



Staff use Area	Permit Number: _____	
	Project Number: _____	
	Related Permit(s): _____	

	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	<input type="checkbox"/> <input type="checkbox"/> A completed permit application 5 <input type="checkbox"/> <input type="checkbox"/> A completed supplemental permit application 5	
3	<input type="checkbox"/> <input type="checkbox"/> Final Plat Map 5 <ul style="list-style-type: none"> ▪ Must be prepared by a licensed surveyor in the State of Washington. 	
4	<input type="checkbox"/> <input type="checkbox"/> Title Report Update 5 <ul style="list-style-type: none"> ▪ Certificate should be updated within 30 days of the date of recording. 	
5	<input type="checkbox"/> <input type="checkbox"/> Tree Retention/Replacement Plan (if engineering submittal required) 5 Must be prepared by a qualified tree protection professional: <ul style="list-style-type: none"> ▪ Submittal of a Landscape Bond Quantity Worksheet is required if trees are proposed to be planted to comply with the minimum tree density requirements outlined in KMC 18.57.060. 	
6	<input type="checkbox"/> <input type="checkbox"/> Lot Closure Calculations 5	
7	<input type="checkbox"/> <input type="checkbox"/> Preliminary Short Plat Decision (staff report) (if engineering submittal required) 5	
8	<input type="checkbox"/> <input type="checkbox"/> One Copy of CD (electronic submittal) 1 <ul style="list-style-type: none"> ▪ PDF file of <i>all</i> maps and plans (11"x17") ▪ Separate PDF files from maps/plans and reports, labeled appropriately 	
9	<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) 	