

**Permit Number:** _____

Event Name: _____

Related Permit(s): _____

Pre-App Complete? Yes No _____ Staff Initials**SECTION 1: HOW TO USE THIS CHECKLIST**

This checklist identifies the minimum submittal requirements 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 on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate reviewer and/or department prior to intake, to have the item(s) initialed as not required.

SECTION 2: IMPORTANT INFORMATION

- Permit and land use applications are accepted online at www.MyBuildingPermit.com ("MBP").
- Once accepted, an invoice will be uploaded to MBP by the department. All permit application fees are due at intake and upon receipt of the invoice. Failure to pay fees may result in an incomplete application and/or late fees.
- Late fees: Pursuant to KMC 20.05.040, invoices not paid after the thirtieth (30th) day after receipt of an invoice are considered late and are subject to penalty. A late penalty payment equal to one and one-half percent (1.50%) of the delinquent unpaid balance, compounded monthly, shall be assessed on the delinquent unpaid balance.
- Forms are available online at www.kenmorewa.gov/developmentservices.

SECTION 3: PROJECT DETAILS**Type of Work:**

- Site development work associated to an approved land use application (e.g., subdivision, conditional use permit, etc.)
- Grading Critical Area Restoration Other (explain): _____

New or Additional Parking: _____ # of parking spaces**Disturbed Area – Drainage:** _____ Acres**Disturbed Area – Total:** _____ Acres**Traffic Impact Analysis:** _____ Peak hour trips**Does the project include new detention facilities?** N , Y **Deferred submittal:** N , Y **Does the project include new retaining walls?** N , Y **Deferred submittal:** N , Y **Detention facility details:**

Length: _____ Width: _____ Depth: _____ Valuation: \$ _____

Length: _____ Width: _____ Depth: _____ Valuation: \$ _____

Length: _____ Width: _____ Depth: _____ Valuation: \$ _____

Retaining wall details:Type: Concrete Block Other (explain): _____ Valuation: \$ _____Type: Concrete Block Other (explain): _____ Valuation: \$ _____Type: Concrete Block Other (explain): _____ Valuation: \$ _____**Environmentally Critical Areas (check all that apply):**

- Stream Shoreline Geologic Hazard
- Wetland Flood Hazard Habitat of Importance
- Flood Hazard Groundwater Susceptibility and Critical Aquifer Recharge Areas

SECTION 4: REQUIRED DOCUMENTS

- Permit application** (form #101)
- This Checklist** (form #301)
- Certificate of Water Availability** from Northshore Utility District, www.nud.net
- Certificate of Sewer Availability** from Northshore Utility District, www.nud.net
- Copies of applications for other related permits or approvals**
Copies of application materials and plans for permits related to this work. Examples include JARPA, HPA permit, etc.

SECTION 5: REQUIRED PLANS & REPORTS

The **minimum scale** for drawings is 1-inch equals 20 feet (1" = 20')

- Site Plan**
 - 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 (e.g., surveyor, engineer, architect *with* stamp and signature)
 - Name and address of owner(s), applicant, engineer, and architect
 - North arrow and professional vicinity map that show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries (do not use Google maps)
 - Grading plan scale (horizontal and vertical)
 - Tax parcel number and legal description
 - Property boundaries and dimensions of all lots
 - Area in square feet or acres of the total property
 - Calculations of the total proposed area to be cleared on site as a percentage of the total site area
 - Boundaries of critical areas, boundaries of required buffers, and building setbacks (streams, wetlands, fish and wildlife habitats of importance, flood hazard areas, shorelines, landslide hazard, erosion hazard, seismic hazard)
 - Clearing limits
 - Owners of adjacent properties and the names of any adjacent subdivisions
 - 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 (2 feet preferred)
 - All adjacent streets, including street name, right-of-way width, private/public designation, 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 and tracts. Reference all 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
- Civil Plans** including:
Civil plans shall be stamped and signed by a licensed engineer in the State of Washington
 - Proposed water distribution systems, storm sewers, sewage systems, and proposed location of detention vault/pond
 - Plans prepared per King County Road Standards and KMC 12.50; and 2016 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
 - Utility locations – existing (water, sewer, electrical, gas, etc.)
 - Utility locations – proposed (water and sewer)
 - Water and sewer plans
- Structural Plans and Calculations** for:
Detention facilities (Deferred? Yes) Retaining Walls (Deferred? Yes)
- Temporary Erosion and Sedimentation Control Plan (TESCP)**
 - 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
- Geotechnical Report**
Stamped and signed by a licensed geotechnical engineer in the State of Washington.
 - Must be the final geotechnical report; do not mark as "draft"
- Drainage Report or Technical Information Report (TIR)**
Stamped and signed by a licensed geotechnical engineer in the State of Washington
 - Drainage report prepared in accordance with the requirements of the adopted KCSWDM and KMC 13.35

- Site Improvement Bond Quantity Worksheet**
 - Must have updated unit pricing (2015 or newer)

- Street Light Plan – Per Kenmore Road Standards Section 8.11**
 - All new streetlights in the City of Kenmore shall be LED compatible and shall include a new LED bulb at the time of installation
 - Street illumination shall be provided on all new roadways. Illumination will also be required as identifiers when a local road intersects an arterial. Illumination of roadways with turn channelization will include all lane tapers.
 - The illumination system shall be designed to provide a minimum of 1.2 foot-candles with an average-to- minimum uniformity ration of 3:1, except at intersections where the system shall be designed to provide a minimum of 1.5 foot-candles with an average-to-minimum uniformity ratio of 3:1

- Complete calculations for structural design, including anchor bolt details, shall be prepared by a Washington State licensed Professional Engineer

In all areas of the City – except for those areas which are zoned Downtown Residential (DR), Downtown Commercial (DC), Community Business (CB), and Regional Business (RB), Urban Corridor (UC), and Waterfront Commercial (WC) – the street lighting shall be installed using the following product types unless otherwise approved by the City: 1. Base Style: Victorian V 2. Base Material: Concrete 3. Base Color: Black 4. Head Type: Dayform 5. Head Color: Black

- Tree Management and Protection Plan**
Can be included with the civil plans (e.g., “T” sheets)
 - Prepared in accordance with KMC 18.57
 - Tree survey (existing conditions) and proposed conditions (protection measures, replacement trees, tree density, etc.)
 - Must be consistent with prior land use decisions issued for the project

- Landscape and Recreation Space Plan – if required**
Can be included with the civil plans (e.g., “L” sheets)
 - Prepared in accordance with KMC 18.30 and 18.35 and by a certified landscape architect, certified nurseryman, or certified landscaper
 - Include specifications for recreation equipment
 - The landscape plan is *not* the same as the Tree Management and Protection Plan

- Special Inspections Agreement (form #430) – if required**

- Surface Water Pollution Prevention Plan (SWPPP)**
 - Plan must be consistent with Department of Ecology template

- Arborist Report**
 - Must be consistent with the Tree Management and Protection Plan and prior land use decision

- Traffic Impact Analysis (TIA)**
 - Also see the Traffic Impact Analysis handout (form #314) for specific requirements

- Road Standards Variance (form #310) – if required**
 - Variance justification to deviate from any of the Kenmore Road Standards

- Critical Area Studies – if required**
 - A wetlands delineation and categorization report prepared by a licensed professional biologist / ecologist (if wetlands are present on or adjacent to the subject property)
 - A stream delineation and assessment study prepared by a licensed professional biologist (if streams are located on or adjacent to the subject property)
 - 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)
 - A habitat management plan (if fish and wildlife habitats of importance are located on or adjacent to the subject property)
 - Final Mitigation/restoration plan (“planting plan”) prepared per KMC 18.55

- Additional Bond Quantity Worksheets – if required**
Critical areas, landscaping, trees, etc.

- Land Use Conditions of Approval – if land use decision was required (e.g., preliminary plat, variance, reasonable use, conditional use, etc.)**
 - Also known as Findings and Conclusions, Staff Report, or Hearing Examiner’s Decision

- Construction Parking Plan – if required**

- SEPA Environmental Checklist – if required**
 - See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800.

- Lighting Analysis**
 - For areas within the right-of-way