



Staff use Area	Permit Number: _____
	Project Number: _____
	Related Permit(s): _____ _____
	Pre-App Complete? <input type="checkbox"/> Yes <input type="checkbox"/> 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 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**

- 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)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Mailing Labels – can be obtained from 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> 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"/>	<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 AND REPORTS**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan package</b> (18"x 24") drawn to a legible engineering scale Continued on page 2...
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Site Plan package continued

The following information must be shown on the site plan; use additional sheets as necessary:

- 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 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
- Total area of property in square foot or acreage
- 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)
- 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.
- Proposed structures and all dimensions
- Shoreline Ordinary High Water Mark (OHWM)
- Any additional information that will assist staff in reviewing the proposed shoreline substantial development permit.

 

**Architectural Elevations**

**SECTION 5: ADDITIONAL DOCUMENTS**

 

**Grading Plans and Calculations** (if required)

- Proposed excavation or dredging: amount, area and location and method of spoils disposal.
- Proposed fill areas: type, amount, area, and fill treatment.

 

**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.
- See also critical area study requirements handout.

 

**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.