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CITY OF KENMORE, WA ENGINEERING PERMIT CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

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

1	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.	
2	Property Address: _____ _____ _____ Project Name: _____ Zoning: _____	
3	Description: _____ _____ Excavation: _____ Cubic Yards Fill: _____ Cubic Yards Total: _____ Cubic Yards Number of vaults: _____ Specifications of each detention facility: Length: _____ Width: _____ Depth: _____ Valuation: _____ _____ _____ Location in a right-of-way or parking lot: <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> Environmentally Critical Areas (check all that apply) Enter Size of Critical Area, including buffer (if applicable): <input type="checkbox"/> Stream _____ sq. ft. <input type="checkbox"/> Wetland _____ sq. ft. <input type="checkbox"/> Flood Hazard _____ sq. ft. <input type="checkbox"/> Seismic Hazard _____ sq. ft. <input type="checkbox"/> Landslide Hazard _____ sq. ft. <input type="checkbox"/> Erosion Hazard _____ sq. ft. <input type="checkbox"/> Habitat of Importance _____ sq. ft. <input type="checkbox"/> Shorelines _____ Circle One: Lake Washington, Sammamish River, Swamp Creek _____ sq. ft.	

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.

4	General:			# of Copies
	Appl.	Staff	A completed permit application	5
	<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all review materials (CD)	1
	<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.	2
	<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.	2
5	<input type="checkbox"/>	<input type="checkbox"/>	The minimum scale for drawings is 1 inch equals 20 feet.	
	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan with:	5
			<ul style="list-style-type: none"> ▪ Site plan prepared to legible engineering scale, not to exceed 1"=40'; preferred scale is 1"=20'. ▪ 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 that show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries ▪ Grading plan scale (horizontal and vertical) ▪ Tax parcel number ▪ Legal description of the property boundary and dimensions of all lots ▪ Area in square feet or acres of the total property ▪ Existing and proposed impervious surface calculations and breakdown of the total impervious area ▪ Zoning designation of property and surrounding properties ▪ Topographic contours with intervals at a maximum of 5 feet ▪ All adjacent streets, including street name, right-of-way width, and improvements (i.e. pavement width, sidewalk, shoulders). Provide radius of cul-de-sacs ▪ Location and dimension of proposed streets/access (width, radius of cul-de-sacs, and sidewalks) ▪ Location, dimension, and use of existing and proposed easements. Reference recording numbers ▪ Existing structures, retaining walls, septic tanks, drainfields and wells, and distances to existing and proposed property lines. Identify if any structures are to be removed or demolished ▪ Clearing limits ▪ Calculations of the total proposed area to be cleared on site as a percentage of the total site area ▪ 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 ▪ Owners of land adjacent to the project site and the names of any adjacent subdivisions 	
6	<input type="checkbox"/>	<input type="checkbox"/>	Civil Plans including:	5
			<ul style="list-style-type: none"> ▪ Proposed water distribution systems, storm sewers, sewage systems, proposed location of detention vault/pond ▪ Plans prepared per King County Road Standards and KMC 12.50; and 2009 King County Surface Water Design Manual and KMC 13.35 ▪ At least two cross-sections, one in each direction, showing existing and proposed contours and the horizontal and vertical scales ▪ Water and sewer plans. 	
7	<input type="checkbox"/>	<input type="checkbox"/>	Structural Plans and Calculations for:	
	<input type="checkbox"/>	<input type="checkbox"/>	Detention facilities (Deferred? Yes <input type="checkbox"/>)	
			Retaining Walls (Deferred? Yes <input type="checkbox"/>)	2
	<input type="checkbox"/>	<input type="checkbox"/>	Special Inspections Agreement (form #430)	2

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NOTES:

- All permit application fees are due at application intake.
- Streets & signs:
Public streets shall be maintained free of dirt, rock and debris at all times. WARNING SIGNS, in compliance with all applicable rules and regulations, shall be erected prior to and during all work allowed by this permit. Failure to keep streets clean or have adequate signing will cause work to be suspended and a STOP WORK ORDER issued. The stop work order will not be released until streets have been cleaned to the satisfaction of the Land Development and Permitting Director & City Engineer. Daily site inspections will be made.
- Civil engineering drawings shall be stamped and signed by a licensed engineer in the State of Washington.