

# 214

## CITY OF KENMORE, WA PUBLIC AGENCY OR UTILITY EXCEPTION (PAUE) CHECKLIST



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

425-398-8900

www.kenmorewa.gov

Staff Use Area	<b>Project Number:</b>	
	<b>Parent Number:</b>	
	Related Permit(s):	
		Date Stamp

### SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum requirements 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 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 application submittal, to have the item(s) initialed as not required.

### SECTION 2: IMPORTANT INFORMATION

- This application must be applied for online via [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) ("MBP"). For questions on how to apply, contact the Development Services Permit Coordinator at [Permittech@kenmorewa.gov](mailto:Permittech@kenmorewa.gov).
- All permit application fees are due at submittal (see fee schedule).

### 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>Project Narrative</b> <ul style="list-style-type: none"> <li>▪ Provide a detailed explanation as to what the project proposal is and where it is located; include all addresses, parcels, property owners, etc. If work occurs on private property (not owned by the City), identify all property owners, and demonstrate that owner permission has been granted for the proposed work (i.e., copy of easement).</li> <li>▪ Explain the purpose of the request. State what legal authority this project is preceding under and what plans, goals, or policies support this action.</li> <li>▪ Have any other applications been filed with the City of Kenmore or other agencies regarding this development proposal? If yes, provide the application/permit numbers. Include any pre-application numbers and past meeting dates.</li> <li>▪ State the code provisions from which exception is requested and/or required.</li> <li>▪ Identify environmentally critical area name or number, critical area type, critical area classification, amount/area of critical area, amount/area of associated buffer, required replacement, and proposed mitigation.</li> <li>▪ Identify the number of trees proposed for removal and the number of proposed replacement trees.</li> <li>▪ List SEPA documents which have been prepared for this proposal.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Justification Report</b> <ul style="list-style-type: none"> <li>▪ Address KMC 18.55.160.E, in detail.</li> <li>▪ Explain what other practical alternative to the proposed development exists. Do these alternatives have less impact on the sensitive area?</li> <li>▪ Explain how the proposal minimizes the impact on sensitive areas.</li> <li>▪ Explain how the application of the critical area rules would unreasonably restrict the ability to provide utility services to the public.</li> <li>▪ List all documents which are being submitted as part of this application and provide a list of any additional documents not submitted but available for review if determined and important for consideration of the PAUE.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plan Set</b> (18"x 24") - Drawn to a legible engineering scale with basic elements, including but not limited to: <ul style="list-style-type: none"> <li>▪ Name of person who prepared the site plan, surveyor/engineer/architect stamp and signature.</li> <li>▪ Name and address of owner, applicant, engineer, and architect.</li> <li>▪ North arrow and scale.</li> </ul>

- Vicinity Map:
  - North arrow and scale;
  - Project site location clearly shown with bold line, box, or call-out;
  - Beginning and end of lineal projects;
  - Surrounding roads, parks, rivers, lakes, and municipal boundaries up to at least 500 feet beyond project boundaries;
  - Name of all applicable political jurisdictions (county, city, etc.); and
  - State Highways, local city, and private roads.
- Index map for lineal road and utility line projects or as needed for large sites which require multiple plan sheets to display site area, including:
  - North arrow and scale;
  - Entire length of project (or area) / beginning and end of project;
  - Proposed and existing rights-of-way;
  - Location of road or utility plan sheets;
  - Project limits on side streets;
  - Critical areas and associated buffers; and
  - Ordinary high-water mark and ordinary low water mark, if applicable.
- Legal description.
- Written statement of the general purposes of the project.
- Property tax parcel number, address, and proposed area of work.
- Existing zone classification(s).
- Area in square feet or acres of the total property (not applicable to road or utility line projects).
- Proposed method of sewage disposal (if applicable).
- Property boundaries, adjacent streets, and existing improvements.
- Water bodies, environmentally critical area, and buffers.
- Existing features and proposed improvements:
  - Toe of fill;
  - Cut and fill lines;
  - Edge of shoulder;
  - Edge of pavement;
  - Back edge of sidewalk;
  - Inside edge of curb;
  - Road centerline and drainage profile;
  - All utilities (storm, sewer, water, electric, telephone, etc.);
  - All culverts;
  - Ditches, swales, channels and ponds;
  - Driveways;
  - Bridge structures;
  - Retaining walls, rockeries; and
  - Outfall protection(s).
- Accurate dimensions, location and use of all existing and proposed structures on the subject property indicating porches, eaves, fences and signs, retaining walls, rockeries, bridges, etc. Identify any structures to remain or to be removed.
- Boundary lines of adjacent tracts within 100 feet of the subject property; and the general size, location and uses of all existing structures within 100 feet of the site or road/utility project.
- Existing and proposed topography showing at least 5-foot contours to be extended at least 100 feet beyond project boundaries.
- A minimum of one cross-section in each direction showing the relationship of the proposed structures to both existing and final grade.
- Location, dimensions and design of off-street parking facilities showing points of ingress and egress. Please reference the current adopted 1993 King County Road Standards and current Zoning Code (KMC 18.40) requirements for minimum standards
- Vegetation to be retained, limits of clearings, and proposed planting identifying height and type of plantings to be provided at time of installation. Applicant may include narrative, if necessary.
- Conceptual mitigation plan identifying in graphic form how actions proposed will assure impacts on sensitive areas are avoided, minimized or reduced.

 

**Critical Areas Report:**

- Name, title, organization, and professional credentials of the person preparing the report;
- 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).

	<ul style="list-style-type: none"> <li>▪ 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);</li> <li>▪ A habitat management plan (if fish and wildlife habitats of importance are located on or adjacent to the subject property).</li> <li>▪ Statement or section in the report addressing best available science.</li> <li>▪ Statement or section in the report addressing not net loss.</li> <li>▪ Conceptual mitigation plan identifying in graphic form how actions proposed will assure impacts on sensitive areas are avoided, minimized or reduced.</li> <li>▪ See also critical area study requirements handout.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>SEPA Environmental Checklist</b></p> <ul style="list-style-type: none"> <li>▪ An environmental checklist is required only if your proposal is subject to environmental review. If your agency is lead agency under SEPA rules, you will need to also submit the threshold determination issued for the project. If an EIS has been previously prepared, provide a copy of the EIS.</li> <li>▪ Use the most updated form available on Washington State Department of Ecology's website.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Copies of applications or other requested permits</b></p> <ul style="list-style-type: none"> <li>▪ Submit copies of application materials (i.e. JARPA).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Any additional information identified by the City as part of pre-application meeting comments</b></p>