



The *City of Kenmore 2021 Road Standards (COKRS)* requires that minimum improvements are constructed prior to a plat recording, binding site plan recording, or a commercial project being issued a certificate of occupancy.

Plat projects or commercial projects with binding site plans may achieve substantial engineering approval or final engineering approval as outlined below prior to recording. Recording with only substantial improvements completed requires an additional agreement and financial guarantee consistent with the approved *Site Improvement Bond Quantity Worksheet (BQWS)*. Final construction approval, as outlined below, must be achieved within 2-years from the date of recording.

Commercial or multi-family projects with multiple structures and not requiring a binding site plan (BSP) may achieve substantial engineering approval or final engineering approval, as outlined below, prior to issuance of a certificate of occupancy for the *first* structure on-site. Occupancy of the first structure with only substantial improvements completed requires an additional agreement and financial guarantee consistent with the approved BQWS. Final construction approval, as outlined below, must be achieved prior to issuance of a certificate of occupancy for the *final* structure on site.

Commercial or multi-family projects with a single structure must achieve final engineering approval, as outlined below, prior to issuance of a certificate of occupancy or recording the binding site plan.

It is the applicant's responsibility to contact the City inspector and request a substantial engineering or final engineering inspection. The City inspector will generate an inspection notice or "punch list" after completing said inspection and the applicant must complete all items on the inspection notice prior to the requested approval. The City may require an additional inspection if the applicant has not responded to all items within 30 days of receiving the notice. Once the applicant has completed the requested revisions, they shall contact the City inspector for a follow-up inspection. The process shall be repeated until all concerns of the City inspector are adequately addressed; additional inspection charges may be assessed for excessive failed inspections. Financial guarantees associated with site improvement performance agreements may be released only after final engineering approval is issued.

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### **Substantial Construction Approval**

The following conditions are noted in COKRS 4.03 and must be met:

1. Access must be provided to all lots within a plat, or to all buildings seeking occupancy.
  - a. For hot mix asphalt pavements, access is interpreted as all but the last 2 inches of lift of the asphalt pavement.
  - b. For concretes and pervious pavements on internal driveways and private roadways, a compacted gravel surface is acceptable for access but paved surfaces must still be provided within the right-of-way.
2. Adequate parking must be provided for the buildings proposed to be occupied.
3. Required ADA facilities (sidewalk, curb ramps, railings, etc), meeting the latest ADA standards, must be installed within public right-of-way and to/from the buildings proposed to be occupied.
4. Frontage improvements must be installed and substantially complete:
  - a. Sidewalks must be open, unobstructed, safe, and available to public.
  - b. Pavement markings shall be provided as directed by the City inspector.
5. Compaction reports for all paved surfaces, backfill, and concrete structures must be provided to City inspector
6. The drainage system must be installed and functional.
  - a. If the final pavement lift is not complete, provisions (such as weep pipes or asphalt berms) must be made to get surface drainage into the proposed storm drainage system.
7. Water and sewer must be installed and substantially complete as determined by the water & sewer district; written verification of N.U.D. approval is required

8. Mail delivery system/mailbox must be installed and approved by the Post Master; written verification of Post Master approval is required.
9. Construction equipment, stockpiles, and other materials must be removed from within the right-of-way and stored on private property with appropriate erosion and sediment control measures in place.
10. Major safety concerns must be eliminated (fall hazards, trip hazard, sharp projections, vertical faces, voids, etc)
11. All exposed soils must be temporarily stabilized and all remaining stockpiles covered in compliance with erosion and sediment control standards.
12. All required regulatory signage must be installed.
13. All required landscaping must be installed or bonded for; contact City planner for inspection/information.
14. All required critical area enhancement work (i.e., mitigation plantings) shall be fully installed and as-built approved by the project biologist. Contact City planner for inspection/information. Inspections completed by the planner are limited (planner is typically available once per week to inspect).
  - a. On site mitigation areas or critical areas must be delineated and require permanent fencing and signage.
15. All required recreation equipment (if required) must be installed or bonded for; contact City planner for inspection/information.
16. All required lighting installed
17. Video inspection of drainage system completed and delivered to the City for review.
18. All covenants are recorded on lots or on final plat map.

The following additional items are required:

19. An *Agreement to Complete Plat Improvements within Two Years from Date of Recording* (Form 706) and an associated financial guarantee (Form 701.X) consistent with the approved BQWS must be completed and submitted to the City of Kenmore.
20. As-built or final record drawings shall be submitted to and approved by the City; the plans may be emailed directly to the City inspector.
  - a. Final slopes/elevations and dimensions of all ADA facilities shall be documented in the as-built drawings and any accepted non-compliant portions will require a Maximum Extent Feasible (MEF document) prepared by a licensed engineer.

**Final Construction Approval**

The following conditions are noted in COKRS 4.04 and must be met:

1. All items listed above, except the additional performance agreement (#19 above), must be complete.
2. All remaining stockpiles shall be removed and exposed soils or slopes shall be permanently stabilized.
3. Final HMA pavement lift plus pavement joint sealing has been installed and approved.
4. All other work noted on the approved plans has been completed.
5. All final punch list items have been addressed as directed by the inspector.
6. As-built or final record drawings have been submitted and approved by the City.
7. Storm drainage system has been accepted by the City.
8. Written verification of the constructed detention volume shall be provided by a licensed engineer or surveyor (if a storm water facility is required).
9. All required roadway monuments shall be installed, and a licensed surveyor shall provide written statement that the monuments have been correctly installed.
10. Covenants are recorded on any remaining lots.
11. A *Two-Year Maintenance and Defect Agreement for Roads, Drainage Facilities and Site Improvements* (Form 707) and an associated financial guarantee (Form 701.X) consistent with the approved BQWS must be completed and submitted to the City of Kenmore.

The following additional items are also required:

12. Street sign fee must be paid (if required).
13. Site shall be generally free of construction debris or equipment, rubbish, sediment or vegetation in roadways, and/or unsightly or obtrusive vegetation along public areas.
14. Any safety, or other, concerns identified by the City inspector must be adequately addressed.