



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number:		
	Project Number:		
	Related Permit(s):		
	DRT		Date Stamp

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:			
	Appl. Staff			# of Copies
	<input type="checkbox"/> <input type="checkbox"/>	A completed permit application		5
	<input type="checkbox"/> <input type="checkbox"/>	A completed supplemental permit application		5
2	<input type="checkbox"/> <input type="checkbox"/>	Justification Report (address criteria in KMC 18.55.160) Please prepare a report which includes responses to the following: <ul style="list-style-type: none"> ▪ Please provide a detailed explanation as to what the project proposal is. ▪ Please explain the purpose of this request. State what legal authority this project is preceding under and what plans, goals, or policies support this action. ▪ Have any other applications been filed with the City of Kenmore or other agencies regarding this development proposal? If yes, provide the application/permit numbers. ▪ State the code provisions from which exception is requested. State sensitive area name or number, sensitive area type, sensitive area class, amount/area of sensitive area, amount/area of associated buffer, required replacement, and proposed mitigation. ▪ EXPLAIN what other practical alternative to the proposed development exists. Do these alternatives have less impact on the sensitive area? ▪ EXPLAIN how the proposal minimizes the impact on sensitive areas. ▪ EXPLAIN how the application of the critical area rules would unreasonably restrict the ability to provide utility services to the public. ▪ State the SEPA documents which have been prepared for this proposal. ▪ List all documents which are being submitted as part of this application and provide a list of any additional documents not submitted but available for review if determined and important for consideration of the PAUE. 		5
3	<input type="checkbox"/> <input type="checkbox"/>	Site Plan package (18"x 24") The following information must be shown on the site plan; use additional sheets as necessary: <ul style="list-style-type: none"> ▪ Provide on first sheet: <ul style="list-style-type: none"> • Name of person who prepared the site plan, surveyor / engineer / architect stamp and signature. • Name and address of owner, applicant, and engineer. 		5

- Existing zone classification(s).
- Type and class of sensitive area(s) on site.
- Area in square feet or acres of the total property (not applicable to road or utility line projects).
- Proposed method of sewage disposal (if applicable).
- Source of water (if applicable).
- Legal description of the property.
- Written statement of the general purposes of the project.
- An explanation of features pertaining to sensitive area impacts, mitigations and other pertinent matters not readily identifiable in map form.
- Vicinity Map
 - Scaled to fit on 8 1/2 " x 14" area on plans.
 - Project site location clearly shown with bold line.
 - Beginning and end of lineal projects.
 - Surrounding roads, parks, rivers, lakes, and municipal boundaries up to at least 500 feet beyond project boundaries.
 - Name of all applicable political (county, city, etc.) jurisdictions.
 - State Highways, local city, and private roads.
- Index map for lineal road and utility line projects or as needed for large sites which require multiple plan sheets to display site area, including:
 - Entire length of project (or area).
 - Proposed and existing rights-of-way.
 - Location of road or utility plan sheets.
 - Beginning and end of project.
 - Project limits on side streets.
 - Landslide Hazard areas and associated buffer, if applicable.
 - Fish and Wildlife Habitats of Importance, and associated buffers if applicable.
 - Wetland boundaries, classification, and associated buffers, if applicable.
 - Streams and Lakes, associated buffers, and classification, if applicable.
 - Flood hazard areas, flood fringe area, zero rise floodway, and FEMA floodway, if applicable.
 - Ordinary high water mark and ordinary low water mark, if applicable.
 - North arrow.
 - Map scale.
- Site plans – drawn to convenient engineer scale
 - Map scale and north arrow.
 - Property boundaries and easement areas showing dimensions clearly and accurately delineated by a heavy line or color.
 - Location of sensitive areas and their buffers accurately delineated and labeled on the project and 100 feet beyond the property, if possible. Sensitive areas including erosion hazard areas; seismic hazard areas; landslide hazard areas; wetlands, fish and wildlife habitats of importance, streams, and flood hazard areas; and associated buffers.
 - Location, name, and dimensions of all existing and proposed streets, and other public ways, easements, and utility rights-of-way within and adjacent to the proposed development. In the case of road or linear utility projects, also provide:
 - Beginning and end of project.
 - Project limits in side streets.
 - Road or utility section line.
 - Proposed and existing right-of-way lines (with dimensions).
 - Drainage and landscape easements (with dimensions).
 - Existing features:
 - Toe of fill.
 - Edge of shoulder.

<p>3 cont</p>	<ul style="list-style-type: none"> ➤ Edge of pavement. ➤ Road centerline profile. ➤ All utilities (storm, sewer, water, electric, telephone, etc.). ➤ All culverts. ➤ Ditches, swales, channels and ponds. ➤ Driveways. ➤ Bridge structures. ➤ Retaining walls, rockeries. ○ Proposed Improvements: <ul style="list-style-type: none"> ➤ Cut and fill lines. ➤ Edge of shoulder. ➤ Edge of pavement. ➤ Back edge of sidewalk. ➤ Inside edge of curb. ➤ Road centerline and drainage profile. ➤ All utilities (storm, sewer, water, electric, telephone, etc.). ➤ All culverts. ➤ Ditches, swales, channels and ponds. ➤ Driveways ➤ Bridge structures ➤ Retaining walls, rockeries ➤ Outfall protections • Accurate dimensions, location and use of all existing and proposed structures on the subject property indicating porches, eaves, fences and signs, retaining walls, rockeries, bridges, etc. Identify any structures to remain or to be removed. • Boundary lines of adjacent tracts within 100 feet of the subject property; and the general size, location and uses of all existing structures within 100 feet of the site or road/utility project. • Existing and proposed topography showing at least 5-foot contours to be extended at least 100 feet beyond project boundaries. • A minimum of one cross-section in each direction showing the relationship of the proposed structures to both existing and final grade. • Location, dimensions and design of off-street parking facilities showing points of ingress and egress. Please reference the current adopted 1993 King County Road Standards and current Zoning Code (KMC 18.40) requirements for minimum standards. • Vegetation to be retained, limits of clearings, and proposed planting identifying height and type of plantings to be provided at time of installation. Applicant may include narrative, if necessary. Please reference the Zoning Code for applicable landscape standards for the proposed use and for applicable limits of clearing or alterations near sensitive areas. • Conceptual mitigation plan identifying in graphic form how actions proposed will assure impacts on sensitive areas are avoided, minimized or reduced.
<p>4</p>	<p><input type="checkbox"/> <input type="checkbox"/> Copies of applications for other requested permits</p> <ul style="list-style-type: none"> ▪ Submit copies of application materials and plans

	Appl.	Staff		# of Copies
5	<input type="checkbox"/>	<input type="checkbox"/>	Critical Area Studies <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). ▪ See also critical area study requirements handout. 	5
6	<input type="checkbox"/>	<input type="checkbox"/>	Mitigation Plan <ul style="list-style-type: none"> ▪ If any alteration to a sensitive area or sensitive area buffer is proposed, a mitigation plan is required; however, an agency or utility may request an exception from this requirement. If an exception is requested, provide justification. ▪ The mitigation plan shall specify: <ul style="list-style-type: none"> • Which mitigation criteria of KMC 18.55 are being utilized. • Specifically what actions will be taken to avoid, minimize or reduce impacts on a sensitive area. ▪ See also mitigation plan requirements handout. 	5
7	<input type="checkbox"/>	<input type="checkbox"/>	SEPA Checklist <ul style="list-style-type: none"> ▪ An environmental checklist is required only if your proposal is subject to environmental review. If your agency is lead agency under SEPA rules, you will need to also submit the threshold determination issued for the project. If an EIS has been previously prepared, please submit copies of the EIS. 	5
8	<input type="checkbox"/>	<input type="checkbox"/>	Mailing Address Labels <ul style="list-style-type: none"> ▪ For property owners located within 1,000 feet of the site, but the area shall be expanded as necessary to send to at least 20 different nearby property owners. ▪ Mailing labels can be obtained from a title company. 	3
9	<input type="checkbox"/>	<input type="checkbox"/>	One Copy of CD (electronic submittal) <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 (critical area reports, geotechnical studies, etc). ▪ Separate PDF files from maps/plans and reports, labeled appropriately 	1
10	NOTES:		<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) 	