



<b>Permit Number:</b> _____	
<b>Project Number:</b> _____	
<b>Project Name:</b> _____	
<b>Related Permit(s):</b> _____	
<b>Pre-App Complete?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No      _____ Staff Initials	Date Stamp

### SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum requirements and number of copies (for paper submittal) 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. Acceptance does not deem the application complete.

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 N/A. Please note if any requested items have been combined in the same document (i.e. Landscape plan & Civil Plans).

### SECTION 2: IMPORTANT INFORMATION

- An intake appointment is required to submit this application at the permit counter. Contact Development Services at 425-398-8900 or via e-mail at [permittech@kenmorewa.gov](mailto:permittech@kenmorewa.gov) to schedule an appointment.
- This application can be applied for online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) (MBP). No appointment needed. Log on, create an account and begin managing your project electronically.
- 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).

### SECTION 3: PROJECT INFORMATION

Property Location: \_\_\_\_\_  
 \_\_\_\_\_

New or Additional Parking: \_\_\_\_\_ # of parking spaces  
 Distributed Area of Drainage: \_\_\_\_\_ Acres  
 Traffic Impact Analysis: \_\_\_\_\_ Peak hour trips  
 Grading – Disturbed Area: \_\_\_\_\_ Acres  
 Number of detention vaults: \_\_\_\_\_  
 Specifications of each detention facility:      Valuation for detention facility: \_\_\_\_\_  
 Length: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Valuation: \_\_\_\_\_  
 \_\_\_\_\_

Environmentally Critical Areas (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Stream         | <input type="checkbox"/> Landslide Hazard  |
| <input type="checkbox"/> Wetland        | <input type="checkbox"/> Erosion Hazard  |
| <input type="checkbox"/> Flood Hazard   | <input type="checkbox"/> Habitat of Importance   |
| <input type="checkbox"/> Seismic Hazard | <input type="checkbox"/> Shorelines (circle one):    Lake Washington, Sammamish River, Swamp Creek |

**SECTION 4: REQUIRED DOCUMENTS**

Appl.	Staff		# of Copies
<input type="checkbox"/>	<input type="checkbox"/>	<b>Permit application</b> (form #101)	5
<input type="checkbox"/>	<input type="checkbox"/>	<b>Disk or USB drive</b> – not required for electronic (MBP) submittal <ul style="list-style-type: none"> <li>▪ PDF files of <u>all</u> documents associated to the application and described in this checklist.</li> <li>▪ Separate PDF files and labeled appropriately (do <i>not</i> save as one large PDF).</li> </ul>	1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Certificate of Water Availability</b> from Northshore Utility District, <a href="http://www.nud.net">www.nud.net</a>	1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Certificate of Sewer Availability</b> from Northshore Utility District, <a href="http://www.nud.net">www.nud.net</a>	1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copies of applications for other related permits or approvals</b> <ul style="list-style-type: none"> <li>▪ Submit copies of application materials and plans for permits related to this work. Examples include JARPA, HPA permit, etc.</li> </ul>	1

**SECTION 5: REQUIRED PLANS & REPORTS**

<input type="checkbox"/>	<input type="checkbox"/>	The <b>minimum scale</b> for drawings is 1-inch equals 20 feet.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan</b> <ul style="list-style-type: none"> <li>▪ Site plan prepared to legible engineering scale, not to exceed 1" =40'; preferred scale is 1" =20'.</li> <li>▪ Name of person who prepared the site plan, surveyor/engineer/architect stamp and signature</li> <li>▪ Name and address of owner, applicant, engineer, and/or architect</li> <li>▪ North arrow and vicinity map that show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries</li> <li>▪ Grading plan scale (horizontal and vertical)</li> <li>▪ Tax parcel number</li> <li>▪ Legal description of the property boundary and dimensions of all lots</li> <li>▪ Area in square feet or acres of the total property</li> <li>▪ Existing and proposed impervious surface calculations and breakdown of the total impervious area</li> <li>▪ Zoning designation of property and surrounding properties</li> <li>▪ Topographic contours with intervals at a maximum of 5 feet</li> <li>▪ All adjacent streets, including street name, right-of-way width, and improvements (i.e. pavement width, sidewalk, shoulders). Provide radius of cul-de-sacs</li> <li>▪ Location and dimension of proposed streets/access (width, radius of cul-de-sacs, and sidewalks)</li> <li>▪ Location, dimension, and use of existing and proposed easements. Reference recording numbers</li> <li>▪ 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</li> <li>▪ Clearing limits</li> <li>▪ Calculations of the total proposed area to be cleared on site as a percentage of the total site area</li> <li>▪ 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</li> <li>▪ Owners of land adjacent to the project site and the names of any adjacent subdivisions</li> </ul>	5
<input type="checkbox"/>	<input type="checkbox"/>	<b>Civil Plans</b> including: <ul style="list-style-type: none"> <li>▪ Proposed water distribution systems, storm sewers, sewage systems, proposed location of detention vault/pond</li> <li>▪ Plans prepared per King County Road Standards and KMC 12.50; and 2016 King County Surface Water Design Manual and KMC 13.35</li> <li>▪ At least two cross-sections, one in each direction, showing existing and proposed contours and the horizontal and vertical scales</li> <li>▪ Water and sewer plans</li> </ul> <i>Civil plans shall be stamped and signed by a licensed engineer in the State of Washington.</i>	3
<input type="checkbox"/>	<input type="checkbox"/>	<b>Structural Plans and Calculations</b> for: <ul style="list-style-type: none"> <li>▪ Detention facilities (Deferred? Yes <input type="checkbox"/>)</li> <li>▪ Retaining Walls (Deferred? Yes <input type="checkbox"/>)</li> </ul>	2
<input type="checkbox"/>	<input type="checkbox"/>	Special Inspections Agreement (form #430)	2

Appl.	Staff		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Temporary Erosion and Sedimentation Control Plan (TESCP)</b>	2
		<ul style="list-style-type: none"> <li>Show temporary and permanent erosion-sediment control facilities. Temporary facilities (i.e. silt fence, mulching, netting, sediment ponds, etc.) must be designed to control runoff during clearing and grading. Permanent facilities (i.e. revegetation, detention ponds, biofiltration swales, etc.) must be designed to control erosion after grading is complete. All facilities must be designed in accordance with the adopted 2016 King County Surface Water Design Manual and KMC 13.35</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Drainage Report or Technical Information Report (TIR)</b>	2
		<ul style="list-style-type: none"> <li>Drainage report prepared in accordance with the requirements of the adopted 2016 KCSWDM and KMC 13.35</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Geotechnical Report</b>	3
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Improvement Bond Quantity Worksheet</b> ( <i>must have updated unit pricing numbers 2015 or newer</i> )	3
<input type="checkbox"/>	<input type="checkbox"/>	<b>Recreation Space Plan</b> – if required	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Approved Street Light Plan</b> – Intolight	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Landscape Plan</b>	3
		<ul style="list-style-type: none"> <li>Prepared in accordance with KMC 18.35 by a certified landscape architect, certified nurseryman, or certified landscaper</li> </ul> <p><i>The landscape plan is not the same as the Tree Management and Protection Plan.</i></p>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Tree Management and Protection Plan</b>	3
		<ul style="list-style-type: none"> <li>See Guide to Developing a Tree Management Plan (Form 503)</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Arborist Report</b>	3
		<ul style="list-style-type: none"> <li>Must be completed by a certified arborist</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Surface Water Pollution Prevention Plan</b>	3
		<ul style="list-style-type: none"> <li>Plan must be consistent with Department of Ecology template</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Traffic Impact Analysis (TIA)</b>	3
		<ul style="list-style-type: none"> <li>Also see the Traffic Impact Analysis handout (form #314) for specific requirements.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Road Standards Variance</b> (form #310) – if required	3
		<ul style="list-style-type: none"> <li>Variance justification to deviate from any of the Kenmore Road Standards.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Critical Area Studies</b> – if required	3
		<ul style="list-style-type: none"> <li>A wetlands delineation and categorization report prepared by a licensed professional biologist (if wetlands are present on or adjacent to the subject property).</li> <li>A stream delineation and assessment study prepared by a licensed professional biologist (if streams are located on or adjacent to the subject property).</li> <li>A geologic hazards report/soils report prepared by a licensed professional geotechnical engineer (if steep slopes, landslide hazard, seismic hazard, or erosion hazard areas are located on or adjacent to the subject property).</li> <li>A habitat management plan (if fish and wildlife habitats of importance are located on or adjacent to the subject property).</li> <li>Conceptual mitigation/restoration plan prepared per KMC 18.55.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Critical Area Bond Quantity Worksheet</b> – if required	2
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conditions of Approval</b> - if land use decision (preliminary plat, variance, reasonable use, conditional use, etc.) was required	2
		<ul style="list-style-type: none"> <li>Also known as Findings and Conclusions, Staff Report, or Hearing Examiner's Decision</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>SEPA Environmental Checklist</b> – if required	5
		<ul style="list-style-type: none"> <li>See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Mailing Labels</b> – if required	3
		<ul style="list-style-type: none"> <li>For property owners located within 1,000 feet of the site, but the area shall be expanded as necessary to send at least 20 different nearby property owners.</li> </ul> <p><i>Mailing labels can be obtained from a title company.</i></p>	