



Staff use Area	Permit Number:		Date Stamp
	Project Number:		
	Related Permit(s):		
	DRT		

A Permit Application needs to be completed and submitted with this checklist. 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.

Submittal Requirements: Applicant, please 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.

	Appl.	Staff		# of Copies
1	<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application	4
	<input type="checkbox"/>	<input type="checkbox"/>	A completed supplemental permit application	4
2	<input type="checkbox"/>	<input type="checkbox"/>	Temporary Use Permit Justification Information ▪ Provide detailed justification to <i>all</i> decisional criteria listed in KMC 18.100.125.	3
3	<input type="checkbox"/>	<input type="checkbox"/>	Parking/Traffic Control Attendant Plan (if required) ▪ See KMC 18.100.140 for requirements.	3
4	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan package The following information must be shown on the site plan submittal; additional sheets may be used as necessary: <ul style="list-style-type: none"> ▪ Site plan size drawn to a legible engineering scale ▪ 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 and dimensions of all proposed lots ▪ Area in square feet or acres of the total property ▪ Existing impervious surfaces ▪ 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 ▪ Parking & Circulation – location and dimensions of all entry drives. Show the proposed layout including parking stall angle, bay and aisle width, and provide typical dimensions for stall width and length to the wheel stop. Locate and give dimensions for on-site loading areas. 	4

<p>4 cont</p>	<ul style="list-style-type: none"> ▪ Indicate compact, full size and handicap parking spaces. Show dimensions of all garages and indicate proposed tandem parking spaces. ▪ Pedestrian Circulation – Show the layout of all internal walkways and connection to public sidewalks, trails and/or right-of-ways. ▪ 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. ▪ Proposed structures and all dimensions ▪ 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. ▪ Location and size of storage space and collection points for recyclables per KMC 18.30.250.
<p>5</p>	<p>NOTES:</p> <ul style="list-style-type: none"> ▪ Permit Application Fees (see fee schedule)