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CITY OF KENMORE, WA
REASONABLE USE EXCEPTION CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028 425-398-8900 www.kenmorewa.gov

Staff use Area

Permit Number: _____

Project Number: _____

Related Permit(s): _____

DRT

Date Stamp

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.

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.

1 General:

Appl.	Staff		# of Copies
☐	☐	A completed permit application	5
☐	☐	A completed supplemental permit application	5
☐	☐	Certificate of Water Availability. Available at Northshore Utility District located at 6830 NE 185th St Kenmore, WA 98028 or phone 425-398-4400.	5
☐	☐	Certificate of Sewer Availability. Available at Northshore Utility District located at 6830 NE 185th St Kenmore, WA 98028 or phone 425-398-4400.	5

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☐ ☐ **Reasonable Use Exception Justification Report** 5

- Provide detailed justification to *all* decisional criteria listed in KMC 18.55.180.
- Provide any supplemental documents which may explain/support the justification.

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☐ ☐ **Site Plan package** (18”x 24”) 5

The following information must be shown on the site plan; use additional sheets as necessary:

- Site plan size, a minimum of 18”x24” drawn to a legible engineering scale
- Name of person who prepared the site plan, surveyor/engineer/architect stamp and signature.
- Name and address of owner, applicant, engineer, and architect
- North arrow and vicinity map. Show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries
- Tax parcel number
- Legal description of the property boundary
- Area in square feet or acres of the total property.
- Existing and proposed impervious surface calculations and breakdown of the total impervious area
- Zoning designation of property and surrounding properties
- Topographic contours with intervals at a maximum of 5 feet
- All adjacent streets, including street name, right-of-way width, and improvements (i.e. pavement width, sidewalk, shoulders). Provide radius of cul-de-sacs.
- Location and dimension of proposed streets/access (width, radius of cul-de-sacs, and sidewalks)

3 cont			▪ Sight distance measurements at all access locations ▪ Location, dimension, and use of existing and proposed easements. Reference recording numbers ▪ Existing structures, retaining walls, septic tanks, drainfields and wells, and distances to existing and proposed property lines. Identify if any structures are to be removed or demolished. ▪ 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. ▪ Location, dimensions, and design of off-street parking facilities showing points of ingress and egress (see KMC 18.40 and 1993 King County Road Standards). ▪ Any additional information that will assist staff in reviewing the proposed reasonable use exception.	
	Appl.	Staff		# of Copies
4	☐	☐	**Conceptual Civil Plans** ▪ Conceptual plans of proposed water distribution systems, storm sewers, sewage systems, proposed location of detention vault/pond. ▪ Plans prepared per King County Road Standards and KMC 12.50; and 2009 King County Surface Water Design Manual and KMC 13.35.	5
5	☐	☐	**Drainage Review** ▪ This off-site analysis must be prepared in accordance with the requirements of the adopted 2009 King County Surface Water Design Manual and KMC 13.35. ▪ This off-site analysis must assess potential off-site drainage impacts associated with development of the project and to help propose appropriate mitigation of impacts. ▪ A higher level of off-site analysis may be requested prior to approval or as a condition of engineering plan submittal.	5
6	☐	☐	**Sight Distance Measurements** ▪ Measure sight distance measurements at all access locations. ▪ If sight distance does not meet King County Road Standards, as adopted by Kenmore, then a Road Standards Variance shall be submitted.	5
7	☐	☐	**Road Standards Variance** (if required) ▪ Variance justification to deviate from any of the road standards in KMC 12.50 or King County Road Standards prepared in accordance with the KCRS. ▪ Completed road standards variance application (separate application).	5
8	☐	☐	**Copies of applications for other requested permits** ▪ Submit copies of application materials and plans	5
9	☐	☐	**Critical Area Studies** ▪ A wetlands delineation and categorization report (if wetlands are present on or adjacent to the subject property). ▪ A stream delineation and assessment study (if streams are located on or adjacent to the subject property). ▪ A geologic hazards report/soils report (if steep slopes, landslide hazard, seismic hazard, or erosion hazard areas are located on or adjacent to the subject property). ▪ A habitat management plan (if fish and wildlife habitats of importance are located on or adjacent to the subject property). ▪ Conceptual mitigation plan prepared per KMC 18.55. ▪ See also critical area study requirements handout.	5
10	☐	☐	**SEPA Checklist** (if required) ▪ See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800.	5

	Appl.	Staff		# of Copies
11	☐	☐	**One Copy of CD** (electronic submittal) ▪ PDF file of *all* maps and plans (11" x 17") ▪ PDF files of *all* technical reports (TIR, critical area reports, geotechnical studies, TIA, etc). ▪ Separate PDF files from maps/plans and reports, labeled appropriately	1
12	☐	☐	**Mailing Address Labels** ▪ For property owners located within 1,000 feet of the site, but the area shall be expanded as necessary to send to at least 20 different nearby property owners. ▪ Mailing labels can be obtained from a title company.	3
13	☐	☐	**Title Report** Prepared by a licensed title insurance agency (prepared within 3 months of application). Include the following: ▪ Date of segregation ▪ Legal description ▪ Existing easement agreements for ingress, egress, utilities, and drainage ▪ Deed restrictions or other property encumbrances	5
14	**NOTES:**		▪ This project qualifies for the City's Development Review Program ▪ All permit application fees are due at application intake (see fee schedule)	