

225

CITY OF KENMORE, WA RE-ZONE 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																				
<p>Properties that are designated public and semi-public and that are less than one acre in size may be reclassified to the most prevalent zoning district surrounding the property through consideration of the Type 4 permit process, provided the requested zoning classification does not conflict with the overall intent of the public and private facilities comprehensive plan land use designation. (KMC 18.27.070)</p>																						
1	Property Address: _____ Parcel Number: _____ Legal Description: _____ Current Zoning District: _____ List all Adjacent Zoning Districts: _____ Prevalent Surrounding Zoning District: _____ Proposed Zoning District: _____																					
<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	General: <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	<input type="checkbox"/> <input type="checkbox"/> Re-Zone Justification Report <ul style="list-style-type: none"> ▪ Provide detailed justification report. 																					
4	<input type="checkbox"/> <input type="checkbox"/> Site Plan package (18"x 24") The following information must be shown on the site plan; use additional sheets as necessary: <ul style="list-style-type: none"> ▪ 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. 																					

<p>4 cont</p>	<ul style="list-style-type: none"> ▪ 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 ▪ Current 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) ▪ 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 re-zone.
<p>5</p>	<p><input type="checkbox"/> <input type="checkbox"/> SEPA Checklist (if required) 5</p> <ul style="list-style-type: none"> ▪ See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800.
<p>6</p>	<p><input type="checkbox"/> <input type="checkbox"/> One Copy of CD (electronic submittal) 1</p> <ul style="list-style-type: none"> ▪ PDF file of <i>all</i> maps and plans (11" x 17") ▪ PDF files of <i>all</i> technical reports (TIR, critical area reports, geotechnical studies, TIA, etc). ▪ Separate PDF files from maps/plans and reports, labeled appropriately
<p>7</p>	<p><input type="checkbox"/> <input type="checkbox"/> Mailing Address Labels 3</p> <ul style="list-style-type: none"> ▪ For property owners located within 1,000 feet of the boundaries of the subject property. Mailing labels can be obtained from a title company.
<p>8</p>	<p><input type="checkbox"/> <input type="checkbox"/> Title Report 5</p> <p>Prepared by a licensed title insurance agency (prepared within 3 months of application). Include the following:</p> <ul style="list-style-type: none"> ▪ Date of segregation ▪ Legal description ▪ Existing easement agreements for ingress, egress, utilities, and drainage ▪ Deed restrictions or other property encumbrances
<p>9</p>	<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)