

# CITY OF KENMORE, WA

## PRELIMINARY UNIT LOT SUBDIVISION CHECKLIST

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

425-398-8900

www.kenmorewa.gov

Project Number: \_\_\_\_\_

Parent Number: \_\_\_\_\_

Related Permit(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Pre-App complete? ☐ Yes ☐ No \_\_\_\_\_ Staff Initials

### 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](http://www.MyBuildingPermit.com) ("MBP") by selecting 1. Land Use, 2. Any Project Type, 3. Land Division, 4. Unit Lot Subdivision - Preliminary.
- 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 comprehensive project narrative that includes the following:
  - **Existing site conditions**, including but not limited to the property size, current use, ownership, zoning, topography, existing frontage improvements, walkability for school-age children, availability of water and sewer service, roads and site access, presence of environmentally critical areas, number of significant or exceptional trees, and any other relevant site characteristics.
  - **Proposed development details**, including but not limited to the number and size of lots, intended land uses, proposed frontage improvements, internal roads and access points, any proposed tracts, and any requests for exceptions, reductions, variances, or waivers (e.g., buffer reduction, road standard variance). Also include SEPA applicability, any changes since the pre-application meeting, and the anticipated construction timeline.
- ☐ **Copies of applications for other related permits or approvals**
  - Submit copies of application materials and plans for permits related to this work. Examples include JARPA, HPA permit, etc.
- ☐ **Copy of pre-application comments**

### SECTION 4: REQUIRED PLANS & REPORTS

- ☐ **Survey**
  - Stamped and signed by a licensed professional land surveyor in the State of Washington.

<input type="checkbox"/>	<p><b>Plat Map</b></p> <p>The plat map must meet the following requirements:</p> <ul style="list-style-type: none"> <li>▪ Must be prepared by a licensed surveyor registered in the State of Washington.</li> <li>▪ Minimum sheet size of 18" x 24", drawn to a legible engineering scale.</li> <li>▪ Include the name of the preparer along with the stamp and signature of the surveyor, engineer, or architect.</li> <li>▪ Provide the name and address of the property owner, applicant, engineer, and/or architect.</li> <li>▪ Include a north arrow and a vicinity map showing sufficient detail to locate the project relative to arterial streets, natural features, and city boundaries.</li> <li>▪ Indicate the tax parcel number and site address.</li> <li>▪ Provide the legal description of the property boundary and the dimensions of all proposed lots.</li> <li>▪ Show both net and gross square footage and acreage for the existing parcel and all proposed lots.</li> <li>▪ Include existing and proposed impervious surface calculations, with a breakdown of the total impervious area.</li> <li>▪ List the zoning designation for the property and adjacent properties.</li> <li>▪ Display topographic contours at a maximum interval of 5 feet.</li> <li>▪ Identify all adjacent streets, including street names, right-of-way widths, and existing improvements (e.g., pavement width, sidewalks, shoulders). Include cul-de-sac radii where applicable.</li> <li>▪ Show the location and dimensions of all proposed streets and access points, including widths, cul-de-sac radii, and sidewalk details.</li> <li>▪ Provide sight distance measurements at all access locations.</li> <li>▪ Indicate the location, dimensions, and intended use of all existing and proposed easements, referencing applicable recording numbers.</li> <li>▪ Show the location of existing structures, retaining walls, septic systems, drain fields, and wells, with distances to both existing and proposed lot lines. Identify any structures slated for removal or demolition.</li> <li>▪ Include proposed structures, with dimensions and setback distances from property lines.</li> <li>▪ Clearly delineate boundaries of critical areas (streams, wetlands, fish and wildlife habitat, flood hazard zones, shorelines, and geologic hazard areas including landslide, erosion, and seismic zones), as well as associated buffer and setback boundaries.</li> <li>▪ Identify adjacent property owners and the names of any adjoining subdivisions.</li> </ul>
<input type="checkbox"/>	<p><b>Conceptual Civil Plans</b></p> <ul style="list-style-type: none"> <li>▪ Preliminary layout of proposed infrastructure, including stormwater management systems, water distribution and sewer systems, frontage improvements, internal roadways, right-of-way dedication, curb cuts, street signs, and the proposed location and size of any detention vaults or ponds.</li> <li>▪ Plans must be prepared in accordance with the current adopted versions of the Kenmore Road Standards, and the King County Surface Water Design Manual (KCWSDM) as adopted and amended by Kenmore Municipal Code (KMC) Section 13.35.</li> </ul>
<input type="checkbox"/>	<p><b>Drainage Analysis &amp; Geotechnical Report</b></p> <ul style="list-style-type: none"> <li>▪ An off-site drainage analysis prepared in compliance with the requirements of the adopted King County Surface Water Design Manual and Kenmore Municipal Code (KMC) 13.35.</li> <li>▪ The analysis must evaluate potential off-site drainage impacts (i.e. off-site analysis) resulting from the proposed development and recommend appropriate mitigation measures.</li> </ul>
<input type="checkbox"/>	<p><b>Arborist report</b></p> <ul style="list-style-type: none"> <li>▪ Prepared by a Qualified Tree Protection Professional as defined in KMC 18.20.2207.</li> <li>▪ Must include a methodology section, a summary of the arborist's credentials, a tree assessment (written narrative and data table), photographs of all trees identified as hazardous, a windthrow risk evaluation, tree density calculation, a description of the proposed tree protection zone, construction-phase recommendations, and all other elements required under KMC 18.57.</li> </ul>
<input type="checkbox"/>	<p><b>Tree Management &amp; Protection Plan</b></p> <ul style="list-style-type: none"> <li>▪ A tree survey and inventory, prepared using the site survey as a base map. The arborist shall conduct the inventory based on on-site observations and existing conditions.</li> <li>▪ A tree protection plan developed by a surveyor, landscape architect, or similar, based on the arborist's inventory and recommendations. The plan must meet tree density requirements and reflect all proposed protection measures.</li> <li>▪ A table summarizing the tree density calculation and listing all trees to be removed and retained. Each entry must include the tree species, common name, size, condition (health and structure), and designation as significant or exceptional per the Kenmore Municipal Code (KMC).</li> <li>▪ All tree protection measures shown on the tree plan must also be accurately depicted on the conceptual civil plans.</li> <li>▪ Note: Removal of any exceptional tree requires an Exceptional Tree Removal Variance (TVAR) application, to be submitted concurrently with the associated land use application (e.g., preliminary short plat).</li> </ul>
<input type="checkbox"/>	<p><b>Traffic Impact Analysis (TIA) – if required</b></p> <ul style="list-style-type: none"> <li>▪ Pre-application meeting comments should indicate whether a Traffic Impact Analysis is required. To confirm, contact the Development Review Engineer.</li> </ul>

<input type="checkbox"/>	<b>Road Standards Variance</b> (form #310) – <i>if required</i> <ul style="list-style-type: none"> <li>Submit a completed variance request form along with a justification to deviate from any applicable Kenmore Road Standards.</li> </ul>
<input type="checkbox"/>	<b>Critical Area Studies</b> – <i>if required</i> <ul style="list-style-type: none"> <li>Pre-application meeting comments should provide guidance on whether these studies are needed. To confirm, contact the Planner.</li> <li>If applicable, submit the following reports prepared by qualified professionals: <ul style="list-style-type: none"> <li><b>Wetland delineation and categorization report</b> by a licensed professional biologist, if wetlands are present on or adjacent to the site.</li> <li><b>Stream delineation and assessment study</b> by a licensed professional biologist, if streams are present on or adjacent to the site.</li> <li><b>Geologic hazards/soils report</b> by a licensed professional geotechnical engineer, if the site includes or is near steep slopes, landslide hazard areas, seismic hazard areas, or erosion hazard areas.</li> <li><b>Habitat management plan</b> if fish and wildlife habitat conservation areas are present on or adjacent to the site.</li> <li><b>Conceptual mitigation or restoration plan</b> prepared in accordance with KMC 18.55, if impacts to critical areas are proposed.</li> </ul> </li> </ul>
<input type="checkbox"/>	<b>SEPA Environmental Checklist</b> – <i>if required</i> <ul style="list-style-type: none"> <li>The pre-application comments should contain guidance on whether SEPA is required. To confirm, contact the Planner.</li> <li>Refer to SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800.</li> <li>Use the most recent version of the Washington State Department of Ecology SEPA Environmental Checklist.</li> </ul>