

**250**

# CITY OF KENMORE, WA MASTER PLAN CHECKLIST

18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area

**Project Number:** \_\_\_\_\_**Parent Number:** \_\_\_\_\_**Related Permit(s):** \_\_\_\_\_

Date Stamp

## 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

- Master plans are authorized or required for certain uses or activities within the comprehensive plan or certain zone districts. These uses may have unique characteristics or potential impacts to the community, and require review and opportunity for public comment. A master plan may also be requested by an applicant to guide development over a period of years and to clarify vesting rights. It is expected that approval of a master plan will guide development within the affected area for a period of at least 10 years. Master plan approval is also intended to allow quicker review and processing of individual, phased construction projects with greater certainty than would be possible if a master plan did not exist.
- This application must be applied for online via [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) ("MBP") by selecting 1. Land Use, 2. Any Project Type, 3. Project or Site Plan Approval, 4. Master Site Plan.
- All permit application fees are due at intake, upon receipt (see fee schedule).
- Forms are available online at [www.kenmorewa.gov/developmentservices](http://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](mailto:permittech@kenmorewa.gov).

## SECTION 3: REQUIRED DOCUMENTS

- ☐ **Permit application** (form #101)
- ☐ **Owner Authorization** (form #102)
- ☐ **Certificate of Water Availability** from Northshore Utility District, [www.nud.net](http://www.nud.net)
- ☐ **Certificate of Sewer Availability** from Northshore Utility District, [www.nud.net](http://www.nud.net)
- ☐ **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).
- ☐ **Project Narrative**  
A detailed project narrative addressing the following:
  - Indicate whether the application is a minor amendment or major modification, per KMC 18.120.050 (this should have been discussed during the pre-application stage).
  - Outline long-term land uses, circulation, infrastructure, open space, and development phasing to guide future development.
  - Describe the relationship between the project site and adjoining properties.
- ☐ **Existing Master Plan**
  - A copy of the existing Master Plan, including any amendments.

<input type="checkbox"/>	<b>Site Plan – Existing and Proposed Conditions</b> <ul style="list-style-type: none"> <li>▪ Depict existing site conditions, including easements, structures (e.g., buildings, retaining walls, septic tanks), and impervious surfaces (e.g., driveways, walkways). Identify areas designated for removal or demolition.</li> <li>▪ Define land use areas, circulation patterns, site access, utilities, infrastructure, maximum square footage of uses (if applicable), open space, critical areas, and required buffers.</li> <li>▪ Illustrate the relationship between the site and adjoining properties.</li> <li>▪ Ensure the site plan size is at least 18"x24", drawn to a legible engineering scale.</li> <li>▪ Include the name of the preparer, along with the surveyor, engineer, or architect's stamp and signature.</li> <li>▪ Provide the name and address of the owner, applicant, engineer, and/or architect.</li> <li>▪ Include a north arrow and vicinity map, showing sufficient detail to locate the project in relation to arterial streets, natural features, and municipal boundaries.</li> <li>▪ List the tax parcel number and property address.</li> <li>▪ Provide the legal description of the property boundary, dimensions, and both existing and proposed property lines.</li> <li>▪ Indicate net and gross site areas in square feet and acres.</li> <li>▪ Include existing and proposed impervious surface calculations, with a breakdown of the total impervious area.</li> <li>▪ Identify the zoning designation of the property and surrounding properties.</li> <li>▪ Depict topographic contours at intervals not exceeding 5 feet.</li> <li>▪ Show adjacent streets, including street names, right-of-way widths, and improvements (e.g., pavement width, sidewalks, shoulders).</li> <li>▪ Identify the location and dimensions of proposed streets/access points, including width, cul-de-sac radius, and sidewalks.</li> <li>▪ Outline the boundaries of critical areas, such as streams, wetlands, fish and wildlife habitats, flood hazard areas, shorelines, landslide, erosion, and seismic hazard areas, along with required buffers and building setbacks.</li> <li>▪ Show owners of adjacent properties.</li> </ul>
<input type="checkbox"/>	<b>Preliminary Critical Areas Report</b> Provide an analysis of critical areas and potential impacts, including: <ul style="list-style-type: none"> <li>▪ A description of critical areas, buffers, and any proposed reductions or modifications.</li> <li>▪ A wetlands delineation and categorization report prepared by a licensed professional biologist (if wetlands are present on or adjacent to the site).</li> <li>▪ A stream delineation and assessment study by a licensed professional biologist (if streams are located on or adjacent to the site).</li> <li>▪ A habitat management plan, if fish and wildlife habitats of importance are on or adjacent to the site (this may be included as a section in the critical areas report).</li> <li>▪ A geologic hazards/soils report (geotechnical report) prepared by a licensed professional geotechnical engineer (if geologically hazardous areas exist on or near the site).</li> </ul>
<input type="checkbox"/>	<b>Preliminary Arborist Report</b> <ul style="list-style-type: none"> <li>▪ Identify existing trees and those proposed for removal.</li> </ul>
<input type="checkbox"/>	<b>Preliminary Transportation Impact Analysis (TIA)</b> <ul style="list-style-type: none"> <li>▪ Provide an overview of existing traffic conditions, along with a high-level analysis of proposed impacts and mitigation measures.</li> </ul>
<input type="checkbox"/>	<b>Preliminary Technical Information Report (TIR/Drainage Report)</b> <ul style="list-style-type: none"> <li>▪ Describe existing drainage conditions and outline anticipated drainage improvements.</li> </ul>
<input type="checkbox"/>	<b>SEPA Environmental Checklist</b> <ul style="list-style-type: none"> <li>▪ Determine applicability by reviewing State Environmental Policy Act (SEPA) SEPA categorical exemptions under KMC 19.35.060 and WAC 197-11-800.</li> <li>▪ Use the most recent SEPA environmental checklist from the Department of Ecology:  <a href="https://ecology.wa.gov/regulations-permits/sepa/environmental-review">https://ecology.wa.gov/regulations-permits/sepa/environmental-review</a>.</li> </ul>
<input type="checkbox"/>	<b>Previous SEPA Determinations</b> <ul style="list-style-type: none"> <li>▪ Include copies of all prior SEPA determinations, including any amendments.</li> </ul>
<input type="checkbox"/>	<b>P-Suffix Conditions (if applicable)</b> <ul style="list-style-type: none"> <li>• Provide a copy of P-suffix conditions, if applicable.</li> </ul>