



Staff use Area	<p>Permit Number: _____</p> <p>Project Number: _____</p> <p>Related Permit(s): _____</p> <p>_____</p> <p>_____</p>																					
	DRT	Date Stamp																				
1	<p>A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.</p> <p>Submittal Requirements: Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required.</p>																					
2	<p>General:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Appl.</th> <th style="text-align: left;">Staff</th> <th style="text-align: left;"></th> <th style="text-align: right;"># of Copies</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>A completed permit application</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>A completed supplemental permit application</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certificate of Water Availability. Available at Northshore Utility District located at 6830 NE 185th St Kenmore, WA 98028 or phone 425-398-4400.</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certificate of Sewer Availability. Available at Northshore Utility District located at 6830 NE 185th St Kenmore, WA 98028 or phone 425-398-4400.</td> <td style="text-align: right;">5</td> </tr> </tbody> </table>		Appl.	Staff		# of Copies	<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application	5	<input type="checkbox"/>	<input type="checkbox"/>	A completed supplemental permit application	5	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Water Availability. Available at Northshore Utility District located at 6830 NE 185 th St Kenmore, WA 98028 or phone 425-398-4400.	5	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Sewer Availability. Available at Northshore Utility District located at 6830 NE 185 th St Kenmore, WA 98028 or phone 425-398-4400.	5
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3 cont	<ul style="list-style-type: none"> ▪ Boundaries of critical areas (streams, wetlands, fish and wildlife habitats of importance, flood hazard areas, shorelines, landslide hazard, erosion hazard, seismic hazard) and boundaries of required buffers and building setbacks. ▪ If the property is within the jurisdiction of the Shoreline Management Act, the map page should include the location of the water body and the Ordinary High Water Mark (OHWM) and the Shoreline Environment Designation (Urban, Rural, Conservancy, or Natural). 				
4	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%; border: none;">Appl. <input type="checkbox"/></td> <td style="width: 10%; border: none;">Staff <input type="checkbox"/></td> <td style="width: 80%; border: none;">Lot Closure Calculations</td> <td style="width: 10%; border: none; text-align: right;"># of Copies 5</td> </tr> </table>	Appl. <input type="checkbox"/>	Staff <input type="checkbox"/>	Lot Closure Calculations	# of Copies 5
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7	<p>NOTES:</p> <ul style="list-style-type: none"> ▪ This project qualifies for the City's Development Review Program ▪ All permit application fees are due at application intake (see fee schedule) 				