



Staff use Area	Project Number: _____	
	Parent Number: _____	
	Related Permit(s): _____	

Pre-App Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Staff Initials		Date Stamp

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.
- 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.
- 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)	
<input type="checkbox"/>	<input type="checkbox"/>	Disk – not required for online submittals <ul style="list-style-type: none"> ▪ PDF files of <u>all</u> documents associated to the application and described in this checklist. ▪ Separate PDF files and labeled appropriately (<i>do not</i> save as one large PDF). 	1
<input type="checkbox"/>	<input type="checkbox"/>	Mailing Labels – can be obtained from title company <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. ▪ For online submittals through MyBuildingPermit.com mailing shall be submitted to the City within 2 days of the online application. 	3
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Water Availability from Northshore Utility District, www.nud.net .	1
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Sewer Availability from Northshore Utility District, www.nud.net .	1
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Variance Justification Report <ul style="list-style-type: none"> ▪ Provide detailed justification to <i>all</i> decisional criteria listed in KMC 18.55.170. ▪ Provide any supplemental documents which may explain/support the justification. 	5
<input type="checkbox"/>	<input type="checkbox"/>	Copies of applications for other related permits or approvals Submit copies of application materials and plans for permits related to this work. Examples include JARPA, HPA permit, etc.	5
<input type="checkbox"/>	<input type="checkbox"/>	Title Report – dated within 30 days <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. ▪ Attachments of all recorded documents related to the report. 	5

SECTION 4: REQUIRED PLANS & REPORTS

Appl.	Staff		
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan package (18"x 24") <i>Begins on Page 2...</i>	

	<p>The following information must be shown on the site plan; use additional sheets as necessary:</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 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 ▪ Area in square feet or acres of the total property ▪ 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 ▪ Sight distance measurements at all access locations ▪ 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) ▪ Location, dimensions, and design of off-street parking facilities showing points of ingress and egress (see KMC 18.40 and City of Kenmore Road Standards). ▪ Any additional information that will assist staff in reviewing the proposed critical areas variance. 	5
<input type="checkbox"/> <input type="checkbox"/>	<p>Critical Area Studies</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. ▪ See also critical area study requirements handout. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>Conceptual Civil Plan</p> <ul style="list-style-type: none"> ▪ 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 	5
<input type="checkbox"/> <input type="checkbox"/>	<p>Drainage Analysis</p> <ul style="list-style-type: none"> ▪ 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. ▪ A higher level of off-site analysis may be requested prior to approval or as a condition of engineering plan submittal. 	5
<input type="checkbox"/> <input type="checkbox"/>	<p>SEPA Environmental Checklist – if required</p> <ul style="list-style-type: none"> ▪ See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800. ▪ Use Department of Ecology's most recent version. 	5