



Project Number: _____

Parent Number: _____

Related Permit(s): _____

SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum requirements and number of copies the applicant must submit to the City of Kenmore (City) in order 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

- This application must be applied for online via www.MyBuildingPermit.com ("MBP") by selecting 1. Land Use, 2. Any Project Type, 3. Land Division, 4. Short Plat - Final.
- All permit application fees are due at intake, upon receipt (see fee schedule).
- Forms are available online at www.kenmorewa.gov/developmentservices.
- For questions about the submittal process, please contact Development Services at 425-398-8900 or via email at permittech@kenmorewa.gov.

SECTION 3: REQUIRED DOCUMENTS

- ☐ **Permit application** (form #101)
- ☐ **Owner Authorization** (form #102)
- ☐ **Title Report – dated within 30 days**
 - Showing date of segregation, legal description, existing easement agreements for ingress, egress, utilities, and drainage and deed restrictions or other property encumbrances.
 - Attachments of all recorded documents related to the report (attachments must be PDFs – cannot be links only).
- ☐ **Land Use Decision**
 - Copy of preliminary land use decision (staff report).
- ☐ **Lot Closure Calculations**
- ☐ **Covenants, Conditions, and Restrictions (CC&Rs)**

SECTION 4: REQUIRED PLANS & REPORTS

- ☐ **Final Plat Map**
 - Must be prepared by a licensed surveyor registered in the State of Washington.
 - Minimum sheet size of 18" x 24", drawn to a legible engineering scale.
 - Include the name of the preparer along with the stamp and signature of the surveyor.