



Permit Number: _____ Project Number: _____ Related Permit(s): _____ _____ _____	Date Stamp
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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.

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

- An intake appointment is required to submit this application at the permit counter. Contact Development Services at 425-398-8900 or via e-mail at permittech@kenmorewa.gov to schedule an appointment.
- Want to skip the line? This application can be applied for online at www.MyBuildingPermit.com. No appointment needed. Log on, create an account and begin managing your project electronically.
- All permit application fees are due at intake (see fee schedule).
- Forms are available online at www.kenmorewa.gov/developmentservices.

SECTION 3: REQUIRED DOCUMENTS

	Appl.	Staff		# of Copies
<input type="checkbox"/>	<input type="checkbox"/>		Permit application (form #101) and detailed project narrative	2
<input type="checkbox"/>	<input type="checkbox"/>		Disk or USB drive	1
			<ul style="list-style-type: none"> ▪ PDF files of <u>all</u> documents associated to the application and described in this checklist. ▪ Documents shall be separate PDF files and labeled appropriately (do <i>not</i> save one large PDF). 	
<input type="checkbox"/>	<input type="checkbox"/>		Letter Requesting the Exemption(s)	2
			<ul style="list-style-type: none"> ▪ Provide a detailed narrative describing: <ul style="list-style-type: none"> ○ How the proposal qualifies for a Shoreline Substantial Development (SSDP) exemption under the criteria outlined in WAC 173-27-040. ○ How the proposal qualifies for a State Environmental Policy Act (SEPA) exemption under the criteria outlined in WAC 197-11-800. ○ How the proposal qualifies for a City of Kenmore Critical Area Exemption under the criteria outlined in KMC 18.55.150. ▪ The burden of proof that a development or use is exempt is on the applicant. 	
<input type="checkbox"/>	<input type="checkbox"/>		Copies of applications for other related permits or approvals	1
			<ul style="list-style-type: none"> ▪ Submit copies of application materials and plans for permits related to this work. Examples include JARPA, HPA permit, etc. 	
<input type="checkbox"/>	<input type="checkbox"/>		Title Report	2
			<ul style="list-style-type: none"> ▪ 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

<input type="checkbox"/>	<input type="checkbox"/>	<p>Site Plan Package</p> <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. ▪ Name and address of owner, applicant, engineer, and/or 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 and address. ▪ 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 	2
<input type="checkbox"/>	<input type="checkbox"/>	<p>Critical Area Studies – if required</p> <ul style="list-style-type: none"> ▪ 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. 	3
<input type="checkbox"/>	<input type="checkbox"/>	<p>SEPA Environmental Checklist (form #212) – if not exempt from SEPA</p>	3
<input type="checkbox"/>	<input type="checkbox"/>	<p>Mailing Address Labels (if SEPA required)</p> <ul style="list-style-type: none"> ▪ 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