input

Garbage report updated

Services verified and have correct begin date

Service Request:

Printed (tenant/special only)

Landlord added to "bill to", if applicable

Closed

Dogs, if applicable, added to comments

Co-applicant verified

Lease agreement/deed:

Verified and scanned

Closing account:

Webcheck fee added

# City of West Richland Smartpay Authorization

New Authorization     Update Authorization     Cancel Authorization



**Please select a payment date: 10th or 25th**

**Customer Information:**

Name \_\_\_\_\_  
Service address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Utility account # \_\_\_\_\_

**Bank Information:**

Bank name \_\_\_\_\_  
Transit/Routing # \_\_\_\_\_  
Checking account # \_\_\_\_\_  
*(please attach a voided check)*

**\*PLEASE NOTE IF YOU ARE CHANGING BETWEEN THE 10TH AND 25TH, PLEASE CHECK WITH CUSTOMER SERVICE TO SEE WHEN THIS WILL BE EFFECTIVE.**

**Date Smartpay will begin: \_\_\_\_\_**  
**Authorizations received after the 21st of each month will not begin for two months. For example, an authorization received on 6/25 for a 10th payment date will not begin until 8/10.**

By signing below, I authorize the City of West Richland and the financial institution named to initiate a deduction from my checking account for the purpose of paying my monthly utility bill. This authority will remain in effect until I notify the City, ***in writing***, to cancel it in such time as to afford the City and the financial institution a reasonable opportunity to act upon it. I have read and understand the terms of this agreement as stated.

Signature & Date: \_\_\_\_\_

Send completed form to City of West Richland, 3801 W. Van Giesen St, West Richland, WA 99353

**Office Use Only:**

Input by/date: \_\_\_\_\_

## UTILITY RATES *(Effective December 22, 2015)*



3801 W. Van Giesen St. West Richland, WA 99353  
 Office: 509-967-3431; Fax: 509-967-5706  
 Email: utilities@westrichland.org  
 Website: www.westrichland.org/Departments/Utilities

### **WATER RATES (WRMC 13.56):**

Service rates are based on the size of the water meter on your property and the amount of water consumed during the billing cycle. **Most residential customers have a 3/4" or 1" meter.** There is a base charge and a consumption charge. The base charge includes the first 3,000 gallons of water consumption. Any consumption greater than 3,000 is charged on a per 100 gallon basis. For those outside of City limits receiving water services, there is an additional 50% surcharge on the base charge, resulting in a \$51.00 base charge and consumption charges.

REGULAR:		
Meter Size:	Base Charge:	Consumption Charge:
3/4"	\$ 34.00	\$ 0.160
1"	\$ 34.00	\$ 0.160
1 1/2"	\$ 68.00	\$ 0.160
2"	\$ 108.80	\$ 0.160
3"	\$ 217.60	\$ 0.160
4"	\$ 340.00	\$ 0.160
6"	\$ 680.00	\$ 0.160

LOW INCOME, SENIOR:		
Meter Size:	Base Charge:	Consumption Charge:
3/4"	\$ 17.00	\$ 0.160
1"	\$ 17.00	\$ 0.160
1 1/2"	n/a	\$ 0.160
2"	n/a	\$ 0.160
3"	n/a	\$ 0.160
4"	n/a	\$ 0.160
6"	n/a	\$ 0.160

#### **How to calculate consumption charges**

**(example =>):**

1. Deduct 3,000 from your total consumption.
2. Take the result from step 1 and divide by 100.
3. Take the result from step 3 and multiply by \$0.160.

*Example (using 25,000 gallons of total consumption):*

1. 25,000-3,000 = 22,000
2. 22,000/100 = 220
3. 220\*\$0.160 = \$35.20

#### **Summary of Rate Changes from 2015:**

**Base charge - There is no change to the base charge; Consumption charge - Increase to \$0.160 from \$0.155 per 100 gallons.**

*Example of a change in a residential bill from 2015 to 2016 (using 25,000 gallons of total consumption):*

	2015	2016
Base Charge	34.00	34.00
Consumption Charge	34.10	35.20
<b>Total Water Charge</b>	<b>68.10</b>	<b>69.20</b>

### **SEWER RATES (WRMC 13.26):**

Service rates are based your class of customer (i.e. residential, commercial, etc.). There is a base charge for all customers. For any non-residential customer, there is also a charge for water consumption in excess of 3,000 gallons. For those outside of City limits receiving sewer services, there is an additional 50% surcharge on the base charge resulting in a \$60.00 base charge.

REGULAR:		
Account Type:	Base Charge:	Non-Residential Consumption Charge
Single Family Residential, Mobile Home/Trailer, Multi-Family Residential (Per Dwelling Unit)	\$ 40.00	n/a
Commercial	\$ 40.00	\$ 0.250

LOW INCOME, SENIOR:		
Account Type:	Base Charge:	Non-Residential Consumption Charge
Single Family Residential, Mobile Home/Trailer, Multi-Family Residential (Per Dwelling Unit)	\$ 20.00	n/a
Commercial	n/a	n/a

*For information on how to calculate the consumption charge, if applicable, please see the example provided in the "Water" section.*

#### **Summary of Rate Changes from 2015:**

**Base charge - There is a \$2.00 reduction to the base charge; Consumption charge - no change.**

### **IRRIGATION RATES (WRMC 13.70):**

Service rates are based on a variety of factors such as location and/or size of your lot. The rate is a base fee that is charged over the twelve months in a calendar year. **Most customers fall within the "Residential" type of customer.**

REGULAR:	
Type of Customer:	Base Charge:
Residential, <1 acre	\$ 17.65
Residential, 1 to 2 acres	\$ 33.10
Residential >2 acres	\$ 44.20
Tapteal Elementary	\$ 583.70
Glen Memorial Park (including Senior Center)	\$ 88.45
Luanne Estates Park	\$ 17.65
Flat Top Park	\$ 585.30

LOW INCOME, SENIOR:	
Type of Customer:	Base Charge:
Residential, <1 acre	\$ 8.83
Residential, 1 to 2 acres	\$ 16.55
Residential >2 acres	\$ 22.10
Tapteal Elementary	n/a
Glen Memorial Park (including Senior Center)	n/a
Luanne Estates Park	n/a
Flat Top Park	n/a

#### **Summary of Rate Changes from 2015:**

**Base charge - There is an approximate 6% increase in the base charge.**

**UTILITY RATES (Effective December 22, 2015)**



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**GARBAGE RATES (WRMC 8.04):**

Service rates are based on the size and number of disposal containers you have. **Most residential customers have a 96 gallon can**. Other fees can apply for requesting additional containers, special disposal needs or if there is excess garbage in a larger container (e.g. dumpster).

REGULAR:		
Container Size:	Base Charge:	Additional Per Container Monthly Charge:
<b>96 Gallon</b>	<b>\$ 17.13</b>	<b>\$ 2.98</b>
Commerical 64	\$ 15.92	
Commercial 96	\$ 22.07	
1 1/2 Yard	\$ 76.55	
2 Yard	\$ 92.54	
3 Yard	\$ 125.43	
4 Yard	\$ 153.94	
6 Yard	\$ 213.47	
8 Yard	\$ 260.73	

LOW INCOME, SENIOR (1):		
Container Size:	Base Charge:	Additional Per Container Monthly Charge:
<b>96 Gallon</b>	<b>\$ 11.98</b>	<b>n/a</b>
Commerical 64	n/a	n/a
Commercial 96	n/a	n/a
1 1/2 Yard	n/a	n/a
2 Yard	n/a	n/a
3 Yard	n/a	n/a
4 Yard	n/a	n/a
6 Yard	n/a	n/a
8 Yard	n/a	n/a

(1) Low income, senior rate only applicable for one 96 gallon container. If an additional can(s) is ordered, regular base rate will be charged for first container and any additional containers.

**Summary of Rate Changes from 2015:**

**There is currently no change to the fees from 2015.**

**STORM WATER RATES (WRMC 13.80):**

Service rates are based on your class of customer (i.e. single family residential, commercial, etc.). The rate is a base charge and it is for the purpose of managing the water that runs into the storm drains which flows into the river.

REGULAR:		
Type of Customer:	Base Charge:	
<b>Single-Family Residential</b>	<b>\$ 5.50</b>	
<b>Duplex Residential (per dwelling unit)</b>	<b>\$ 5.50</b>	
<b>Multiple-Family Residential (per dwelling unit)</b>	<b>\$ 2.75</b>	
<b>Mobile Home Parks (per dwelling unit)</b>	<b>\$ 2.75</b>	
Ind/Com (parking 0-5 veh)	\$ 5.50	
Ind/Com (parking 6-10 veh)	\$ 12.62	
Ind/Com (parking 11-15 veh)	\$ 19.65	
Ind/Com (parking >16 veh)	\$ 24.61	
Private Property Runoff into the City Stormwater System	\$53.66/acre	

LOW INCOME, SENIOR:		
Type of Customer:	Base Charge:	
<b>Single-Family Residential</b>	<b>\$ 2.75</b>	
<b>Duplex Residential (per dwelling unit)</b>	<b>n/a</b>	
<b>Multiple-Family Residential (per dwelling unit)</b>	<b>n/a</b>	
<b>Mobile Home Parks (per dwelling unit)</b>	<b>n/a</b>	
Ind/Com (parking 0-5 veh)	n/a	
Ind/Com (parking 6-10 veh)	n/a	
Ind/Com (parking 11-15 veh)	n/a	
Ind/Com (parking >16 veh)	n/a	
Private Property Runoff into the City Stormwater System	n/a	

**Summary of Rate Changes from 2015:**

**Base charge - There are no changes to the base charge.**

**SUMMARY OF A TYPICAL RESIDENTIAL BILL:**

A typical residential customer will have water, sewer, garbage and storm water. Irrigation may apply if your property is located within one of the three areas where the City has irrigation infrastructure in place to move irrigation water.

Service	Base	Consumption	Total
Water	34.00	\$0.16 per 100 gallons of consumption greater than 3,000 gallons	Base plus consumption charges
Sewer	40.00	n/a	Base charges
Irrigation, if applicable	varies	n/a	Base charges
Garbage	17.13	n/a	Base charges
Garbage (add'l cans)	2.98/can	n/a	Add'l can charges
Storm water	5.50	n/a	Base charges

*Example (assumes water consumption of 25,000 gallons and resident has one garbage can):*

Water	34.00	
	35.20	= (25,000-3000)/100*.16
Sewer	40.00	
Garbage	17.13	
Storm water	5.50	
<b>Total</b>	<b>131.83</b>	



3801 W. Van Giesen Street \* West Richland, WA 99353 \* [www.westrichland.org](http://www.westrichland.org)  
Public Works Department \* (509) 967-5434 \* FAX (509) 967-2419  
Community Development Department\* (509) 967-5902 \* FAX (509) 967-2419

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## **CROSS CONNECTIONS**

### **What are cross connections?**

Cross connections are any potential for the contamination of the City water supply due to the backflow of contaminated water into the pipes which feed into the house or come from the City's water mains.

***A common type of backflow that can occur is from an [irrigation system](#).***

In accordance with State law, backflow prevention assemblies are required to be installed on any irrigation systems that are connected to City water. The type of device required depends on the hazard potential which exists. Hazard potential is classified as either high or low. The State of Washington Department of Health, WAC 246.290.490 defines high and low health hazards.

A high health hazard potential typically exists when the irrigation system is connected to an unapproved water source, such as an irrigation district (CID or KID), and to City water. A low health hazard potential typically exists when the irrigation system is connected to City water.

A high health hazard potential requires the installation of a Reduced Pressure Backflow Assembly (RPBA). A low health hazard potential requires the installation of a Double Check Valve Assembly (DCVA) or Pressure Vacuum Breaker Assembly (PVBA). PVBAs do not provide adequate protection if they are subjected to flooding, backpressure, elevated piping or if compressed air is used to winterize the irrigation system. In these situations, an approved DCVA is required. Drawings of each of these types of assemblies are provided.

***All backflow prevention assembly devices are required to be tested annually in accordance with State law.***

### **Why is an irrigation system that is connected to City water a potential hazard?**

Lawn's can be/are typically maintained with fertilizers, weed control chemicals, etc. Because there are various points in a sprinkler system where the sprinkler head is not leak tight, there is potential for chemicals and other types of contaminants to get into the irrigation pipes. Those contaminants could then backflow into the water pipes that are feeding the house or coming from the City's water mains.

### **How can I tell if my irrigation system has a backflow assembly device installed?**

RPBA's are installed above ground, so you should be able to visibly see them on your irrigation valve assembly. DCVA's are installed underground in an irrigation box. The age of your home should be an indicator of which assembly is installed. All newer construction is required to have an approved and tested backflow prevention assembly device installed prior to completion of construction.

If you are unsure if a device is installed, contact the City's Public Works Department at (509) 967-5434 for assistance.

### **My irrigation system is only connected to the irrigation district. Do I still need a backflow prevention assembly?**

No, but keep in mind that if you ever would like to or do connect your irrigation system to City water to supplement your irrigation water, you will be required to install an approved RPBA. The City's Cross Connection Specialist is required to inspect the installation and test the RPBA once installation is completed.

### **When do I need to have my backflow prevention assembly tested?**

Testing is required annually. The results of the test are due to the City by the 15<sup>th</sup> of the month in which your property's annual test is required. The City's Cross Connection Specialist sends out courtesy reminders a month in advance to all properties which have a test due in a given month. Please look for a postcard and/or letter which serves as your reminder to have your test done.

### **What do I need to do to have my backflow prevention assembly tested?**

The City maintains an up-to-date list of those who are certified to test an assembly. Please see [www.westrichland.org/Departments/Public Works](http://www.westrichland.org/Departments/Public%20Works) or contact the City at (509) 967-5434. The results of the test are to be provided to the City's Cross Connection Specialist by the 15<sup>th</sup> of the month.

*Verify with the company you use if they will be providing the test results directly to the City or if you will need to provide the test results.*

Testers typically charge a fee to complete the test.

### **What happens if my test results show a failure of the backflow prevention assembly?**

The City's Cross Connection Specialist will work with you and/or the tester you hire to remedy any failures or problems that result from the test.

### **I have a pressure pump connected to City water for my house. Does the backflow prevention assembly on the pump need to be tested?**

Yes, all backflow prevention assemblies are required by State law to be tested annually.

### **What happens if I forget to get the test done?**

Test results not provided to the City's Cross Connection Specialist by the required due date result in the water service to the property being disconnected until the test results are provided and approved. Disconnection and reconnection fees as well as late penalties (\$35 for low hazards and \$75 for high hazards) apply, all of which must be paid prior to the restoration of the water service as well as the scheduling of the test by a Certified Backflow Tester. *You will receive notice prior to the disconnection of your water service.*

### **I am renting this property, am I responsible for the annual testing of the backflow prevention assembly?**

Any responsibility for maintenance of the property you are renting should be spelled out in your lease agreement. If you are unsure, contact your landlord, owner or property manager. Reminders of the approaching testing due date will be sent to the owner, landlord or property manager **and** the tenant. If you are concerned about whether the test has been or will be completed, please contact the owner, landlord or property manager.

### **Where can I get more information about this?**

Any questions about backflow assemblies or testing dates for your property can be directed to Jim Beeman, Cross Connection Specialist at (509) 967-5434 or by email at [jbeeman@westrichland.org](mailto:jbeeman@westrichland.org). The City's website also contains information about cross connections at [www.westrichland.org/Departments/Public Works](http://www.westrichland.org/Departments/Public%20Works).

**THANK YOU FOR HELPING TO KEEP OUR  
DRINKING WATER SAFE AND CLEAN!!!**



## Regional & Community Parks

### Bombing Range Sports Complex

3200 Bombing Range Road,  
Acreage: 25 / Parking Spaces: 137 (west lot) and 117 (east lot)

Features:

- Clubhouse and concession stands
  - electricity is available
- Playfields
  - Four baseball fields with backstops, scoreboard, dugouts and fencing
  - Six soccer fields
  - Football field with goals and scoreboard
  - Practice areas for each
- Paved and lighted parking lot
- Picnic areas
- Benches and picnic tables
- Walkways
- Play equipment
- Restrooms

### Flat Top Community Park

4749 W. Van Giesen  
Acreage: 10 / Parking Spaces: 180+

Features:

- Community pavilion with sinks and a workroom
    - electricity is available
  - Playfields and a tennis and basketball court
  - Horseshoe pits
  - Veteran's Memorial in the park
  - Paved and lighted parking lot
  - Picnic areas and BBQs
  - Benches and picnic tables
  - Walkways
  - Play equipment
  - Restrooms
- Many community events are held here including:
- Concerts at the Park
  - National Night Out
  - Harvest Festival
  - Carols & Cocoa

### Parks at the Lakes

Access from Bombing Range Road or Lakeside Lane  
Acreage: 20 / Parking Spaces: 19 (Bombing Range Road), 6 (Lakeside Lane)

Features:

- Paved parking lot
- Picnic areas
- Benches and picnic tables
- 1.43 mile paved trail

### South Highlands Park

2010 Humming Bird Ln.  
Acreage: 2.5

Features:

- Tennis and basketball courts
- Picnic areas and BBQs
- Benches and picnic tables
- Play equipment
- Dog water stations
- Bike racks

### Yakima River Gateway Park – Coming Soon!

Butte Court

Features:

- Non-motorized boat launch to the Yakima River
- Public access to the river
- Paved parking
- Walkways
- Restrooms

### Coyote Park

2401 S. Highlands Blvd  
Acreage: 2.8

Features:

- Basketball court
- Horseshoe pits
- Shelters, benches and picnic tables
- Play equipment



### Edgewater Park

4507 Chelan Dr.

Acreage: 0.5

Features:

- Horseshoe pits
- Play equipment

### Glenn Memorial Park

5901 Gray St.

Acreage: 1.6 / Parking Spaces: 24 (shared with the Senior Center)

Features:

- Basketball courts
- Playfields
- Benches and picnic tables
- Play equipment
- Restrooms (located inside the Senior Center, limited hours)
- Bike racks

### Enterprise Park

4900 Spirea Ct.

Acreage: 6 / Parking Spaces: Additional parking off bombing range

Features:

- Benches and picnic tables

### Grant Court Park

3713 Grant Lp.

Acreage: <1

Features:

- Benches
- Play equipment

### Luanne Estates Park

Fern Lp.

Acreage: <1

Features:

- Play equipment

### Melinda Park

4313 Melinda Dr

Acreage: 0.75

### Paradise Park

1800 S. Highlands Blvd.

Acreage: 1

Features:

- Play equipment

### Paul Keith Wetland Reserve

Off Keene Rd near the intersection with W. Lattin / Acreage: 8.5

### Yellowstone Trail Park - NEW!

106 Austin Dr.

Acreage: 1 / Parking Spaces: 8

Features:

- Community garden with 42 raised garden beds available for rent  
This park was named after the "Yellowstone Trail", the first transcontinental automobile highway in the U.S., which ran along Van Giesen St. next to this location.

### Wildcat Park

Paradise & 50th St.

Acreage: <1

Features:

- Drinking fountain
- Benches & picnic tables

## Did you Know ?



**Park Reservations:** Our beautiful city parks are available for reservation for groups or individuals. Please see [www.westrichland.org/Departments/Parks](http://www.westrichland.org/Departments/Parks) for information on city parks. To reserve a park, please contact our Planning Department at 509-967-5902 for terms and up-to-date pricing.



**Senior Center:** The senior center located at 616 N. 60th is home to the West Richland Senior Association. A variety of classes and activities are offered at the center for area seniors and their families.



**Building Permits:** Permits are required for decks, swimming pools and other improvements, with placement site plan approval required for fences and sheds under 200 Sq Ft. Please see [www.westrichland.org/Departments/Community Development/Building](http://www.westrichland.org/Departments/Community Development/Building) for a complete list of permit applications and informational resources regarding various types of property improvements.



**Business Licenses:** Business Licenses are required for anyone doing business within the City. Apply on-line at <http://business.wa.gov/BLS>. For additional information, please contact the City at 509-967-7100 or the Department of Revenue at 1-800-451-7985.



**Solicitors:** The City requires those who are soliciting within the City to obtain a solicitors license which includes a screening. If you are unsure of someone who is soliciting at your door, please ask to see their solicitors license. If you are still unsure about a solicitor, please contact our police non-emergency line at 509-628-0333.



**Fireworks:** Fireworks are legal July 2nd & July 3rd between 6pm and 11pm; July 4th between 6pm and 12 midnight and December 31st between 6pm and 1am January 1st. Fireworks are banned in all City parks and on school property, including parking lots.



**Burning:** Please call the Benton Clean Air Authority at 509-783-1304 for burning information.



**Street Lights:** Notice a street light is out? Please call our Public Works department at 509-967-5434 to report it.



**Roadway Potholes or Hazards:** Please call our Public Works department at 509-967-5434 to report it.

## Who Do I Call ?

• Emergencies .....	911	• Police Non-Emergencies .....	509-628-0333
• Fire and Emergency .....	911	• Fire Department .....	509-967-9232
• Lost Dog .....	509-967-3425	• Noisy Animal .....	509-628-0333
• Park Reservations .....	509-967-5902	• Code Enforcement .....	509-967-5902
• Utility Service .....	509-967-5434	• Utility Billing Questions .....	509-967-3431
Water Leaks		• Building Questions .....	509-967-5902
Sewer Backup			

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