



**Project Number:** \_\_\_\_\_

**Parent Number:** \_\_\_\_\_

**Related Permit(s):** \_\_\_\_\_

Pre-App Complete?  Yes  No \_\_\_\_\_ Staff Initials

### SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum requirements 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. Acceptance does not deem the application complete. 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.

### SECTION 2: IMPORTANT INFORMATION

- A pre-application meeting is required prior to intake for this project type.
- This application must be applied for online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com). No appointment needed. Log on, create an account, and begin managing your project electronically.
- For questions about the submittal process, please contact Development Services at 425-398-8900 or via email at [permittech@kenmorewa.gov](mailto:permittech@kenmorewa.gov).
- All application fees are due at intake (see fee schedule).
- Forms are available online at <https://www.kenmorewa.gov/formslibrary>.

### SECTION 3: REQUIRED DOCUMENTS

| Appl.                    | Staff                    |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Permit application</b> (form #101) and <b>project narrative</b> (including information regarding critical areas)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Mailing Address Labels – can be obtained from a title company</b> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ For online submittals through MyBuildingPermit.com mailing shall be submitted to the City within 2 days of the online application.</li> <li>▪ 3 copies of mailing labels are required</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Certificate of Water Availability</b> from Northshore Utility District, <a href="http://www.nud.net">www.nud.net</a>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Certificate of Sewer Availability</b> from Northshore Utility District, <a href="http://www.nud.net">www.nud.net</a> .   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Copies of applications for other related permits or approvals</b> <ul style="list-style-type: none"> <li>▪ Submit copies of application materials and plans for permits related to this work. Examples include JARPA, HPA permit, etc.</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Title Report – dated within 30 days</b> <ul style="list-style-type: none"> <li>▪ Showing date of segregation, legal description, existing easement agreements for ingress, egress, utilities, and drainage and deed restrictions or other property encumbrances.</li> <li>▪ Attachments of all recorded documents related to the report.</li> </ul>  |

### SECTION 4: REQUIRED PLANS & REPORTS

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Plat Map</b> <ul style="list-style-type: none"> <li>▪ Site plan size, a minimum of 18"x24" drawn to a legible engineering scale.</li> <li>▪ Name of person who prepared the site plan, surveyor/engineer/architect stamp and signature.</li> </ul> <i>Continued on page 2...</i> <ul style="list-style-type: none"> <li>▪ Name and address of owner, applicant, engineer, and/or architect.</li> <li>▪ North arrow and vicinity map. Show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries.</li> <li>▪ Tax parcel number and address.</li> </ul> |
|--------------------------|--------------------------|--|

- Legal description of the property boundary and dimensions of all proposed lots.
- Net and gross site area in square feet and acres.
- 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).
- 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, drain fields and wells, and distances to existing and proposed property lines. Identify if any structures are to be removed or demolished.
- Proposed structures including dimensions and setbacks from property lines.
- 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.
- Owners of land adjacent to the project site and the names of any adjacent subdivisions

 

**Conceptual Civil Plan**

- Conceptual plans of proposed water distribution systems, storm sewers, sewage systems, proposed location of detention vault/pond.
- Plans prepared per Kenmore Road Standards and 2016 King County Surface Water Design Manual and KMC 13.35

**Drainage Analysis**

- This off-site analysis must be prepared in accordance with the requirements of the adopted 2016 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.

 

**Tree Management & Protection Plan**

- Tree survey and inventory prepared by a surveyor.
- Arborist report prepared by an ISA certified arborist containing a tree assessment and recommendations for preservation.
- Tree protection plan prepared by a surveyor or landscape architect based on the tree inventory, reflecting arborist recommendations and meeting tree density requirements.
- Also see the Guide to Development a Tree Management Plan (form #503).

 

**Landscape Plan**

- Prepared in accordance with KMC 18.35.
- The landscape plan is not the same as the Tree Management and Protection Plan.

 

**Traffic Impact Analysis (TIA)**

- See the Traffic Impact Analysis handout (form #314) for specific requirements.

 

**Road Standards Variance** (form #310) – if required

- Variance justification to deviate from any of the Kenmore Road Standards.

 

**Critical Area Studies** – if required

- A wetlands delineation and categorization report prepared by a licensed professional biologist (if wetlands are present on or adjacent to the subject property).
- A stream delineation and assessment study prepared by a licensed professional biologist (if streams are located on or adjacent to the subject property).
- A geologic hazards report/soils report prepared by a licensed professional geotechnical engineer (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/restoration plan prepared per KMC 18.55.

 

**SEPA Environmental Checklist** – if required

- See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800.
- Use Department of Ecology's most recent version.