



18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Permit Number: \_\_\_\_\_

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

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

Pre-App Complete?  Yes  No

**SECTION 1: HOW TO USE THIS CHECKLIST**

This checklist identifies the minimum submittal 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 on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate reviewer and/or department prior to intake, to have the item(s) initialed as not required.

**SECTION 2: IMPORTANT INFORMATION**

- Permit and land use applications are accepted online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) ("MBP").
- Once accepted, an invoice will be uploaded to MBP by the department. All permit application fees are due at intake and upon receipt of the invoice. Failure to pay fees may result in an incomplete application and/or late fees.
- Late fees: Pursuant to KMC 20.05.040, invoices not paid after the thirtieth (13<sup>th</sup>) day after receipt of an invoice are considered late and are subject to penalty. A late penalty payment equal to one and one-half percent (1.50%) of the delinquent unpaid balance, compounded monthly, shall be assessed on the delinquent unpaid balance.
- Forms are available online at [www.kenmorewa.gov/developmentservices](http://www.kenmorewa.gov/developmentservices).

**SECTION 3: REQUIRED DOCUMENTS**

- Permit application** (form #101)
  - If properties owners differ, form #101 is required for each lot
- Project Narrative**
  - Can be included in the application description field or as a separate document.
- Owner Authorization** (form #102)
  - If properties owners differ, form #102 is required for each lot
- Certificate of Water Availability**
  - Available from Northshore Utility District, [www.nud.net](http://www.nud.net)
- Certificate of Sewer Availability**
  - Available from Northshore Utility District, [www.nud.net](http://www.nud.net)
- Title Report**
  - Showing date of segregation, legal description, existing easement agreements for ingress, egress, utilities, and drainage and deed restrictions or other property encumbrances.
  - Dated within 30 days.
  - Attachments of all recorded documents related to the report.

**SECTION 4: REQUIRED PLANS & REPORTS**

- Boundary Line Adjustment Map**
  - Prepared by a licensed surveyor in the State of Washington in accordance with Chapter 332-130 WAC and Chapter 58.09 RCW.
  - Site plan size, a minimum of 18"x24" drawn to a legible engineering scale.
  - Name of person who prepared the map, surveyor seal (stamp), signature, and date.
  - Name and address of owner, applicant and engineer.
  - North arrow and professional vicinity map (*not* Google maps). Show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries.

*Continued on page 2...*

- Tax parcel number and address.
- Legal description of the property boundary and dimensions of all proposed lots.
- Net and gross site area in square feet and acres.
- Dashed lines for existing property lines that are being adjusted and solid lines for proposed property lines.
- Bearings and distances of all existing and proposed property lines.
- Adjacent street names and locations.
- Location, dimension, and use of existing and proposed easements; include the recording number(s) as a reference.
- Existing wells, septic tanks and/or drainfields, and distances to property lines.
- Label parcels as Lot A, Lot B, etc., so that they match legal descriptions.
- Boundaries of critical areas (do not show buffers)
  - Streams;
  - Wetlands;
  - Fish and wildlife habitats of importance;
  - Flood hazard areas;
  - Landslide hazard;
  - Erosion hazard;
  - Seismic hazard;
  - Shorelines.

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.



**Lot Closure Calculations**