



Pre-application Meeting Submittal Requirements

The pre-application meeting is an opportunity for the applicant to have process or requirement questions answered by the *Development Review Team (DRT)* prior to filing a formal application. A pre-application meeting is required for all new short plats, long plats, site plans, variances, conditional use permits, shoreline substantial development permits, wireless communication facilities, and other types of projects requiring involvement from multiple members of the DRT.

Apply Online at www.MyBuildingPermit.com

Select: Land Use → Any Project Type →

Preapplication Services → Preapplication Meet.



SECTION 1: PRE-APPLICATION PROCESS

- After a complete submittal is received (see section 2-4), the pre-application meeting is typically scheduled for 3 weeks which allows for the DRT to thoroughly review the project for compliance with applicable regulations, understand potential issues with the project, and identify all necessary permits and approvals.
- The DRT consists of the City's planning (zoning, environmental, shorelines), engineering (traffic, stormwater), and building (building code) staff, as well as the Northshore Utility District (water, sewer), and Northshore Fire Department (emergency access, fire code).
- Meetings are held through Zoom Video Conferencing and are limited to 1 hour.
- Draft review comments will be provided to the applicant 1-2 days prior to the pre-application meeting.
- The format of the pre-application meeting is intended to be informal and create a collaborative environment in which DRT members and the applicant work together. The pre-application meeting will be attended by all appropriate DRT members and time is typically used to discuss the project in more detail, go through the feedback and review comments, and answer questions the applicant may have.
- Following the meeting, the DRT will finalize the review comments by incorporating any revisions or new information which came up during the pre-application meeting. The final review comments will be provided to the applicant within approximately one week after the pre-application meeting and will include application forms and submittal forms to file a formal application for the project.
- The information provided as part of the pre-application process does not constitute a formal approval or permit and does not vest any portion of the application or future applications.
- For up to date information regarding pre-application meeting (such as timing), please go to <https://www.kenmorewa.gov/government/departments/development-services/planning/pre-application-meetings>

SECTION 2: HOW TO USE THIS FORM

The applicant should use this form to gather the required documents and answers to staff questions prior to submittal. This form is **not required to be submitted with the application**. This form identifies the minimum requirements the applicant must submit through www.mybuildingpermit.com (MBP); should any of the items not be provided, the application will not be accepted. Acceptance does not deem the application complete. Submittal requirements depend on the type and extent of the project; additional submittals may be required.

SECTION 3: REQUIRED QUESTIONS

Be expected to answer these questions during the MBP application process:

- How many people plan on attending the pre-application meeting?
- Provide the Name, Title, and Company/Organization of any pre-application meeting attendees.
- Does your project include Affordable Housing units, as described in KMC 18.77?
 - If yes, how many units and at what rate of affordability?

SECTION 4: REQUIRED DOCUMENTS, PLANS & REPORTS

Check each box as you gather the materials in a PDF format, please review the [Requirements for Electronic Plans](#).

- Permit Application** (Form 101) – Upload under “Application Checklist” on MBP
- Project Narrative**, including the following information:
 - Detailed project description including proposed uses, number of units, unit types, proposed improvements (e.g. sidewalks, drainage.), number of parking stalls, etc.
 - Existing zone and any overlays (e.g. Transit-Oriented Development District, Downtown Design Standards Area, etc.)
 - Size of project site.
 - Availability of water and sewer (information can be obtained by NUD).
 - Existing development (use and structures) on subject property. Identify building to be removed and/or retained.
 - Existing structures and uses on adjacent properties.
 - Description and name of road(s) providing legal access to site, internal circulation, sidewalks and parking.
 - Description, type, and location (delineation) of environmentally critical areas on or near the site (if any). Critical area information must be provided if critical areas are on site or in the immediate vicinity of the project.
 - If a subdivision is proposed, indicate density, lot size, setbacks and access and how they meet the City of Kenmore development regulations.
 - Landscaping requirements (if any).
 - If commercial or multi-family development, describe proposed use(s) and square footage by floor level.
 - Any other information as required by the Director.
- Site Plan**
 - Must be 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/or architect.
 - North arrow and vicinity map. Show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries. Do not use a screen-shot of Google maps (or similar) for the vicinity map.
 - Tax parcel number and address.
 - Legal description of the property boundary and dimensions of all 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.
- Reports or any other related project documents**
 - Example: Wetland report prepared by a wetland biologist
- Draft SEPA Environmental Checklist** (if applicable)
- Topics of Concern or Questions** (if applicable)
 - Example: Is a recreation/open space required for this project?