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CITY OF KENMORE, WA Comprehensive Plan & Development Regulation Amendment Application



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

2025 Docket Application

**Application Deadline
December 2, 2024 4:30 PM
(postmarked and mailed)**

Amendments (Fee \$200): Applicants whose amendment proposals are approved by the City Council pursuant to KMC 19.20.060(D) shall pay a fee of \$400.00 to cover the cost of processing, review and analysis of their amendment proposal

Staff Use Area Only

Comprehensive Plan Section
to be Amended

Stamp Received

Development Regulation
Section to be Amended

Site Specific Comprehensive
Plan Amendment Information

Applicant: _____

Phone: _____

Address: _____

City, St, Zip: _____

e-mail address: _____

Fax: _____

Contact Person: _____

Phone: _____

Address: _____

City, St, Zip: _____

e-mail address: _____

Fax: _____

Property Owner: *(for site specific comprehensive plan amendments only)*

Address: _____

Phone: _____

e-mail address: _____

City, St, Zip: _____

Property Address: _____

Fax: _____

Property Size: _____

Parcel Number(s): _____

Adjacent Land Uses: _____

Existing Use(s) on site: _____

Existing Comprehensive plan designation: _____

Proposed Comprehensive Plan Designation: _____

Existing Zoning Designation: _____

Proposed Zoning Designation: _____

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge. I have read the application in its entirety and understand that my submittal will be reviewed for completeness and if found to be complete will be processed in accordance with KMC Title 19.

Signature: _____

Date: _____

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CITY OF KENMORE, WA COMPREHENSIVE PLAN & DEVELOPMENT REGULATION AMENDMENT CHECKLIST



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Staff use Area	Contact Name: _____		Date Stamp
	Amendments _____		
	Requested: _____		

1	<p>A Docket 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. Unless one or more of the submittal requirements outlined in KMC 19.20.070 is waived by the Department of Community Development, an application that does not contain all of the submittal requirements so enumerated by December 2, 2024, shall be considered incomplete and ineligible for consideration in the annual amendment cycle.</p> <p>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 Todd Hall (thall@kenmorewa.gov) in the Community Development Department to have the item(s) waived. Please submit the number of copies of each item requested below.</p>		
	Appl.	Staff	SUBMITTAL REQUIREMENTS
2	<input type="checkbox"/>	<input type="checkbox"/>	Amendment Application Form 1
3	<input type="checkbox"/>	<input type="checkbox"/>	Narrative clearly stating the proposal and what the amendment is attempting to accomplish 1
4	<input type="checkbox"/>	<input type="checkbox"/>	Narrative indicating how the proposed amendment meets the criteria outlines in KMC 19.20.080 and 19.20.090 1
5	<input type="checkbox"/>	<input type="checkbox"/>	Additional Documents 1 <ul style="list-style-type: none"> ▪ Photographs, sections, petitions, letters of support which may explain your request, sketches etc. that may support your application.
6	<input type="checkbox"/>	<input type="checkbox"/>	Pre-Screening / Threshold Review Fee \$200.00 1 time <ul style="list-style-type: none"> ▪ Applicants whose amendment proposals are approved by the City Council pursuant to KMC 19.20.060(D) shall pay a fee of \$400.00 to cover the cost of processing, review and analysis of their amendment proposal
	Appl.	Staff	ADDITIONAL SUBMITAL REQUIREMENTS (SITE SPECIFIC)
7	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description 1
8	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map 1
9	<input type="checkbox"/>	<input type="checkbox"/>	Address labels of property owners within 1000 feet of the subject property will be required if application is accepted for review in 2025. 3