



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

This BSP is:  Final  Conceptual (land use stage)

**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)
- Project Narrative**
  - Can be included in the application description field or as a separate document. For complex projects, a separate document (detailed narrative) should be provided.
- Owner Authorization** (form #102)
- 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**

- Binding Site Plan Map** (18"x24") with the following information:
  - Map shall be prepared on forms 18" x 24" in size, allowing for a 2" border on one of the 18" sides, to allow for binding, and one ½ " borders on the other three sides. The 2" border will typically be on the top or left side depending on the configuration of the drawing.
  - Signature and stamp of the land surveyor who prepared the binding site plan in accordance with Chapter 332-130 WAC and Chapter 58.09 RCW.
  - Reference to the recording number of the completed survey if the boundaries have been previously surveyed.
  - Reference to all agreements or covenants required as a condition of approval.

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- Signature line for all parties having an ownership interest in the land being divided.
  - Company Name, Name of Authorized Signatory, and Title
- Approval line for the development engineer.
- Approval line for the King County assessor.
- Approval line for the Director of Development Services.
- Recording certificate required for signature of the Director of Development Services.
- City file number noted on *each sheet*.
- Identification of lots by number on a binding site plan containing more than one lot. Tracts shall be similarly designated and each tract shall be clearly identified with the ownership, maintenance responsibilities, access provisions, and purpose.
- Identify the areas and locations of all streets, roads, improvements, utilities, open spaces, sensitive areas, parking areas, landscaped areas, surveyed topography for preliminary map, water bodies, and drainage features and building envelopes.
  - Identify streets as public or private
- Contain inscriptions or attachments setting forth such limitations and conditions for the use of the land as are established by the director.
- Contain provisions requiring any development or division of land to be in conformance with the approved site plan.
- Location, dimension, and use of existing and proposed easements. Reference recording numbers.
- 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**

#### **Standard Notes**

- The collective lots described within the binding site plan (“Development”) shall continue to function as one site with respect to, but not limited to, lot access, interior circulation, open space, landscaping, drainage facilities, facility maintenance and parking.
- The Development is subject to limitations and conditions for the use of the land as established by the City of Kenmore.
- Future development and/or division of land shall be in conformance with the approved site plan. Alteration of a binding site plan shall be accomplished by following the same process required for a new application as set forth in the Kenmore Municipal Code. Changes to a building permit, site plan review or general site plan within a binding site plan area shall also require alteration of the binding site plan unless the City of Kenmore determines that such changes are consistent with the approved binding site plan.
- Conditions of use, maintenance and restrictions on redevelopment of shared open space, parking, access and other improvements shall be identified and enforced by covenants, easements or other similar mechanisms.
- Lots, parcels or tracts created through the binding site plan procedure shall be legal lots of record. All provisions, conditions and requirements of the binding site plan shall be legally enforceable on the purchaser or any other person acquiring a lease or other ownership interest of any lot, parcel, or tract created pursuant to the binding site plan. “Tract” means land reserved for specified uses including, but not limited to, reserve tracts, recreation, open space, critical areas, surface water retention, utility facilities and access. Tracts are not considered lots or building sites for purposes of residential dwelling construction. “Lot” means a physically separate and distinct parcel of property that has been created pursuant to the provisions of this title, or pursuant to any previous laws governing the segregation of land.
- No person shall sell, transfer or lease any lot, tract or parcel created pursuant to the binding site plan that does not conform to the requirements of the binding site plan or without binding site plan approval.

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- It is unlawful for any person to keep, maintain or deposit on any property in the City a public nuisance including, but not limited to, the following: A. Open storage of rubbish or junk including, but not limited to, refuse, garbage, scrap metal or lumber, concrete, asphalt, tin cans, tires and piles of earth, not including compost bins; B. Combustible material likely to become easily ignited or debris resulting from any fire and which constitutes a fire hazard, as defined in the fire code as adopted by the City; and C. Abandoned vehicles wrecked, dismantled or inoperative vehicles or remnant parts thereof.
- Landscape maintenance shall be consistent with the approved landscape plan on file with the City of Kenmore (file no. \_\_\_\_\_). Any deviations from the landscape plan shall be approved by the City of Kenmore.
- The owner(s) of the land(s) hereby subdivided (grantor) hereby grants and conveys to the public and the City of Kenmore, its successors and assigns, a perpetual easement for emergency vehicle access, together with the right of ingress and egress thereto across adjacent land(s) of the grantor for this purpose. The owner(s) shall maintain the pavement and sub-base of the easement area in a manner sufficient for the use by emergency vehicles and shall be solely responsible for all costs of doing so. This easement and conditions shall be a covenant running with the land and shall be binding upon the successors, heirs and assigns of the owner(s) of the land hereby subdivided. The City of Kenmore, its successors and assigns shall have the right, at such time as may be necessary, to enter upon said easement for emergency purposes. Grantor reserves the right to use the easement area for any purposes not inconsistent with the rights herein granted, provided; that grantor shall not erect or maintain any building or other structure, or permit any obstruction within the easement area which would interfere with the exercise of the right of access herein granted including ingress and egress to and from the easement area. The locations of the easement hereby granted and conveyed are graphically identified hereon as "emergency vehicle access easement."
- For sites with critical areas: Reasonable access to the site shall be provided to the City, State, and federal agency review staff for the purpose of inspections of the critical area during any proposal review, restoration, emergency action, or monitoring period.
- The articles of incorporation for the \_\_\_\_\_ townhomes homeowner's association were filed with secretary of State on \_\_\_\_\_, 20\_\_\_. Lots and tracts within this plat are subject to the covenants, conditions, and restrictions for the \_\_\_\_\_ townhomes homeowner's association, recorded under King County recording number \_\_\_\_\_ and to revisions to the articles as they from time to time are revised.
- All development and use of the land described herein shall be in accordance with this binding site plan, as it may be amended with the approval of the city, town, or county having jurisdiction over the development of such land, and in accordance with such other governmental permits, approvals, regulations, requirements, and restrictions that may be imposed upon such land and the development and use thereof. Upon completion, the improvements on the land shall be included in one or more condominiums or owned by an association or other legal entity in which the owners of units therein or their owners' associations have a membership or other legal or beneficial interest. This binding site plan shall be binding upon all now or hereafter having any interest in the land described herein.
- All provisions, conditions, and requirements of the binding site plan shall be legally enforceable on the purchaser or any other person acquiring a lease or other ownership interest of any lot, parcel, or tract created pursuant to the binding site plan.

**Covenants, Conditions & Restrictions (CC&Rs)**

**Critical Area Studies** (if required)

- 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.

**SEPA 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 of the Environmental Checklist.