



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.

1	General:			# of Copies
	Appl. Staff			
	<input type="checkbox"/> <input type="checkbox"/>	A completed permit application		5
	<input type="checkbox"/> <input type="checkbox"/>	A completed supplemental permit application		5
	<input type="checkbox"/> <input type="checkbox"/>	Certificate of Water Availability. Available at Northshore Utility District located at 6830 NE 185 th St Kenmore, WA 98028 or phone 425-398-4400 (if required).		5
	<input type="checkbox"/> <input type="checkbox"/>	Certificate of Sewer Availability. Available at Northshore Utility District located at 6830 NE 185 th St Kenmore, WA 98028 or phone 425-398-4400 (if required).		5
2	<input type="checkbox"/> <input type="checkbox"/>	Lot Closure Calculations		5
3	<input type="checkbox"/> <input type="checkbox"/>	Binding Site Plan Map (18"x 24")		5
		The following information must be shown on the plan: <ul style="list-style-type: none"> ▪ Map shall be prepared on forms 18" x 24" in size, allowing for a 2" border on one of the 18" sides, to allow for binding, and one ½ " borders on the other three sides. The 2" border will typically be on the top or left side depending on the configuration of the drawing. ▪ Signature and stamp of the land surveyor who prepared the binding site plan in accordance with Chapter 332-130 WAC and Chapter 58.09 RCW. ▪ Reference to the recording number of the completed survey if the boundaries have been previously surveyed. ▪ Reference to all agreements or covenants required as a condition of approval. ▪ Signature line for all parties having an ownership interest in the land being divided. ▪ Approval line for the development engineer. ▪ Approval line for the King County assessor. ▪ Approval line for the Director of Land Development and Permitting. ▪ Recording certificate required for signature of the Director of Land Development and Permitting. ▪ City file number. ▪ Except for a binding site plan for a condominium, identification of lots by number on a binding site plan containing more than one lot. Tracts shall be similarly designated and each tract shall be clearly identified with the ownership and purpose. 		

<p>3 cont</p>	<ul style="list-style-type: none"> ▪ Identify the areas and locations of all streets, roads, improvements, utilities, open spaces, sensitive areas, parking areas, landscaped areas, surveyed topography for preliminary map, water bodies, and drainage features and building envelopes. ▪ Contain inscriptions or attachments setting forth such limitations and conditions for the use of the land as are established by the director. ▪ Contain provisions requiring any development or division of land to be in conformance with the approved site plan. ▪ Location, dimension, and use of existing and proposed easements. Reference recording numbers. ▪ 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. ▪ If the property is within the jurisdiction of the Shoreline Management Act, the map page should include the location of the water body and the Ordinary High Water Mark (OHWM) and the Shoreline Environment Designation (Urban, Rural, Conservancy, or Natural). <p>Appl. Staff</p> <p style="text-align: right;"># of Copies</p>
<p>8</p>	<p><input type="checkbox"/> <input type="checkbox"/> Covenants and Restrictions 5</p> <ul style="list-style-type: none"> ▪ Document containing conditions of use, maintenance and restrictions on redevelopment of shared open space, parking, access, and other improvements and verification of enforcement by covenants, easements or other similar mechanisms.
<p>9</p>	<p><input type="checkbox"/> <input type="checkbox"/> Critical Area Studies (if required) 5</p> <ul style="list-style-type: none"> ▪ A wetlands delineation and categorization report (if wetlands are present on or adjacent to the subject property). ▪ A stream delineation and assessment study (if streams are located on or adjacent to the subject property). ▪ A geologic hazards report/soils report (if steep slopes, landslide hazard, seismic hazard, or erosion hazard areas are located on or adjacent to the subject property). ▪ A habitat management plan (if fish and wildlife habitats of importance are located on or adjacent to the subject property). ▪ Conceptual mitigation plan prepared per KMC 18.55. ▪ See also critical area study requirements handout.
<p>10</p>	<p><input type="checkbox"/> <input type="checkbox"/> SEPA Checklist (if required) 5</p> <ul style="list-style-type: none"> ▪ See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800.
<p>11</p>	<p><input type="checkbox"/> <input type="checkbox"/> One Copy of CD (electronic submittal) 1</p> <ul style="list-style-type: none"> ▪ PDF file of <i>all</i> maps and plans (11" x 17") ▪ PDF files of <i>all</i> technical reports (TIR, critical area reports, geotechnical studies, TIA, etc). ▪ Separate PDF files from maps/plans and reports, labeled appropriately
<p>12</p>	<p><input type="checkbox"/> <input type="checkbox"/> Title Report 5</p> <p>Prepared by a licensed title insurance agency (prepared within 3 month of application). Include the following:</p> <ul style="list-style-type: none"> ▪ Date of segregation ▪ Legal description ▪ Existing easement agreements for ingress, egress, utilities, and drainage ▪ Deed restrictions or other property encumbrances
<p>13</p>	<p>NOTES:</p> <ul style="list-style-type: none"> ▪ This project qualifies for the City's Development Review Program ▪ All permit application fees are due at application intake (see fee schedule)