



Permit Number: _____

Project Number: _____

Related Permit(s): _____

Pre-App Complete? Yes No

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 ("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 (13th) 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.

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.
- Conditional Use Justification Report**
 Provide detailed justification to *all* decisional criteria listed in KMC 18.115.040. The applicant is responsible for demonstrating compliance with all decisional criteria.
- Owner Authorization** (form #102)
- Certificate of Water Availability**
 - Available from Northshore Utility District, www.nud.net
- Certificate of Sewer Availability**
 - Available from Northshore Utility District, 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

- Survey**
 - 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.
- Site Plan**
 - Name of person who prepared the site plan, surveyor/engineer/architect stamp and signature.
 - Name and address of owner, applicant, engineer, and/or architect.

	<ul style="list-style-type: none"> ▪ North arrow and vicinity map. Vicinity map must be black and white; do not use Google maps. Show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries. ▪ Tax parcel number, address, and legal description, and dimensions of all existing and 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 all 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. ▪ 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.
<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, clearing, grading (existing and proposed contour lines), frontage improvements, etc. ▪ Plans prepared based on the adopted Kenmore Road Standards. ▪ Plans prepared based on the adopted King County Surface Water Design Manual and KMC 13.35.
<input type="checkbox"/>	<p>Drainage Analysis / Technical Information Report (TIR)</p> <ul style="list-style-type: none"> ▪ This analysis must be prepared in accordance with the requirements of the adopted King County Surface Water Design Manual and KMC 13.35. ▪ This analysis must assess potential off-site drainage impacts associated with development of the project and to help propose appropriate mitigation of impacts.
<input type="checkbox"/>	<p>Tree Management & Protection Plan</p> <ul style="list-style-type: none"> ▪ Tree survey and inventory consistent with the survey. ▪ Tree protection plan prepared by a surveyor or landscape architect based on the tree inventory, reflecting arborist recommendations and meeting tree density requirements.
<input type="checkbox"/>	<p>Arborist Report</p> <ul style="list-style-type: none"> ▪ Prepared by a qualified tree protection professional, as defined in KMC 18.20.2207. ▪ Containing a tree assessment, recommendations for preservation, and compliance with KMC 18.57.
<input type="checkbox"/>	<p>Landscape Plan</p> <ul style="list-style-type: none"> ▪ Prepared by a landscape architect, Washington State certified nurseryman, or certified landscaper. ▪ Prepared in accordance with KMC 18.35; this is not the same as the Tree Management Plan.
<input type="checkbox"/>	<p>Traffic Impact Analysis (TIA) – if required</p>
<input type="checkbox"/>	<p>Road Standards Variance – if required</p>
	<p>Critical Areas Report – if required</p> <ul style="list-style-type: none"> ▪ A wetlands delineation and categorization report prepared by a qualified professional, as defined in KMC 18.20.2205 (e.g., professional wetland scientist, ecologist, biologist, etc.). This is required if wetlands are present (or mapped) on or adjacent to the subject property. ▪ A stream delineation and assessment study prepared by a qualified professional, as defined in KMC 18.20.2205. This is required if streams are present (or mapped) on or adjacent to the subject property. ▪ A geologic hazards report/soils report (“geotechnical report”) prepared by a licensed professional geotechnical engineer (if geologically hazardous areas are located (or mapped) on or adjacent to the subject property). ▪ A habitat management plan prepared by a qualified professional, as defined in KMC 18.20.2205 (e.g., professional wetland scientist, ecologist, biologist, etc.). This is required if fish and wildlife habitats of importance areas are present (or mapped) on or adjacent to the subject property. ▪ Conceptual mitigation/restoration plan prepared per KMC 18.55.220.