



18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

<b>Permit Number:</b> _____ <b>Description:</b> _____ _____ _____ <b>Area of Use:</b> _____ Square Feet	Date Stamp
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### SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore (City) 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 department prior to intake.

### SECTION 2: IMPORTANT INFORMATION

- Special Use permits are for use of City owned real property, either short or long term; examples include but are not limited to, storage of materials not associated with a special event permit, utility services, temporary construction or repair/maintenance activities associated with adjacent properties, or temporary access to adjacent properties.
- The City may require commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence with the City named an additional insured on the policy for the duration of the event.
- Additional fees may apply if the project necessitates additional police, emergency, or city personnel, as determined by the City.
- This application must be applied for online via [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) ("MBP") by selecting 1. Right-of-Way, 2. Any Project Type, 3. New, 4. Other.
- All permit application fees are due at intake (see fee schedule).
- Forms are available online at [www.kenmorewa.gov/developmentservices](http://www.kenmorewa.gov/developmentservices).
- Traffic Control Plans shall conform to the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD). For more information, visit <http://mutcd.fhwa.dot.gov/index.htm>.

### SECTION 3: REQUIRED DOCUMENTS

<input type="checkbox"/>	<b>Permit application</b> (form #101)
<input type="checkbox"/>	<b>Site Plan</b> showing, at a minimum: <ul style="list-style-type: none"> <li>▪ North arrow;</li> <li>▪ Scale identified (minimum 1" = 20')</li> <li>▪ Property lines;</li> <li>▪ Public and private streets adjacent to the proposed area identified;</li> <li>▪ Existing and proposed driveways, curb cuts, including driveways on adjacent properties;</li> <li>▪ Location and dimensions of proposed property use area;</li> <li>▪ Environmentally critical areas and buffers;</li> <li>▪ Proposed use of area;</li> <li>▪ Types of surface, existing and proposed, landscaping materials and finished grades;</li> <li>▪ Utility locations/locations of new utilities (water, sewer, electrical, etc.);</li> <li>▪ Location of storm drainage systems and proposed connections; and</li> <li>▪ Trees on or near the use or access area.</li> </ul>
<input type="checkbox"/>	<b>Access road/driveway/pathway</b> showing all dimensions from the centerline to proposed improvements above and below the ground.
<input type="checkbox"/>	<b>Restoration Plan</b>
<input type="checkbox"/>	<b>Project Narrative</b> detailing activities, materials/structures proposed, duration of use, and mitigation proposed for impacts to existing uses.
<input type="checkbox"/>	<b>Traffic Control Plan</b> , if applicable