



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Permit Number: _____

Description: _____

Area of Use: _____ Square Feet

Date Received by the City: _____

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

- Public use permits are for use of City owned real property, either short or long term; examples include but are not limited to, storage of materials not associated with a special event permit, utility services, temporary construction or repair/maintenance activities associated with adjacent properties, or temporary access to adjacent properties.
- This application must be applied for online via www.MyBuildingPermit.com ("MBP") by selecting 1. Right-of-Way, 2. Any Project Type, 3. New., 4. Other.
- 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 permittech@kenmorewa.gov.
- The City may require that you provide commercial general liability insurance with a minimum amount of \$1,000,000 per occurrence with the City named an additional insured on the policy for the duration of the event.
- When determined that additional police, emergency, or city personnel is needed additional fees may apply.
- Traffic Control Plans shall conform to the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD). For more information, please visit <http://mutcd.fhwa.dot.gov/index.htm>.

SECTION 3: SUBMITTAL REQUIREMENTS

- Permit application** (form #101)
- Site Plan** with:
 - North arrow;
 - Scale identified (minimum 1" = 20')
 - Property lines;
 - Easements;
 - Public and private streets adjacent to the proposed area identified;
 - Existing and proposed driveways, curb cuts, including driveways on adjacent properties;
 - Environmentally critical areas and buffers;
 - Location and dimensions of proposed use area;
 - Proposed use of area;
 - Proposed improvements;
 - Types of surface, existing and proposed, landscaping materials and finished grades;
 - Utility locations (water, sewer, electrical, etc.);
 - Location of storm drainage systems and proposed connections;
 - Trees on or near the use or access area.
- Access road/driveway/pathway** showing all dimensions from the centerline to proposed improvements above and below the ground.
- Restoration Plan**
- Project Narrative** detailing activities, materials/structures proposed, duration of use, and mitigation proposed for impacts to existing uses.
- Traffic Control Plan**, if applicable