



ZONING WORKSHEET

Date: December 4, 2007

Planner: Désirée Goble, AICP, Planner

Case #: PRE07-00105

Property Address: 10661 Forbes Creek Drive

Persons requesting meeting: Rick Altig

Proposal: Two or four lot short plat

Tax Assessor's Parcel Number: 389010-0035

Lot Size (according to the Assessor's Records): 41,962 square feet

Zone: RS 12.5

Permit Plan: n/a

Parcel Data File: n/a

Development Action Map: n/a

Sensitive Area Maps: high landslide hazard area

The property is located within the South Juanita Neighborhood. Following is information that can be found in the Natural Environment section of the Juanita Slough Area.

There is some evidence indicating that unstable slope conditions exist along much of the southern hillside in the Juanita Valley. Further analysis may be necessary to determine the extent of unstable slope conditions along this southern hillside. A slope stability analysis should be required prior to development on any of the slopes in the vicinity of Juanita Valley and development regulated accordingly (see Natural Elements Policy 1).

Some of the area in the Juanita Slough area falls within a potentially hazardous slope area (see Figure J-11). All permitted developments will be preceded by adequate slope stability investigations. The presence of an open stream, limited access, and a large groundwater supply impose limits on the feasible residential densities. Densities of four to five dwelling units per acre are appropriate in this area.

Much of the area south of NE 106th Street lies on the part of the Juanita Slope identified as unstable. Slopes are steep at an average of 15 percent with some slopes up to 40 percent. There is a series of ravines which represent a particularly high hazard of sliding. There are large amounts of groundwater in the slope causing artesian pressure and many small streams. Some creep and sloughing indicate active slope movement. The instability of the sand layer greatly increases when wet or modified. The presence of an inferred clay unit in the lower portions of the slope and saturated sand and gravel can also be contributing factors to landsliding when wet. The slope will also be particularly prone to sliding in a time of a low-intensity earthquake.

In addition to geologic constraints, there are a series of other factors which limit development densities on the slopes. The possibilities for severe erosion increase as the slope increases. The slope area is heavily wooded and of significant aesthetic value, particularly for those who enter the City from the north on 98th Avenue NE. Besides the aesthetic and biological value of the wooded cover, it is also important in contributing to the slope stability. It will be important to consider the greater expenditures involved in development on the slope due to natural and

NOTE: *The information related by the City staff is a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements. Furthermore, in the case of a discretionary development permit, the role and authority of the City staff is advisory only. Final recommendation and decision on such permits can only be made, after public comment and/or public hearing, by the Planning Director (as to Short Plats and Zoning Code Process I Permits), the Hearing Examiner, or the Planning Commission and City Council, depending upon the type of permit.*

physical constraints on development. Also of concern are runoff and the impacts on the Slough itself, as well as access constraints on emergency vehicles.

The natural and other development constraints discussed above combine to reduce the feasible residential densities to one to three dwelling units per acre. Permitting higher-density development along the entire slope could compound the adverse impacts of a single high-density development. It is the cumulative effects resulting from full development at medium to high densities that are of greatest concern. The cumulative effects of full slope development could increase the hazards of life and property.

The base density for residential development on the unstable slope is one to three dwelling units per acre subject to the following standards:

- (1) Soils analysis is required.
- (2) Clustering of structures is encouraged.
- (3) The maintenance of maximum vegetative cover is required.
- (4) Watercourses are to be retained in a natural state.
- (5) Surface runoff is to be controlled at predevelopment levels.
- (6) Points of access are to be minimized.
- (7) There is to be a special review of all development plans

Residential densities on the unstable slope may be increased by an extra one to two dwelling units per acre (up to five dwelling units per acre) depending on the degree to which the development proposal conforms to the following standards:

- (1) Soils and geologic analysis are required. The City will select an appropriate consultant and establish reasonable study parameters. Analysis would cover the area of the site to be developed as well as adjacent sites.
- (2) The developer will indemnify and hold harmless the City.
- (3) The clustering of structures is required.
- (4) The vegetative cover is maintained to the maximum extent possible.
- (5) Watercourses are to be retained in a natural state.
- (6) Surface runoff is to be controlled at predevelopment levels.
- (7) Points of access to arterials are to be minimized.
- (8) The City has the present ability to provide the necessary emergency services.
- (9) A minimum level of aggregation of land may be desirable in order to minimize adverse impacts.
- (10) There will be public review of the development proposal.

In all slope areas, existing vegetation should be preserved to the greatest extent feasible in order to help stabilize the slopes as well as maintain natural drainage patterns (see Natural Elements Policy 5.b. and Public Services/Facilities: Drainage Policy 2.b.). It should be noted that in slope areas, limitations on development are not due entirely to the existence of natural constraints. There may be additional reasons (for example: access, utility service, adjacent uses and others) for limiting the type or density of development in slope areas.

Potential Issues/ Code Requirements:

According to the Assessor's information there is 41,962 square feet. The minimum lot size for the subject property is 12,500 square feet per lot ($41,962 / 12,500 = 3.35$) which would allow a total of 3 lots. If you are interested in increasing your density above the three units you could apply for a rezone and possibly a PUD depending on your layout.

A geotechnical report will be required due to the location of high landslide hazards on the subject property.

All driveways located within a front setback yard cannot exceed 10 feet in width and must be setback a minimum of 5 feet from the property line.

The minimum lot size is 12,500 square feet.

Please explain the 30 foot wide PPL easement note on the drawing.

Provided copies of the following information:

- Short/Preliminary Subdivision Application Packet
- Zoning Code Section(s) 15.08-15.010, Chapter 85 - Geologically Hazardous Area Chapter, Chapter 123 - Planned Unit Development Chapter
- Tree Plan III handout
Environmental Checklist
- Comp Plan Language from the Juanita Slough Area (Pages XV.I-38-39).

The Kirkland Zoning Code and Comprehensive Plan are now available on the internet. A link to these sites can be found at www.kirklandpermits.net under the goto section on the left hand side of the home page.

NOTE: Following is a copy of typical conditions that may be imposed on your short plat application. Items may have been included that don't pertain or have been omitted from the list that will apply to the project. Only a complete and thorough review can determine exactly what conditions apply to a particular case.

DEVELOPMENT STANDARDS LIST

SUBDIVISION STANDARDS

22.28.030 Lot Size. Unless otherwise approved in the preliminary subdivision or short subdivision approval, all lots within a subdivision must meet the minimum size requirements established for the property in the Kirkland zoning code or other land use regulatory document.

22.28.050 Lot Dimensions. For lots smaller than 5,000 square feet, the lot width at the back of the required front yard shall not be less than 50 feet unless the garage is located at the rear of the lot or the lot is a flag lot.

22.28.130 Vehicular Access Easements. The applicant shall comply with the requirements found in the Zoning Code for vehicular access easements or tracts.

22.28.210 Significant Trees. The applicant shall design the plat so as to comply with the tree management requirements set forth in Chapter 95 of the Kirkland Zoning Code. The Planning Official is authorized to require site plan alterations to retain Type 1 trees. The applicant shall retain all viable trees at the short plat approval stage and all viable trees with the required Land Surface Modification Permit, except for those trees needed to be removed for installation of the plat infrastructure improvements. The applicant shall also retain all viable trees during the development of each single family lot except for those trees required to be removed for the construction of the house and other associated site improvements. A Tree Plan III was submitted with the short plat. A minimum of 30 tree credits per acre are required for the subject site. If at any stage of development, tree retention on the site falls below the minimum required tree density, replanting shall be required per KZC Section 95.35.

22.32.010 Utility System Improvements. All utility system improvements must be designed and installed in accordance with all standards of the applicable serving utility.

22.32.030 Stormwater Control System. The applicant shall comply with the construction phase and permanent stormwater control requirements of the Municipal Code.

22.32.050 Transmission Line Undergrounding. The applicant shall comply with the utility lines and appurtenances requirements of the Zoning Code.

22.32.060 Utility Easements. Except in unusual circumstances, easements for utilities should be at least ten feet in width.

27.06.030 Park Impact Fees. New residential units are required to pay park impact fees prior to issuance of a building permit. Please see KMC 27.06 for the current rate. Exemptions and/or credits may apply pursuant to KMC 27.06.050 and KMC 27.06.060. If a property contains an existing unit to be removed, a "credit" for that unit shall apply to the first building permit of the subdivision.

Prior to Recording:

22.20.362 Short Plat - Title Report. The applicant shall submit a title company certification which is not more than 30 calendar days old verifying ownership of the subject property on the date that the property owner(s) (as indicated in the report) sign(s) the short plat documents; containing a legal description of the entire parcel to be subdivided; describing any easements or restrictions affecting the property with a description, purpose and reference by auditor's file number and/or recording number; any encumbrances on the property; and any delinquent taxes or assessments on the property.

22.20.366 Short Plat - Lot Corners. The exterior short plat boundary and all interior lot corners shall be set by a registered land surveyor. If the applicant submits a bond for construction of short plat improvements and installation of permanent interior lot corners, the City may allow installation of temporary interior lot corners until the short plat improvements are completed.

22.20.390 Short Plat - Improvements. The owner shall complete or bond all required right-of-way, easement, utility and other similar improvements.

22.24.050 Innovative or Unusual Plat. The recorded plat or short plat must clearly reflect that each lot in the plat or short plat must be used, developed or maintained consistent with the entire approved plat or short plat. Any proposed change

to the use, development or existence of any of the lots or tracts in the plat or short plat will not be approved unless the entire plat or short plat is subject to City review and modification.

22.28.050 Lot Dimensions. The owner of the property shall sign a covenant to ensure that the garage will be located at the rear of any lot which is smaller than 5,000 square feet, has a lot width at the back of the required front yard less than 50 feet, and is not a flag lot.

22.32.020 Water System. The applicant shall install a system to provide potable water, adequate fire flow and all required fire-fighting infrastructure and appurtenances to each lot created.

22.32.040 Sanitary Sewer System. The developer shall install a sanitary sewer system to serve each lot created.

22.32.080 Performance Bonds. In lieu of installing all required improvements and components as part of a plat or short plat, the applicant may propose to post a bond, or submit evidence that an adequate security device has been submitted and accepted by the service provider (City of Kirkland and/or Northshore Utility District), for a period of one year to ensure completion of these requirements within one year of plat/short plat approval.

Prior to occupancy:

22.32.020 Water System. The applicant shall install a system to provide potable water, adequate fire flow and all required fire-fighting infrastructure and appurtenances to each lot created.

22.32.040 Sanitary Sewer System. The developer shall install a sanitary sewer system to serve each lot created.

22.32.090 Maintenance Bonds. A two-year maintenance bond may be required for any of the improvements or landscaping installed or maintained under this title.

ZONING CODE STANDARDS

85.25.1 Geotechnical Report Recommendations. The geotechnical recommendations contained in the report shall be implemented.

85.25.3 Geotechnical Professional On-Site. A qualified geotechnical professional shall be present on site during land surface modification and foundation installation activities.

95.50.2.a Required Landscaping. All required landscaping shall be maintained throughout the life of the development. The applicant shall submit an agreement to the city to be recorded with King County which will perpetually maintain required landscaping. Prior to issuance of a certificate of occupancy, the proponent shall provide a final as-built landscape plan and an agreement to maintain and replace all landscaping that is required by the City.

95.45 Tree Installation Standards. All supplemental trees to be planted shall conform to the Kirkland Plant List. All installation standards shall conform to Kirkland Zoning Code Section 95.45.

100.25 Sign Permits. Separate sign permit(s) are required. In JBD and CBD cabinet signs are prohibited.

105.10.2 Pavement Setbacks. The paved surface in an access easement or tract shall be set back at least 5 feet from any adjacent property which does not receive access from that easement or tract. An access easement or tract that has a paved area greater than 10 feet in width must be screened from any adjacent property that does not receive access from it. Screening standards are outlined in this section.

105.20 Required Parking. Two parking spaces are required for each detached dwelling unit.

105.47 Required Parking Pad. Except for garages accessed from an alley, garages serving detached dwelling units in low density zones shall provide a minimum 20-foot by 20-foot parking pad between the garage and the access easement, tract, or right-of-way providing access to the garage.

110.60.5 Street Trees. All trees planted in the right-of-way must be approved as to species by the City. All trees must be two inches in diameter at the time of planting as measured using the standards of the American Association of Nurserymen with a canopy that starts at least six feet above finished grade and does not obstruct any adjoining sidewalks or driving lanes.

115.07.9 Accessory Dwelling Units Market and Norkirk Neighborhoods. Accessory dwelling units are prohibited on lots smaller than the required minimum lot size approved using the Small Lot Single-family and Historic Preservation subdivision regulations.

115.25 Work Hours. It is a violation of this Code to engage in any development activity or to operate any heavy equipment before 7:00 am. or after 8:00 pm Monday through Friday, or before 9:00 am or after 6:00 pm Saturday. No development

activity or use of heavy equipment may occur on Sundays or on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. The applicant will be required to comply with these regulations and any violation of this section will result in enforcement action, unless written permission is obtained from the Planning official.

115.40 Fence Location. Fences over 6 feet in height may not be located in a required setback yard. A detached dwelling unit abutting a neighborhood access or collector street may not have a fence over 3.5 feet in height within the required front yard. No fence may be placed within a high waterline setback yard or within any portion of a north or south property line yard, which is coincident with the high waterline setback yard.

115.42 Floor Area Ratio (F.A.R.) Limits. Floor area for detached dwelling units is limited to a maximum floor area ratio in low density residential zones. See Use Zone charts for the maximum percentages allowed.

115.43 Garage Setback Requirements for Detached Dwelling Units in Low Density Zones. The garage must be set back five feet from the remaining portion of the front façade of a dwelling unit if: the garage door is located on the front façade of the dwelling unit; and the lot is at least 50 feet wide at the front setback line; and the garage width exceeds 50 percent of the combined dimensions of the front facades of the dwelling unit and the garage.

115.75.2 Fill Material. All materials used as fill must be non-dissolving and non-decomposing. Fill material must not contain organic or inorganic material that would be detrimental to the water quality, or existing habitat, or create any other significant adverse impacts to the environment.

115.90 Calculating Lot Coverage. The total area of all structures and pavement and any other impervious surface on the subject property is limited to a maximum percentage of total lot area. See the Use Zone charts for maximum lot coverage percentages allowed. Section 115.90 lists exceptions to total lot coverage calculations See Section 115.90 for a more detailed explanation of these exceptions.

115.95 Noise Standards. The City of Kirkland adopts by reference the Maximum Environmental Noise Levels established pursuant to the Noise Control Act of 1974, RCW 70.107. See Chapter 173-60 WAC. Any noise, which injures, endangers the comfort, repose, health or safety of persons, or in any way renders persons insecure in life, or in the use of property is a violation of this Code.

115.115 Required Setback Yards. This section establishes what structures, improvements and activities may be within required setback yards as established for each use in each zone.

115.115.3.g Rockeries and Retaining Walls. Rockeries and retaining walls are limited to a maximum height of four feet in a required yard unless certain modification criteria in this section are met. The combined height of fences and retaining walls within five feet of each other in a required yard is limited to a maximum height of 6 feet, unless certain modification criteria in this section are met.

115.115.3.n Covered Entry Porches. In residential zones, covered entry porches on dwelling units may be located within 13 feet of the front property line if certain criteria in this section are met. This incentive is not effective within the disapproval jurisdiction of the Houghton Community Council.

115.115.3.o Garage Setbacks. In low density residential zones, garages meeting certain criteria in this section can be placed closer to the rear property line than is normally allowed in those zones.

115.115.3.p HVAC Equipment: These may be placed no closer than five feet of a side or rear property line, and shall not be located within a required front yard; provided, that HVAC equipment may be located in a storage shed approved pursuant to subsection (3)(m) of this section or a garage approved pursuant to subsection (3)(o)(2) of this section. All HVAC equipment shall be baffled, shielded, enclosed, or placed on the property in a manner that will ensure compliance with the noise provisions of KZC 115.95.

115.115.5.a Driveway Width and Setbacks. For a detached dwelling unit, a driveway and/or parking area shall not exceed 20 feet in width in any required front yard, and shall be separated from other hard surfaced areas located in the front yard by a 5-foot wide landscape strip. Driveways shall not be closer than 5 feet to any side property line unless certain standards are met.

115.135 Sight Distance at Intersection. Areas around all intersections, including the entrance of driveways onto streets, must be kept clear of sight obstruction as described in this section.

145.22.2 Public Notice Signs. Within seven (7) calendar days after the end of the 21-day period following the City's final decision on the permit, the applicant shall remove all public notice signs.

Prior to recording:

110.60.5 Landscape Maintenance Agreement. The owner of the subject property shall sign a landscape maintenance agreement, in a form acceptable to the City Attorney, to run with the subject property to maintain landscaping within the landscape strip and landscape island portions of the right-of-way. It is a violation to pave or cover the landscape strip with impervious material or to park motor vehicles on this strip.

110.60.6 Mailboxes. Mailboxes shall be installed in the development in a location approved by the Postal Service and the Planning Official. The applicant shall, to the maximum extent possible, group mailboxes for units or uses in the development.

Prior to issuance of a grading or building permit:

85.25.1 Geotechnical Report Recommendations. A written acknowledgment must be added to the face of the plans signed by the architect, engineer, and/or designer that he/she has reviewed the geotechnical recommendations and incorporated these recommendations into the plans.

85.40 Natural Greenbelt Protective Easement. The applicant shall submit for recording a natural greenbelt protective easement, in a form acceptable to the City Attorney, for recording with King County.

85.45 Liability. The applicant shall enter into an agreement with the City, which runs with the property, in a form acceptable to the City Attorney, indemnifying the City for any damage resulting from development activity on the subject property which is related to the physical condition of the property.

95.35.2.b.(3)(b)i Tree Protection Techniques. A description and location of tree protection measures during construction for trees to be retained must be shown on demolition and grading plans.

95.35.6 Tree Protection. Prior to development activity or initiating tree removal on the site, vegetated areas and individual trees to be preserved shall be protected from potentially damaging activities. Protection measures for trees to be retained shall include (1) placing no construction material or equipment within the protected area of any tree to be retained; (2) providing a visible temporary protective chain link fence at least 4 feet in height around the protected area of retained trees or groups of trees until the Planning Official authorizes their removal; (3) installing visible signs spaced no further apart than 15 feet along the protective fence stating "Tree Protection Area, Entrance Prohibited" with the City code enforcement phone number; (4) prohibiting excavation or compaction of earth or other damaging activities within the barriers unless approved by the Planning Official and supervised by a qualified professional; and (5) ensuring that approved landscaping in a protected zone shall be done with light machinery or by hand.

27.06.030 Park Impact Fees. New residential units are required to pay park impact fees prior to issuance of a building permit. Please see KMC 27.06 for the current rate. Exemptions and/or credits may apply pursuant to KMC 27.06.050 and KMC 27.06.060. If a property contains an existing unit to be removed, a "credit" for that unit shall apply to the first building permit of the subdivision.

Prior to occupancy:

85.25.3 Geotechnical Professional On-Site. The geotechnical engineer shall submit a final report certifying substantial compliance with the geotechnical recommendations and geotechnical related permit requirements.

90.145 Bonds. The City may require a bond and/or a perpetual landscape maintenance agreement to ensure compliance with any aspect of the Drainage Basins chapter or any decision or determination made under this chapter.

95.40 Bonds. The City may require a maintenance agreement or bond to ensure compliance with any aspect of the Landscaping chapter.

95.50.2.b Tree Maintenance. For detached dwelling units, the applicant shall submit a 5-year tree maintenance agreement to the Planning Department to maintain all pre-existing trees designated for preservation and any supplemental trees required to be planted.

95.50.3 Maintenance of Preserved Grove. The applicant shall provide a legal instrument acceptable to the City ensuring the preservation in perpetuity of approved groves of trees to be retained.

110.60.5 Landscape Maintenance Agreement. The owner of the subject property shall sign a landscape maintenance agreement, in a form acceptable to the City Attorney, to run with the subject property to maintain landscaping within the landscape strip and landscape island portions of the right-of-way. It is a violation to pave or cover the landscape strip with impervious material or to park motor vehicles on this strip.

110.60.6 Mailboxes. Mailboxes shall be installed in the development in a location approved by the Postal Service and the

Planning Official. The applicant shall, to the maximum extent possible, group mailboxes for units or uses in the development.

110.75 Bonds. The City may require or permit a bond to ensure compliance with any of the requirements of the Required Public Improvements chapter.



**CITY OF KIRKLAND
PLANNING AND COMMUNITY DEVELOPMENT
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225
www.ci.kirkland.wa.us**

SHORT PLAT OR PRELIMINARY SUBDIVISION APPLICATION

This permit application packet is designed to obtain all the information necessary to allow the City to make a well-informed decision on your application. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information.

Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of the Subdivision Ordinance, the Kirkland Comprehensive Plan, other City regulatory ordinances, inspection of the property, as well as public comments.

YOU ARE ENCOURAGED TO MEET WITH A PLANNER FROM THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT PRIOR TO AND DURING PROJECT DESIGN TO DISCUSS PROJECT COMPLIANCE WITH CITY REGULATIONS. YOU MUST MEET WITH A PLANNER TO OBTAIN GUIDANCE ON THE APPLICATION MATERIALS YOU MUST SUBMIT.

Copies of City ordinances such as the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at the Department of Planning and Community Development in City Hall, 123 Fifth Avenue; and the Kirkland Public Library, 308 Kirkland Avenue. To purchase the Comprehensive Plan or Zoning Ordinance, call Code Publishing Company at (206) 527 6851. The City ordinances can also be found on-line at www.ci.kirkland.wa.us.

As a result of your application, you may be required to make improvements such as sidewalks, curbs, street trees, or utilities undergrounding within the rights-of-way abutting your property. Please refer to Chapter 110 of the Zoning Ordinance and/or consult with a planner to determine if this is the case.

NOTE: Information provided by the Department of Planning and Community Development represents a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements. Furthermore, in the case of a short plat, the role and the authority of the Department of Planning and Community Development staff is advisory only. A final decision only is made, after public comment, by the Planning Director.



**APPLICATION CHECKLIST:
 SHORT SUBDIVISION/PRELIMINARY SUBDIVISION**

The following is a list of materials which must be submitted with your application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have a question. Please do not turn in your application until all items which apply to your proposal have been checked off. A hearing date will not be assigned until your application materials are complete and the City has completed its review of your Environmental Checklist.

RETURN THIS CHECKLIST WITH APPLICATION

Applicant
to check if
completed

Pre-Submittal Meeting

A meeting with a planner is required within the six months immediately prior to submittal.

w/ Desiree 12/4/07

Road Concurrency Review

Prior to submittal of a Preliminary Subdivision application, a road concurrency application must be submitted to the Public Works Department and a test notice of passing must be received (short subdivisions are exempt from concurrency review). A copy of the test notice must be submitted with the subdivision application. Concurrency applications are available from the Planning or Public Works Department.

Application

A completed application form and supporting affidavits (pages 6 & 7). The application must be signed by all individuals holding an ownership interest in the parcel as listed on the Title Report.

A completed and signed Environmental Checklist. (Consult with Department of Planning and Community Development, a checklist is usually not required for a short subdivision.) ~~SEPA requires a complete traffic report. Refer to the Transportation Impact Analysis Guidelines memo and contact the City's Traffic Engineer for all required data. In addition, other impact analysis may be required. Consult with the assigned planner.~~

Fees

A check to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee (fee schedule is attached).

NOTE: Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

Neighborhood Meetings

A neighborhood meeting(s) has been held (see attached instruction sheet on neighborhood meetings to determine if required). *n/a*



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Vicinity Map

One 8½" x 11" vicinity map, at a scale of 1" = 400' or larger, showing the subdivision's relation to the area for a distance of at least 300', on which the subject property is outlined with a bold or colored line and shaded. The Kirkland Zoning Map shall be used as the base for the map and the map shall include a north arrow and "SITE" notation within 3 inches of the subject property. Street names shall be provided for those streets adjoining and near the subject property (see attached example).

Plans

A boundary survey of the proposed plat certified by a registered land surveyor licensed in the State of Washington, together with five (5) copies of dimensioned plans* on 18" x 24" sheets, drawn at a scale between 1" = 20' and 1" = 50', in ten-foot intervals, and folded to 8-1/2" x 11" size, containing the following information:

a. If proposing a short plat:

- (1) Reference the plat to either the Washington Coordinate System, North Zone or the King County Coordinate System, or properly determined subdivision corner referenced to either of the above with a physical description of such corners.

We suggest and encourage surveyors to reference the City of Kirkland's horizontal control data published in 2002, found on the Public Work's webpage at <http://www.ci.kirkland.wa.us/depart/pw/survey/survey.htm>

The horizontal datum is North American Datum of 1983(1991), [NAD 83/91], based on the High Accuracy Reference Network [HARN] as stipulated by the Washington State statute. The vertical datum is North American Vertical Datum of 1988 [NAVD 88].

- (2) The short plat will be described and corners set with a field traverse with a linear closure of 1 to 10,000 and corresponding angular closure as specified in W.A.C. 332-130-070.
- (3) Mathematical lot closures shall be submitted showing error of closures not to exceed 0.005/n, where n = number of sides and/or curves of a lot.

b. Proposed name of the short/preliminary plat.

c. Location by section, township, range, and/or other legal description.

d. Name, address and phone number of the applicant and agent, if any.

e. Name, address, phone number and seal of registered land surveyor preparing the short/preliminary plat.

f. Scale of short/preliminary plat, date and north arrow.

g. Layout, dimensions and size (excluding access easements)of proposed lots, with each lot consecutively numbered.

h. Parcels of land intended to be dedicated for public use, or reserved for use of owners of the property in the subdivision, including the dimensions and size of said parcels.



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- i. Names, location, and dimensions, of existing and proposed rights-of-way and easements serving the short/preliminary plat. (Right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code).¹
- j. If an existing house is proposed to be retained, provide gross floor area data (square feet) for the house and distances to/from accessory structures (if any). Refer to Zoning Code Section 115.42 for direction on what to include in gross floor area.
- k. Location and dimensions of existing and proposed improvements in existing and proposed rights-of-way and easements serving the short plat (right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code).
- l. Location, dimension, and names of adjacent existing parks and other public spaces, structures, lots, blocks, etc. – shown in dotted lines in scale with the proposed short plat.
- m. Existing and proposed water, sewer, drainage and power systems (including fire hydrants and location of nearest utility poles) on, under or over the property, showing size, grades and location, together with a letter of sewer and/or water availability if sewer and/or water service is to be provided by a utility other than the City.
- n. Existing topography of the land indicated by contours at five-foot intervals.
- o. Location and extent of significant natural features such as streams and wetlands and water bodies on and immediately adjacent to the property.. *two foot intervals required w/ Building Permit*
- p. Tree Plan. Summary of Tree Plan III requirements is attached.
- q. Limit of grading line for right-of-way, access easement, and utility construction.
- r. A notation which shows the dimensioned setback from existing or proposed lot lines of all existing structures which are within 20 feet of existing and proposed lot lines.
- s. The lot lines of adjoining properties for a distance of at least 50 feet.
- t. Zoning classification of the property and adjoining properties.
- u. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.

One (1) copy of all plans reduced onto 8½" x 11" sheets.

All plans, drawings, renderings, photographs, or other graphics must be submitted in electronic form (i.e. PDF) for presentation at public meetings and/or permanent storage.

All Memos and reports must be submitted in electronic format (i.e. Word, Excel, PowerPoint).

Models and/or material/color boards, if prepared, must be photographed for permanent storage

¹Subsequent to approval the short plat, the mylar which is submitted for recording shall show only items a - i.
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CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.ci.kirkland.wa.us

Public Notice

You are responsible for obtaining and erecting public notice sign(s) on the subject property. You will need to provide for and erect public notice sign(s) prior to the Planning Official determining that the application is complete. In order to ensure that the signs are installed in a timely manner, you should contact a Sign Company and arrange for the appropriate number of signs to be made. See attached instruction sheet about Public Notice Signs. Any delay in installing the board will result in procedural deficiencies and/or delays.

Please provide the name of the Sign Company that you have contacted to make the public notice signs: _____

Other:

Exterior boundary corners indicated on the ground. Staking of proposed interior lot corners may also be required.

For newly created streets, a road profile and cross section.

A map showing any adjoining property owned by the owner of the land proposed to be subdivided.

One 8½ x 11" copy of a tree retention plan indicating which significant trees are proposed to be retained and removed.

A title company certification which is not more than 30 calendar days old containing--

a. A legal description of the total parcel sought to be subdivided; and

b. A list of those individuals, corporations, or other entities holding an ownership interest in the parcel; and

c. Any easements or restrictions affecting the property with a description, purpose and reference by auditors file number and/or recording number; and

d. Any encumbrances on the property; and

e. Any delinquent taxes or assessments on the property.

If lot sizes in a preliminary subdivision are proposed to be averaged, provide lot area calculations.

 A report by a professional engineer (per Zoning Code Chapter 85) may be required if development will occur on or near a landslide or seismic hazard area. If required, two copies are to be submitted to the Planning Department.

Clustered mailbox structure location plan approved by the U.S. Postal Service Kirkland Growth Management Representative (1-800-275-8777).

Other Required Information:



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APPLICATION FORM: PRELIMINARY OR SHORT SUBDIVISION

Applicant's name: _____ Daytime phone: _____

Applicant's mailing address: _____

Fax Number: _____ Email Address: _____

Note: If applicant is not property owner, he/she must be authorized as agent (see page 7).

Property Owner's name: _____ Daytime phone: _____

Owner's address: _____

Fax Number: _____ Email Address: _____

A COPY OF THE STAFF REPORT, MEETING AGENDAS AND THE NOTICE OF FINAL DECISION WILL BE MAILED TO THE APPLICANT. PLEASE INDICATE IF YOU WOULD ALSO LIKE A COPY OF THESE MATERIALS TO BE SENT TO THE PROPERTY OWNER: YES ___ NO ___

(1) Property address (if vacant, indicate lot or tax number, access street and nearest intersection):

(2) Tax parcel number: _____

(3) The property is zoned: _____ and is presently used as: _____

(4) Size of property _____

(5) Number of lots proposed: _____

(6) Proposed name of subdivision: _____

(7) Intended use of the proposed subdivision: _____

(8) If one large lot suitable for subdivision remains, explain reason: _____

(9) Has the property been subdivided before? _____ If so, what is the Department of Planning and Community Development file number? _____

(10) Have you met with a planner prior to submitting your application? YES ___ NO ___

Name of planner: _____ Date of pre-submittal meeting: _____

YOUR APPLICATION WILL NOT BE COMPLETE UNTIL ALL DOCUMENTS LISTED ON THE APPLICATION CHECKLIST ARE SUBMITTED.

YOU MAY NOT BEGIN ANY ACTIVITY BASED ON THIS APPLICATION UNTIL A DECISION, INCLUDING THE RESOLUTION OF ANY APPEAL, HAS BEEN MADE. CONDITIONS OR RESTRICTIONS MAY BE PLACED ON YOUR REQUEST IF IT IS APPROVED. AFTER THE CITY HAS ACTED ON YOUR APPLICATION, YOU WILL RECEIVE FORMAL NOTICE OF THE OUTCOME. IF AN APPEAL IS FILED, YOU MAY NOT BEGIN ANY WORK UNTIL THE APPEAL IS SETTLED. YOU MAY ALSO NEED APPROVALS FROM OTHER CITY DEPARTMENTS. PLEASE CHECK THIS BEFORE BEGINNING ANY ACTIVITY.

If you suspect that your site contains a stream or wetland or is adjacent to a lake; you may need a permit from the state or federal government.



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STATEMENT OF OWNERSHIP/DESIGNATION OF AGENT

The undersigned property owners, under penalty of perjury, each state that we are all of the legal owners of the property described in Exhibit A, which is attached as page 8 of this application, and designate _____ to act as our agent with respect to this application.

AUTHORITY TO ENTER PROPERTY

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

HOLD HARMLESS AGREEMENT READ CAREFULLY BEFORE SIGNING

The undersigned in making this application certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans and/or specifications submitted with said application and hereby agrees to defend, pay, and save harmless the City of Kirkland, its officers, employees, and agents from any and all claims, including costs, expenses and attorney's fees incurred in investigation and defense of said claims whether real or imaginary which may be hereafter made by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the City of Kirkland, its officers, employees and agents upon any maps, designs, drawings, plans or specifications, or any factual statements, including the reasonable inferences to be drawn therefrom contained in said application or submitted along with said application.

Applicant	Property Owner #1
Signature: _____	Signature: _____
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____
Agent (Other than Applicant)	Property Owner #2
Signature: _____	Signature: _____
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____



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EXHIBIT A: LEGAL DESCRIPTION



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PUBLIC NOTICE SIGNS

READ COMPLETELY AND CAREFULLY

Most zoning, subdivision, short subdivision, substantial development permit, and street, alley and easement vacation applications require that the applicant erect a public notice sign(s) on or near the subject property. The following permits **do not** require a sign:

- a) Administrative Design Review, or
- b) Master Sign Plans.

For all zoning, subdivision, and shoreline permit applications, the sign(s) must be erected before a determination of completeness can be issued.

Failure to have the sign(s) in place by the deadline time will result in a delay of permit processing and additional charges to re-notice the application.

POSTING THE SIGN

1. Your Planner will help you determine the number of signs required and where to place them. See the back of this page for specific details concerning your project's Public Notice Sign.

Number of Signs Required: _____

Placement of signs: _____

2. Obtain the appropriate number of public notice signs, designed according to the size and specifications shown on the reverse side.
3. Erect the sign(s) by solidly setting the posts 36 inches into the ground. The sign(s) must be placed in a location clearly visible and accessible from the adjacent right(s)-of-way.
4. On the same day that the sign(s) is erected, contact the planner assigned to your project to approve the location of the sign(s), or call (425) 587-3225.
5. The signs shall remain in place until you have received written authorization from the Planning Department.

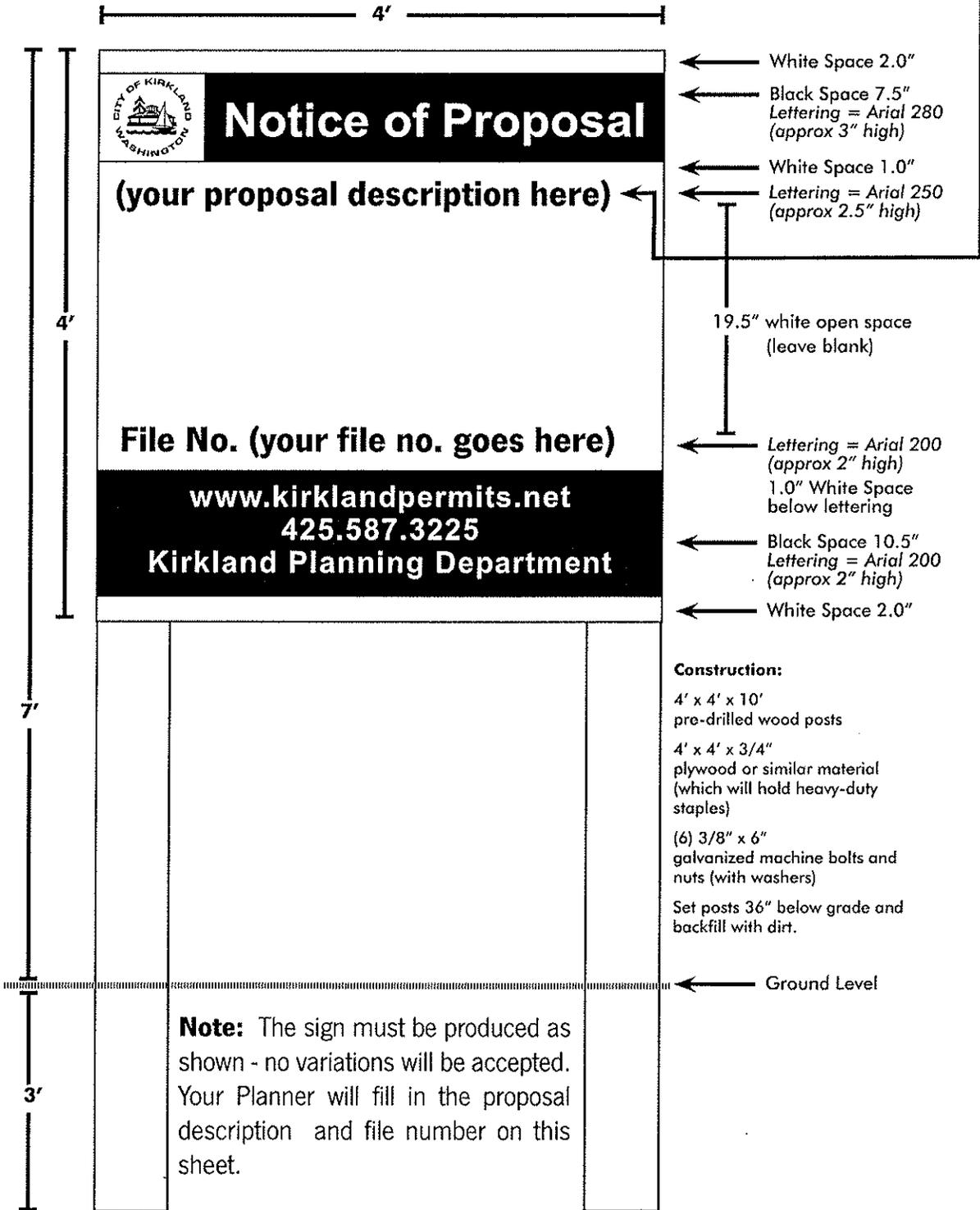
REMOVING SIGN AFTER THE FINAL DECISION ON THE APPLICATION

Remove the sign(s) from the site within seven (7) calendar days after receiving written authorization from the Planning Department.

City of Kirkland Public Notice Sign Specifications

Information for Sign Companies : A full-size digital file is available to produce the sign. Call the Planning Department at 425.587.3225.

****Insert Proposal Description In Space Indicated Below**





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**NEIGHBORHOOD MEETING ENCOURAGED FOR CERTAIN ZONING AND
SUBDIVISION PERMIT APPLICATIONS**

For certain zoning and subdivision permit applications, a **neighborhood meeting** is encouraged early in the development process. Preferably the meeting will be held after the pre-submittal meeting and prior to the applicant finalizing the proposal and submitting a complete application.

The purpose of the neighborhood meeting is for the applicant to present the proposal to neighbors and other interested parties and to provide them an opportunity to raise concerns or offer suggestions. The applicant is encouraged to work with the appropriate neighborhood association to schedule the meeting so they may be in attendance and be aware of the potential development proposal early on. Check with the Planning Department to determine the correct neighborhood association for your project. The City will not sponsor the meeting, but a City staff person may be in attendance. The applicant is encouraged to work with the neighbors to identify and mitigate impacts. As a result of the meeting, the applicant **may** choose to modify the original proposal.

Applicants for the following zoning permit applications (Process IIA, IIB, or III, and Subdivisions) are **encouraged** to have a neighborhood meeting:

- a. Non-residential uses in the RS, RSX, RM, WDII, and Planned Area 2 zones, except mini-schools, mini-daycares, daycare homes, or public transit shelters.
- b. Master Plans.
- c. Quasi-Judicial Rezones (not involving a change from one single-family zone to another).
- d. Planned Unit Developments for 10 or greater multifamily units.
- e. Non-single-family residential uses in Waterfront Districts I and III zones, except moorage facilities for 1 or 2 boats, bulkheads, and land surface modifications within or landward of the high waterline.
- f. Preliminary Plats (10 or more lots).
- g. Multifamily development of 10 or more units abutting a single family zone.
- h. Personal Wireless Service Facility.

For subsequent amendments to previously approved zoning or subdivision permits, the Director may suggest a neighborhood meeting based on the scope and nature of the amendment.

NOTICE OF THE MEETING

At least 14 days before the meeting, the applicant shall distribute a written notice of the meeting, approved by the Planning Department, to the City, the **neighborhood association** (call the Planning Department at (425) 587-3225 for the applicable neighborhood association's contact name and address), all property owners within 300 feet of the subject property and residents adjacent to the property (using the address labels obtained from King County for the formal zoning or subdivision permit application). The notice shall give the date, time, and location of the meeting, a description of the proposal, and the applicant's name, address, and phone number.

The applicant also shall erect public notice sign(s), on or near the subject property, visible from all adjacent open rights-of-way, with a copy of the meeting notice attached to it.. Attached is the instruction sheet explaining requirements for size and specifications of public notice signs.

Finally, Planning staff should send a copy of the notice to the Houghton Community Council with a note that this is for their information only if the proposal is either within their disapproval jurisdiction, or nearby and thought to be of interest to them.

TIME AND LOCATION OF THE MEETING

The meeting shall be held in the weekday evening hours in Kirkland. Applicants are encouraged to hold their meeting at a community facility or private residence, preferably near the subject property. Examples of locally available community facilities include the library, the Senior Center, the North Kirkland Community Center, a fire station, or a school. Depending on the situation, and in order to provide flexibility, an applicant may wish to hold more than one community meeting.

PROCEDURE FOR THE MEETING

The applicant shall conduct the meeting and distribute a written explanation as to the purpose of the meeting. A City staff person may be in attendance at the meeting to answer questions regarding its relationship to the City's overall permit review process. The applicant shall provide a sign-in list of all those who attended the meeting and give a copy of the list to the City for the official file. The applicant shall give each attending member of the public an opportunity to speak and ask questions about the project.

No written minutes or taped recording are required for the meeting.

MINOR LAND USE APPLICATIONS

Applicants contemplating the following smaller development actions are also encouraged to at least discuss their applications with neighbors prior to submittal of a formal application. The applicant should notice all property owners and residents adjoining the subject property of such a neighborhood meeting.

- a. Short plats
- b. Multifamily development of nine units or less abutting a single-family zone
- c. Mini schools in residential zones



*******Notice to Our Customers*******

New Tree Regulations – Short Plats & Subdivisions

Effective January 1, 2006

Purpose of the new tree regulations

Trees and other vegetation are important elements of the physical environment which protect public health, safety and general welfare in a variety of ways. These regulations establish a process and standards to provide for the protection, preservation, replacement, proper maintenance and use of significant trees, associated vegetation and woodlands located in the City of Kirkland. **For Short Plats and Subdivisions, the regulations require retention of viable trees within the required setbacks and in potential preserved groves. The site is required to meet a minimum density of tree coverage on the subject property following construction of the project. These requirements are discussed in Section 95.35.2.B.3 of the Kirkland Zoning Code (KZC) and are summarized below.**

Helpful definitions to complete the tree plans described below:

1. **Significant Tree:** A tree that is at least 6" in diameter at breast height (DBH) (The diameter or thickness of a tree trunk measured at 4.5 feet from the ground).
2. **Dripline:** The distance from the tree trunk that is equal to the furthest extent of the tree's crown.
3. **Impact:** A condition or activity that affects a part of a tree, including the trunk, branches, and critical root zone.
4. **Qualified Professional:** An individual that possesses and demonstrates the ability to perform tree risk assessments and prescribe appropriate measures necessary for the preservation of trees during development; must at a minimum be certified by the International Society of Arboriculture (ISA).
5. A **Type 1 Tree** is a viable tree that meets at least one of the following criteria:
 - i. Landmark tree (pre-designated);
 - ii. Specimen tree (very good to excellent condition and free of major defects);
 - iii. Tree groves and associated vegetation to be set aside as preserved groves;
 - iv. Trees on slopes of at least 10%; or
 - v. Trees that are a part of a grove that extends into adjacent property.

Permit Submittal Requirements – Short Plats and Subdivisions

The following information is required for all permits in order for the application to be deemed complete.

Incomplete applications will not be accepted.

Tree Plan III shall be submitted with short plat and preliminary subdivision permit applications and subsequent Land Surface Modification permit applications. *The approved Tree Plan III will later be used to comply with the Tree Plan I requirement for the single-family building permit application of each lot.*

- A. The following information must be incorporated on the site plan:
 1. Surveyed location of all public trees (i.e. street trees) and private significant trees;
 2. A tree inventory prepared by a qualified professional including a numbering system of existing significant trees (with corresponding tags on trees), measured driplines, size (DBH), species and tree status (removed or retained) based on health, risk of failure and suitability of species (see criteria in KZC 95.35.2.C) for all significant trees; and
 3. Approximate trunk location and dripline of significant trees that are on adjacent property with driplines extending over the subject property line.
- B. Tree Plan III shall include a report from a qualified professional detailing:
 1. An indication and discussion, for each tree, of whether it is proposed to be retained or removed based on health, risk of failure and suitability of species;

2. Limits of disturbance around viable trees; and
 3. Special instruction for work within the critical root zone of viable trees;
 4. Location and type of protection measures for viable trees.
- C. Utilizing the information from the tree survey, inventory and report, the applicant must submit a site plan showing:
1. The proposed development activity – including location of lot lines, easements and roads
 2. Location and limits of disturbance of viable trees to be retained according to the tree inventory, report, and City's determination of tree types
 3. Trees being removed for proposed development or trees being removed that are not viable
 4. Tree density calculations of retained trees compared to the minimum tree density for the site; The required minimum tree density is 30 tree credits per acre. Use the following formula to determine the required tree density:
(Project size in square feet*/43,560) X 30 = Required minimum tree density
 * excluding existing public right-of-way, areas to be dedicated as public right-of-way and access easements or tracts not counted in lot area

For example, the minimum tree density for a 15,000 square foot parcel is 10 tree credits and for 30,000 square feet, it is 21 tree credits.

Use the following chart to calculate the tree density for existing trees that are going to be retained.

Tree Density for Existing Significant Trees (Credits per minimum diameter - DBH)					
DBH	Tree Credits	DBH	Tree Credits	DBH	Tree Credits
3-5"	0.5				
6-10"	1	24"	8	38"	15
12"	2	26"	9	40"	16
14"	3	28"	10	42"	17
16"	4	30"	11	44"	18
18"	5	32"	12	46"	19
20"	6	34"	13	48"	20
22"	7	36"	14	50"	21

NOTE: Tree density calculations do not apply to public trees.

5. If the calculated tree density is below the minimum, indicate the type, size and location of the supplemental trees needed to meet the density requirement. Supplemental trees must be at least 6 feet tall if they are conifers or 2-inch caliper if they are deciduous or broad-leaf evergreens. They are worth one tree credit each. Larger supplemental trees may be awarded additional credits.
- D. Additional Requirements:
1. The applicant shall pursue applicable variations to development as outlined in KZC 95.35.4.A.2 and 3 for the retention of Type I trees in required yards.
 2. Prior to permit approval, the applicant shall provide a final plan showing tree density calculations, retained trees; trees to be removed, and any required supplemental trees to meet the minimum tree density. The plan must describe the details of site preparation, the installation of new trees, and the maintenance measures necessary for the long-term survival and health of all trees on site pursuant to KZC 95.45 and KZC 95.50.
 3. A description and location of tree protection measures during construction for trees to be retained must be shown on demolition and grading plans, and protections measures must be in accordance with KZC 95.35.6.
 4. Prior to plat recording, the applicant shall submit a five year preservation and maintenance agreement pursuant to KZC 95.50.

Note: This is an overview of tree requirements, for more details and information visit our website at <http://www.ci.kirkland.wa.us/depart/planning/trees.htm> or request a copy of Ordinance 4010.



CITY OF KIRKLAND LAND USE PERMIT FEE SCHEDULE

Effective: June 28, 2007

	FEE AMOUNT
<p>Pre-submittal Mtg. And/Or Pre-design Conf. Note: Fee subtracted from the application if the application is submitted within six months of the pre-submittal meeting.</p>	\$350.00
<p>Planning Official Decisions Accessory Dwelling Unit <i>(not required if reviewed concurrently with a building permit)</i> \$300.00 Personal Wireless Service Facility Planning Official Decision \$6,050.00 Personal Wireless Service Facility Subsequent or Minor Modification \$600.00 Parking Modification \$380.00 Sensitive Area Planning Official Decisions or Administrative Design Review <i>If application involves new gross floor area (new buildings or additions to existing buildings)</i> \$1,500.00 <i>No new gross floor area</i> \$0.00 Master Sign Plan Approval Modification \$600.00 Off-Site Directional Sign Approval Modification \$380.00 Design Review Approval Modification \$760.00 Design Review Approval Extension \$300.00 Historic Residence Alteration \$600.00</p>	
<p>Planning Director Decisions Temporary Use Permit \$760.00 Variance Exception \$760.00 Off-Site Directional Sign \$760.00 Master Sign Plan \$2,120.00 Short Plat or Subdivision Approval Modification \$600.00 Process I Approval Modification \$600.00 Process IIA, IIB or III Approval Modification \$760.00 Lot Line Alteration \$760.00 Binding Site Plan \$1,510.00 Multifamily Housing Property Tax Exemption Conditional Certificate \$760.00 Multifamily Housing Property Tax Exemption Contract Amendment \$380.00 Multifamily Housing Property Tax Exemption Conditional Certificate Extension \$380.00 Noise Variance \$380.00</p>	
<p>Process I Review Short Subdivision Base Fee \$3,000.00 Fee per lot \$700.00 Innovative Short Subdivision Fixed Fee \$4,900.00 Fee per lot \$700.00 Substantial Development Permit General Moorage Facility \$7,560.00 Other Shoreline Improvements \$3,240.00 Personal Wireless Service Facility Process I Review \$7,560.00 Other Process I Review Residential Base Fee \$3,000.00 Fee per new residential unit \$350.00 Nonresidential Base Fee \$3,000.00 Fee per square foot new GFA \$0.21 Mixed Use Base Fee \$3,000.00 Fee per new unit \$350.00 Fee per square foot new GFA \$0.21 Home Occupation \$1,000.00 Historic Residence Designation \$1,000.00</p>	



CITY OF KIRKLAND LAND USE PERMIT FEE SCHEDULE

Effective: June 28, 2007

	FEE AMOUNT
Process IIA Review	
Preliminary Subdivision	
Fixed Fee	\$6,310.00
Fee per lot	\$760.00
Innovative Preliminary Subdivision	
Fixed Fee	\$7,820.00
Fee per lot	\$760.00
Personal Wireless Service Facility Process IIA Review	\$14,640.00
Other IIA	
Base Fee	\$5,290.00
Fee per new residential unit	\$300.00
Fee per sq. ft. new non-residential GFA	\$0.30
Process IIB & Process III Review	
Subdivision Vacation or Alteration	\$6,480.00
Historic Landmark Overlay or Equestrian Overlay	\$760.00
Personal Wireless Service Facility Process IIB Review	\$21,120.00
Other IIB or III	
Residential (including Short Subdivisions reviewed through Process IIB per KMC 22.28.050)	
Base Fee	\$8,160.00
Fee per new residential unit	\$300.00
Fee per sq. ft. new non-residential GFA	\$0.30
Design Board Review	
Design Board Concept Review	\$1,280.00
Design Board Design Response Review	
Base Fee	\$3,920.00
Fee per new unit	\$180.00
Fee per sq. ft. new GFA	\$0.18
State Environmental Policy Act (SEPA) Fees	
Review of Environmental Checklist	
Base Fee	\$260.00
Applications involving traffic reports	
Fee per new residential unit	\$40.00
Fee per sq. ft. new non-residential GFA	\$0.04
Applications involving sensitive areas	\$260.00
Preparation of Environmental Impact Statement (EIS)	
<p>*The cost of preparing an EIS is the sole responsibility of the applicant. Kirkland Ordinance #2473, as amended, establishes the procedures that the City will use to charge for preparation and distribution of a draft and final EIS. The applicant is required to deposit with the City an amount not less than \$5,000 to provide for the City's cost of review and processing an EIS. If the anticipated cost exceeds \$5,000, the City may require the applicant to deposit enough money to cover the anticipated cost.</p>	



CITY OF KIRKLAND LAND USE PERMIT FEE SCHEDULE

Effective: June 28, 2007

	FEE AMOUNT
Miscellaneous	
Appeals and Challenges	
Appeals	\$150.00
Challenges	\$150.00
Note: No Fee for appeals of Notice of Civil Infraction or Order to Cease	
Sidewalk Café Permits	
Fixed Fee	\$560.00
Fee per sq. ft. of cafe area	\$0.63
Street Vacation	
Fixed Fee	\$6,050.00
Fee per sq. ft. of street	\$0.30
Final Subdivision	
Fixed Fee	\$1,500.00
Fee per lot	\$150.00
Review of Concurrency Application	
Fixed Fee	\$210.00
Fee per hour of staff review > 3 hours	\$70.00
Fees for Comprehensive Plan and Zoning Text Amendment Requests	
Request for property specific map change	
Initial request	\$300.00
If request is authorized by City Council for review	\$300.00
Request for city-wide or neighborhood-wide policy change	No charge
General Notes:	
<p>1. Fee Reduction for Applications Processed Together: When two or more applications are processed together, the full amount will be charged for the application with the highest fee. The fee for the other application(s) will be calculated at 50% of the listed amount.</p> <p>2. Projects with greater than 50 dwelling units or 50,000 sq. ft. non-residential GFA: The per unit and per sq. ft. fee for all units above 50 and all GFA above 50,000 sq. ft. shall be reduced by one half.</p> <p>3. Note for Sensitive Areas permits:</p> <p>a. In cases where technical expertise is required, the planning official may require the applicant to fund such studies.</p> <p>b. Voluntary wetland restoration & voluntary stream rehabilitation projects are not subject to fees.</p> <p>4. Construction of affordable housing units pursuant to Chapter 112 of the Kirkland Zoning Code: The fee per new unit and fee per square foot new GFA shall be waived for the bonus or additional units or floor area being developed.</p> <p>5. Note for Historic Residence permits: An additional fee shall be required for consulting services in connection with designation and alteration of historic residences.</p>	
PARK IMPACT FEES (KMC 27.06)	
New detached dwelling unit	\$612 per unit
New attached, stacked and assisted living dwelling unit	\$430 per unit
Note: Accessory Dwelling Units (ADU's) are exempt	



ROAD IMPACT FEE SCHEDULE

Land Uses	Unit of Measure	FEE PER UNIT
COST PER TRIP >		\$877.00
Residential		
Single Family	dwelling	\$966.00
Multi Family	dwelling	\$586.00
Retirement Community	dwelling	\$207.00
Nursing Home	bed	\$153.00
Assisted Living	dwelling	\$130.00
Commercial - Services		
Drive-in Bank	sq ft/GFA	\$13.46
Walk-in Bank	sq ft/GFA	\$10.87
Day Care	sq ft/GFA	\$5.41
Library	sq ft/GFA	\$2.47
Post Office	sq ft/GFA	\$3.76
Hotel/Motel	room	\$645.00
Extended Stay Motel	room	\$382.00
Service Station	VFP	\$2,704.00
Service Station/Minimart	VFP	\$1,864.00
Service Station/Minimart/Carwash	VFP	\$2,756.00
Carwash	site	\$23,010.00
Movie Theater	screen	\$23,780.00
Health Club	sq ft/GFA	\$2.73
Racquet Club	sq ft/GFA	\$1.16
Marina	Berth	\$144.00
Commercial - Institutional		
Elementary School/Jr. High School	student	\$114.00
High School	student	\$76.00
University/College	student	\$156.00
Church	sq ft/GFA	\$0.67
Hospital	sq ft/GFA	\$1.01
Commercial - Restaurant		
Restaurant	sq ft/GFA	\$5.56
Fast Food Restaurant w/o drive thru	sq ft/GFA	\$7.14
Fast Food Restaurant w/ drive thru	sq ft/GFA	\$9.15
Industrial		
Light Industry/High Technology	sq ft/GFA	\$1.37
Industrial Park	sq ft/GFA	\$1.28
Warehousing/Storage	sq ft/GFA	\$0.71

Land Uses	Unit of Measure	FEE PER UNIT
Commercial - Retail Shopping Center		
up to 9,999 sq ft	sq ft/GLA	\$2.43
10,000 sq ft to 49,000 sq ft	sq ft/GLA	\$2.13
50,000 sq ft to 99,999 sq ft	sq ft/GLA	\$1.56
100,000 sq ft to 199,999 sq ft	sq ft/GLA	\$1.52
200,000 sq ft to 299,999 sq ft	sq ft/GLA	\$1.39
300,000 sq ft to 399,999 sq ft	sq ft/GLA	\$1.65
over 400,000 sq ft	sq ft/GLA	\$1.85
Auto Parts Sales	sq ft/GFA	\$1.94
Auto Care Center	sq ft/GLA	\$1.10
Car Sales - New/Used	sq ft/GFA	\$2.81
Convenience Market	sq ft/GFA	\$8.59
Discount Club	sq ft/GFA	\$2.91
Electronics Superstore	sq ft/GFA	\$1.81
Free Standing Discount Store	sq ft/GFA	\$1.70
Furniture Store	sq ft/GFA	\$0.13
Hardware/Paint Store	sq ft/GFA	\$1.44
Home Improvement Superstore	sq ft/GFA	\$1.15
Miscellaneous Retail Sales	sq ft/GFA	\$0.84
Nursery/Garden Center	sq ft/GFA	\$1.24
Pharmacy (with Drive Through)	sq ft/GFA	\$2.41
Quick Lubrication Vehicle Shop	Service Bay	\$964.00
Video Rental	sq ft/GFA	\$2.17
Supermarket	sq ft/GFA	\$4.95
Tire Store	Service Bay	\$1,128.00
Commercial - Administrative Office		
up to 9,999 sq ft	sq ft/GFA	\$4.71
10,000 sq ft to 49,000 sq ft	sq ft/GFA	\$4.71
50,000 sq ft to 99,999 sq ft	sq ft/GFA	\$2.73
100,000 sq ft to 199,999 sq ft	sq ft/GFA	\$2.07
200,000 sq ft to 299,999 sq ft	sq ft/GFA	\$1.81
over 300,000 sq ft	sq ft/GFA	\$1.69
Medical Office / Clinic	sq ft/GFA	\$4.01

VFP= Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GLA= Gross Leasible Area

GFA= Gross Floor Area

1. For additional information, see Kirkland Municipal Code, Chapter 27.04 (Ordinance 3685 as adopted).
2. Fee must be paid prior to issuance of Building or Tenant Improvement Permit.
3. For land use types not included in the rate schedule, contact the Public Works Department.
4. The impact fee for mixed use developments shall be based on the proportionate share of each land use, unless a multi-tenant averaging agreement is approved by the Public Works Department.
5. Accessory Dwelling Units approved under Section 115.65 of the Zoning Code are considered part of the associated single-family unit for the purposes of this fee.
6. Fee must be paid for a change in use if new use has a higher impact fee. Credit is given to existing prior use since January 1, 1998.



CITY OF KIRKLAND

123 Fifth Avenue, Kirkland, WA 98033 425.587.3225

NOTICE OF CHANGE

On June 5, 2007, the Kirkland City Council adopted revised park and transportation impact fees.

The revised fees go into effect on Friday February 1, 2008.

To vest under the current impact fee rates, a building permit must be submitted to the Kirkland Building and determined to be complete.

The revised fee schedules follows this notice.

Park Impact Fee

Effective February 1, 2008

(vesting of prior rate with complete building permit)

Type of Dwelling Unit	Impact Fee
Single Family	\$3,621
Multi-Family	\$2,368

Note:

Single family includes one or more detached dwelling units on 1 lot.

Multi-family includes attached, stacked and assisted living units.

Transportation Impact Fees
Effective Date is February 1, 2008
(vesting of prior rate with complete building permit)

Land Uses	Unit of Measure	ITE Land USE Code	Fee Per Unit
Cost per Trip End >			\$3,398.20
<i>Residential</i>			
Detached Housing	dwelling	210	\$3,432
Attached and Stacked Housing	dwelling	220,221,230,233	\$2,012
Senior Housing	dwelling	See Note 1	\$1,006
Nursing Home	bed	620	\$598
Congregate Care/ Assisted Living	dwelling	253,254	\$462
<i>Commercial - Services</i>			
Drive-in Bank	sq ft/GFA	912	\$39.97
Walk-in Bank	sq ft/GFA	911	\$38.62
Day Care Center	sq ft/GFA	565	\$19.20
Library	sq ft/GFA	590	\$8.78
Post Office	sq ft/GFA	732	\$13.48
Hotel/Motel	room	310	\$2,291
Extended Stay Motel	room	311	\$1,553
Service Station	VFP	944	\$9,151
Service Station/Minimart	VFP	945	\$6,625
Service Station/Minimart/Car Wash	VFP	946	\$9,901
Carwash	stall	947	\$5,594
Movie Theater	seat	445	\$550
Health Club	sq ft/GFA	492	\$9.14
Racquet Club	sq ft/GFA	491	\$4.12
Marina	berth	420	\$512
<i>Commercial - Institutional</i>			
Elementary School/Jr. High School	student	520	\$435
High School	student	530	\$272
University/College	student	550	\$553
Church	sq ft/GFA	560	\$2.37
Hospital	sq ft/GFA	610	\$4.58
<i>Commercial - Restaurant</i>			
Restaurant	sq ft/GFA	931	\$19.78
Fast Food Restaurant w/o drive thru	sq ft/GFA	933	\$25.39
Fast Food Restaurant w drive thru	sq ft/GFA	934	\$33.63
Tavern	sq ft/GFA	936	\$19.32
<i>Industrial</i>			
Light Industry/High Technology	sq ft/GFA	110	\$5.29
Industrial Park	sq ft/GFA	130	\$4.64
Warehousing/Storage	sq ft/GFA	150	\$2.54

Transportation Impact Fees
Effective Date is February 1, 2008
(vesting of prior rate with complete building permit)

Land Uses	Unit of Measure	ITE Land USE Code	Fee Per Unit
Commercial - Retail			
Shopping Center	sq ft/GLA	820	\$4.02
Auto Parts Sales	sq ft/GFA	943	\$5.15
Auto Care Center	sq ft/GLA	942	\$3.91
Car Sales - New/Used	sq ft/GFA	841	\$9.43
Convenience Market	sq ft/GFA	851	\$29.77
Discount Club	sq ft/GFA	861	\$11.53
Electronics Superstore	sq ft/GFA	863	\$6.42
Free Standing Discount Store	sq ft/GFA	815	\$7.22
Furniture Store	sq ft/GFA	890	\$0.46
Hardware/Paint Store	sq ft/GFA	816	\$5.59
Home Improvement Superstore	sq ft/GFA	862	\$3.50
Other Retail Sales	sq ft/GFA	814	\$3.13
Nursery/Garden Center	sq ft/GFA	817	\$4.39
Pharmacy(with Drive Through)	sq ft/GFA	881	\$7.11
Quick Lubrication Vehicle Shop	Service Bay	941	\$3,427
Video Rental	sq ft/GFA	896	\$7.72
Supermarket	sq ft/GFA	850	\$15.98
Tire Store	Service Bay	849	\$4,379
Commercial - Office			
General Office Building	sq ft/GFA	710	\$6.64
Medical Office/Clinic	sq ft/GFA	720	\$13.00

VFP= Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GLA= Gross Leasible Area

GFA= Gross Floor Area

Note 1. Senior Housing rate is 1/2 of Attached and Stacked Housing rate.

Chapter 85 – GEOLOGICALLY HAZARDOUS AREAS

Sections:

- 85.05 User Guide
- 85.10 Applicability
- 85.12 Environmentally Sensitive Areas (ESA) Maps
- 85.13 Definitions
- 85.14 Erosion Hazard Areas
- 85.15 Required Information – Landslide Hazard Areas and Seismic Hazard Areas
- 85.20 Required Review – Landslide Hazard Areas and Seismic Hazard Areas
- 85.25 Performance Standards – Landslide Hazard Areas and Seismic Hazard Areas
- 85.30 Appeals
- 85.35 Bonds
- 85.40 Dedication
- 85.45 Liability
- 85.50 Request for Determination

85.05 User Guide

1. This chapter establishes special regulations that apply to development on property containing geologically hazardous areas. These regulations add to and, in some cases, supersede other regulations of this code. See Chapter 95 KZC for additional regulations that address trees and other vegetation within and outside of geologically hazardous areas.
2. If you are interested in developing property that contains a geologically hazardous area, or if you wish to participate in the City's decision on a proposed development on any of these areas, you should read this chapter.

85.10 Applicability

1. General – This chapter applies to any property that contains any of the following:
 - a. An erosion hazard area.
 - b. A landslide hazard area.
 - c. A seismic hazard area.
2. Conflict with Other Provisions of this Code – The provisions of this chapter supersede any conflicting provisions of this code. The other provisions of this code that do not conflict with the provisions of this chapter apply to property that contains a geologically hazardous area. If more than one provision of this chapter applies to the subject property because of the presence on the subject property of more than one type of geologically hazardous area, then the regulations that provide the greatest protection from the hazardous area shall apply to the area governed by multiple regulations.
3. SEPA Compliance – Nothing in this chapter or the decisions made pursuant to this chapter in any way affect the authority of the City to review, condition, and deny projects under SEPA.

85.12 Environmentally Sensitive Areas (ESA) Maps

As part of the City's SEPA Ordinance, City Council adopts, and from time to time amends, a map folio entitled "Kirkland Sensitive Areas." This folio contains maps entitled "Seismic Hazards" and "Landslide and Erosion Hazards." These maps will be used as a guide only to determine the presence of seismic hazards, erosion hazards, and landslide hazards, and the determination

regarding whether these hazards exist on or near the subject property will be based on the actual characteristics of these areas and the definitions of this code.

85.13 Definitions

The following definitions apply throughout this code, unless, from the context, another meaning is clearly intended:

1. Environmentally Sensitive Areas Maps – As defined in Chapter 90 KZC.
2. Erosion Hazard Areas – Those areas containing soils which, according to the USDA Soil Conservation Service King County Soil Survey dated 1973, may experience severe to very severe erosion hazard. This group of soils includes, but is not limited to, the following when they occur on slopes of 15 percent or greater: Alderwood gravelly sand loam (AgD), Kitsap silt loam (KpD), Ragnar Indianola Association (RdE) and portions of the Everett gravelly sand loams (EvD) and Indianola Loamy fine sands (InD).
3. Geologically Hazardous Areas – Landslide hazard areas, erosion hazard areas and seismic hazard areas.
4. Landslide Hazard Areas – Both of the following:
 - a. High Landslide Hazard Areas – Areas sloping 40 percent or greater, areas subject to previous landslide activities and areas sloping between 15 percent and 40 percent with zones of emergent groundwater or underlain by or embedded with impermeable silts or clays.
 - b. Moderate Landslide Hazard Areas – Areas sloping between 15 percent and 40 percent and underlain by relatively permeable soils consisting largely of sand and gravel or highly competent glacial till.
5. Seismic Hazard Areas – Those areas subject to severe risk of earthquake damage as a result of seismically induced settlement or soil liquefaction, which conditions occur in areas underlain by cohesionless soils of low density usually in association with a shallow groundwater table.

85.14 Erosion Hazard Areas

Regulations to control erosion are contained within KMC Title 15 and in other codes and ordinances of the City. Development activity within erosion hazard areas is regulated using these other provisions of this code and other City codes and ordinances and may be subject to increased scrutiny and conditioning because of the presence of an erosion hazard area.

85.15 Required Information – Landslide Hazard Areas and Seismic Hazard Areas

The City may require the applicant to submit some or all of the following information, consistent with the nature and extent of the proposed development activity, for any proposed development activity in a landslide hazard area or seismic hazard area or on property which may contain one of these areas based on the environmentally sensitive areas maps or preliminary field investigation by the Planning Official:

1. A topographic survey of the subject property, or the portion of the subject property specified by the Planning Official, with contour intervals specified by the Planning Official. This mapping shall contain the following information:
 - a. Delineation of areas containing slopes 15 percent or greater.
 - b. The proximity of the subject property to streams.

- c. The location of structured storm drainage systems on the subject property.
 - d. Existing vegetation, including size and type of significant trees.
2. A geotechnical investigation, prepared by a qualified geotechnical engineer or engineering geologist, to determine if a landslide hazard area or seismic hazard area exists on the subject property.
3. A geotechnical report, prepared by a qualified geotechnical engineer or engineering geologist, showing and including the following information:
 - a. A description of how the proposed development will or will not affect slope stability, surface and subsurface drainage, erosion, and seismic hazards on the subject and adjacent properties.
 - b. Evidence, if any, of holocene or recent landsliding, sloughing, or soil creep.
 - c. The location of springs, seeps, or any other surface expression of groundwater, and the location of surface water or evidence of seasonal runoff or groundwater.
 - d. Identification of existing fill areas.
 - e. Soil description in accordance with the United Soil Classification Systems.
 - f. Depth to groundwater and estimates of potential seasonal fluctuations.
4. Geotechnical recommendations, prepared by a qualified geotechnical engineer, for special engineering or other mitigation techniques appropriate to the hazard area along with an analysis of how these techniques will affect the subject and adjacent properties, including discussions and recommendations on the following:
 - a. The present stability of the subject property, the stability of the subject property during construction, the stability of the subject property after all development activities are completed and a discussion of the relative risks and slide potential relating to adjacent properties during each stage of development.
 - b. Location of buildings, roadways, and other improvements.
 - c. Grading and earthwork, including compaction and fill material requirements, use of site solids as fill or backfill, imported fill or backfill requirements, height and inclination of both cut and fill slopes and erosion control and wet weather construction considerations and/or limitations.
 - d. Foundation and retaining wall design criteria, including bearing layer(s), allowable capacities, minimum width, minimum depth, estimated settlements (total and differential), lateral loads, and other pertinent recommendations.
 - e. Surface and subsurface drainage requirements and drainage material requirements.
 - f. Assessment of seismic ground motion amplification and liquefaction potential.
 - g. Other measures recommended to reduce the risk of slope instability.
 - h. Any additional information believed to be relevant by the geotechnical engineer preparing the recommendations or requested by the Planning Official.

85.20 Required Review – Landslide Hazard Areas and Seismic Hazard Areas

1. General – Except as specified in subsection (2) of this section, the City will administratively review and decide upon any proposed development activity within a landslide hazard area or seismic hazard area.
2. Other Approval Required – If the proposed development on the subject property requires approval through Process I, IIA, IIB, or III, described in Chapters 145, 150, 152, and 155 KZC, respectively, the proposed development activity within the landslide hazard area or seismic hazard area will be reviewed and decided upon as part of that other process.

85.25 Performance Standards – Landslide Hazard Areas and Seismic Hazard Areas
(See also Chapter 95 KZC)

As part of any approval of development in a landslide hazard area or seismic hazard area, the City may require the following to protect property and persons:

1. Implementation of the geotechnical recommendations to mitigate identified impacts, along with a written acknowledgment on the face of the plans signed by the architect, engineer, and/or designer that he/she has reviewed the geotechnical recommendations and incorporated these recommendations into the plans.
2. Funding of a qualified geotechnical engineer or engineering geologist, selected and retained by the City subject to a three-party contract, to review the geotechnical report and recommendations.
3. That a qualified geotechnical professional be present on-site during land surface modification and foundation installation activities, and submittal by a geotechnical engineer of a final report prior to occupancy, certifying substantial compliance with the geotechnical recommendations and geotechnical-related permit requirements.
4. The retention of any and all trees, shrubs, and groundcover, and implementation of a revegetation plan including immediate planting of additional vegetation.
5. Specifically engineered foundation and retaining wall designs.
6. The review of all access and circulation plans by the Department of Public Works.
7. Limitation or restriction of any development activity that may:
 - a. Significantly impact slope stability or drainage patterns on the subject property or adjacent properties;
 - b. Cause serious erosion hazards, sedimentation problems or landslide hazards on the subject property or adjacent properties; or
 - c. Cause property damage or injury to persons on or off the subject property.
8. Dedication of one or more natural greenbelt protective easements or tracts.

85.30 Appeals

All classifications, decisions, and determinations made under this chapter are appealable using, except as stated below, the applicable appeal provisions of Chapter 145 KZC:

1. The appeal may be filed by the applicant or any other aggrieved person within 15 days of the date of the City's written classification, determination, or decision.

2. If a proposed development activity on the subject property required approval through Process IIA, IIB, or III, described in Chapters 150, 152, and 155 KZC, respectively, any appeal of a classification, determination, or decision under this chapter will be heard as part of that other process.

85.35 Bonds

The City may require a bond under Chapter 175 KZC and/or a perpetual landscape maintenance agreement to ensure compliance with any aspect of this chapter or any decision or determination made under this chapter.

85.40 Dedication

The City may require that the applicant dedicate development rights, air space, or an open space easement to the City to ensure the protection of any landslide hazard area or seismic hazard area on the subject property.

85.45 Liability

Prior to issuance of any development permit, the applicant shall enter into an agreement with the City, which runs with the property, in a form acceptable to the City Attorney, indemnifying the City for any damage resulting from development activity on the subject property which is related to the physical condition of the property. The applicant shall record this agreement with the King County Department of Elections and Records.

85.50 Request for Determination

1. General – The determination of whether a geologically hazardous area exists on the subject property and the boundaries of that geologically hazardous area will normally be made when the applicant applies for a development permit for the subject property. However, a property owner may, pursuant to the provisions of this section, request a determination from the City regarding whether a geologically hazardous area exists on the subject property and the boundaries of the geologically hazardous area.
2. Application Information – The applicant shall submit a letter of request along with a vicinity map and site plan indicating the location of the potential geologically hazardous area and other information, as appropriate.
3. Review – A request for determination of whether a geologically hazardous area exists on the subject property, the location of the geologically hazardous area, and the type of geologically hazardous area will be made using the definitions, procedures, and criteria of this chapter, as appropriate.
4. Decision – Determinations regarding geologically hazardous areas pursuant to this section will be made by the Planning Official.
5. Appeals – Appeals from decisions made under this section will be reviewed and decided upon pursuant to KZC 85.30.
6. Effect – Any decision made under this section will be used by the City in any development activity proposed on the subject property for which an application is received within two years of the final decision of the City under this section; provided, that the City may modify any decision made under this section any time physical circumstances have markedly and demonstrably changed on the subject property or the surrounding areas as a result of natural processes or human activity.

Chapter 125 – PLANNED UNIT DEVELOPMENT

Sections:

- 125.05 User Guide
- 125.10 Process for Deciding on a PUD Application
- 125.15 Decision on the PUD – Application
- 125.20 Decision on the PUD – What Provisions May Be Modified
- 125.25 Decision on the PUD – Uses in a PUD
- 125.30 Decision on the PUD – Density
- 125.35 Decision on the PUD – Criteria for Approving a PUD
- 125.40 Decision on the PUD – Site Plan Required
- 125.45 Decision on the PUD – Effect of an Approved PUD
- 125.50 Final Site Plan Review – Application
- 125.55 Final Site Plan Review – General
- 125.60 Final Site Plan Review – Minor Modifications
- 125.65 Final Site Plan Review – Major Modifications
- 125.70 Final Site Plan Review – Effect
- 125.75 Map Designations
- 125.80 Lapse of the Approved PUD

125.05 User Guide

This chapter establishes a mechanism for a person to propose a development that is innovative or otherwise beneficial, but which does not strictly comply with the provisions of this code.

This mechanism, which is called a Planned Unit Development or PUD, is intended to allow developments which benefit the City more than would a development which complies with the specific requirements of this code.

If you are interested in proposing a Planned Unit Development or if you wish to participate in the City's decision on a proposed PUD, you should read this chapter.

125.10 Process for Deciding on a PUD Application

An application for a PUD has two stages. The first stage is described in KZC 125.15 through 125.45 and results in the City's decision whether or not to grant the PUD. The decision on this stage will be made using Process IIB described in Chapter 152 KZC. During the second stage described in KZC 125.55 through 125.75, the City will review the final site plan of the project to ensure that it is consistent with the PUD as approved. The decision on this stage will be made by the Planning Director, unless the City Council determines, with the approval of the preliminary PUD, that either:

1. There is substantial public interest in the PUD; or
2. Substantial changes in the proposed preliminary PUD are required; or
3. Additional technical information is required prior to approval of the final PUD.

If the City Council determines that one of the above conditions exists, then the final PUD will be reviewed and decided upon using Process IIB, described in Chapter 152 KZC. The applicant may request to have the preliminary and final PUD applications reviewed concurrently. However, the request does not ensure that one or both of the applications will be approved.

125.15 Decision on the PUD – Application

In addition to the application materials required in Chapter 152 KZC, the applicant shall submit a completed application on the form provided by the Planning Department, along with all the information listed on that form.

125.20 Decision on the PUD – What Provisions May Be Modified

The City may modify any of the provisions of the code for a PUD except:

1. The City may not modify any of the provisions of this chapter; and
2. The City may not modify any provision of this code that specifically states that its requirements are not subject to modifications under a PUD; and
3. The City may not modify any of the procedural provisions of this code; and
4. The City may not modify any provision that specifically applies to development on a regulated slope; and
5. The City may not modify any provision pertaining to the installation and maintenance of storm water retention/detention facilities; and
6. The City may not modify any provision pertaining to the installation of public improvements; and
7. The City may not modify any provision regulating signs; and
8. The City may not modify any provision regulating the construction of one detached dwelling unit.

125.25 Decision on the PUD – Uses in a PUD

1. The City may approve any use that is listed as potentially allowed in the zone in which the PUD is proposed.
2. The City may approve any use that the Comprehensive Plan specifically states is appropriate in the area that includes the subject property.

125.30 Decision on the PUD – Density

The maximum residential densities that the City may approve in a PUD are as follows:

1. Except as allowed under subsections (2) and (3) of this section, the maximum permitted residential density is the greater of that recommended by the Comprehensive Plan or 110 percent of that permitted in the zone in which the PUD is located.
2. If the PUD is designed, developed and maintained as “special needs housing,” additional density may be permitted on the following basis:
 - a. Housing for senior citizen households, or for mentally, physically or emotionally impaired persons, except for assisted living facilities, may be permitted a maximum density of up to 1.5 times the maximum density recommended by the Comprehensive Plan or, if the development includes affordable housing units approved pursuant to Chapter 112 KZC, the maximum density allowed for the development through Chapter 112 KZC, whichever is greater; provided, that traffic impacts, impacts to public services and utilities, and impacts to adjacent properties are comparable to the impacts of the project if it were not providing

special needs housing and if it were developed at the maximum density permitted in the zone in which the project is located.

- b. Housing for low or moderate income households in low density zones may be permitted a maximum density above the density permitted under subsections (1) and (2)(a) of this section based upon the percentage of dwelling units which are low or moderate income units, using the following multipliers:

Density		Multiplier
% of Low or Moderate Income Units	=	
5 – 9%	=	1.1
10 – 14%	=	1.2
15 – 19%	=	1.3
20 – 24%	=	1.4
25% +	=	1.5

- 3. If a project consists of special needs housing, the applicant shall prepare a document, to be approved by the City Attorney, stating that the PUD will become void and use and occupancy must cease if the development is used for any purpose other than that for which it was specifically approved. This document, which will run with the subject property, must be recorded in the King County Department of Elections and Records.
- 4. If the PUD is proposed in an RS 35, RSX 35, RS 12.5, RSX 12.5, RS 8.5, RSX 8.5, RS 7.2, RSX 7.2, RS 5.0 or RSX 5.0 Zone, the City will subtract the area actually used for vehicular circulation and surface parking areas that serve more than one dwelling unit, before determining the maximum number of dwelling units potentially permitted under this section.

125.35 Decision on the PUD – Criteria for Approving a PUD

The City may approve a PUD only if it finds that all of the following requirements are met:

- 1. The proposed PUD meets the requirements of this chapter.
- 2. Any adverse impacts or undesirable effects of the proposed PUD are clearly outweighed by specifically identified benefits to the residents of the City.
- 3. The applicant is providing one or more of the following benefits to the City as part of the proposed PUD:
 - a. The applicant is providing public facilities that could not be required by the City for development of the subject property without a PUD.
 - b. The proposed PUD will preserve, enhance or rehabilitate natural features of the subject property such as significant woodlands, wildlife habitats or streams that the City could not require the applicant to preserve, enhance or rehabilitate through development of the subject property without a PUD.
 - c. The design of the PUD incorporates active or passive solar energy systems.
 - d. The design of the proposed PUD is superior in one or more of the following ways to the design that would result from development of the subject property without a PUD:

- 1) Increased provision of open space or recreational facilities.
 - 2) Superior circulation patterns or location or screening of parking facilities.
 - 3) Superior landscaping, buffering, or screening in or around the proposed PUD.
 - 4) Superior architectural design, placement, relationship or orientation of structure.
 - 5) Minimum use of impervious surfacing materials.
4. Any PUD which is proposed as special needs housing shall be reviewed for its proximity to existing or planned services (i.e., shopping centers, medical centers, churches, parks, entertainment, senior centers, public transit, etc.).

125.40 Decision on the PUD – Site Plan Required

As part of the approval of the PUD, the City shall incorporate a site plan submitted by the applicant of the PUD showing at a minimum:

1. The topography at five-foot intervals of the PUD after grading.
2. The structures in the PUD.
3. All relevant dimensions of the PUD, including the outside dimensions and required yards.
4. The pedestrian and vehicular circulation and parking areas in the PUD.
5. The areas of common open space, or areas to be dedicated to the City.
6. The landscaping of the PUD, including the general type, location, and growth characteristics of the vegetation.
7. Any other relevant physical feature in the PUD.

125.45 Decision on the PUD – Effect of an Approved PUD

1. General – Except as specified in subsection (2) of this section, the applicant must comply with KZC 125.50 through 125.70 before commencing any development activities on the subject property.
2. Exception – If the City approves the preliminary PUD, the applicant may, subject to all other applicable codes and ordinances, begin clearing and grading of the site, and any other site work on the subject property that is specifically approved in the resolution or ordinance approving the preliminary PUD.

125.50 Final Site Plan Review – Application

In addition to the application materials required in Chapter 152 KZC, the applicant shall submit the following:

1. A completed application on the form provided by the Planning Department, along with all information listed in that form.
2. A site plan of the PUD as approved by City Council.
3. Any information or material that City Council, by ordinance approving the PUD, indicated is to be submitted as part of the final site plan review.

125.55 Final Site Plan Review – General

The City shall use the final site plan review process for the following two purposes:

1. To check the final site plan submitted under KZC 125.50 to ensure that the PUD conforms in all respects to that which was approved by City Council.
2. To make any decisions or determinations that the City Council, by ordinance approving the PUD, indicated are to be made during the final site plan review. Any decisions or determinations made during this process become part of the approved PUD.

125.60 Final Site Plan Review – Minor Modifications

The City may require or approve a minor modification to the site plan of the PUD as approved by City Council if:

1. The change will not have the effect of reducing landscaped area, or reducing or encroaching into buffering areas or reducing the amount of open space in the PUD; and
2. The change will not have the effect of increasing the residential density of the PUD; and
3. The change will not have the effect of increasing the area devoted to nonresidential uses in the PUD; and
4. The change will not increase the height of any structure above the height allowed in the underlying zone nor change the orientation of structures which would result in reduced view corridors or increase in the perceived bulk and mass of the structure; and
5. The City determines that the change will not increase any adverse impacts or undesirable effects of the project, or that the change in no way significantly alters the project.

125.65 Final Site Plan Review – Major Modifications

If an applicant seeks a modification to an approved PUD that does not meet all of the requirements of KZC 125.60, he/she may do so by submitting the application material required for approval of a new PUD. The City will process and decide upon this application, using the provisions of this chapter, as if it were an application for a new PUD.

125.70 Final Site Plan Review – Effect

If the City approves the final site plan, the applicant may proceed with the development of the PUD subject to all other applicable codes and ordinances.

125.75 Map Designation

1. General – Upon completion of the PUD as approved, the City shall place the designation “PUD” on the subject property on the Zoning Map.
2. Effect – This PUD designation means that any redevelopment of the subject property must either:
 - a. Comply with the PUD as approved; or
 - b. Comply with all of the requirements for development in the zone in which the subject property is located without a PUD.

125.80 Lapse of the Approved PUD

1. Increased Time – City Council may, by the ordinance approving the final PUD or by the resolution or ordinance approving the preliminary PUD, extend the time limits of KZC 152.115 for that PUD. Otherwise, within four years after the final decision of the City of Kirkland approving the preliminary PUD the applicant must have obtained approval of the final PUD and submitted a complete building permit for the PUD or the lapse provisions of KZC 152.115 will apply.
2. Effect on Land Use if PUD Lapses – If an approved PUD lapses under the time limits of KZC 152.115, or subsection (1) of this section, any development on the subject property must comply with all applicable laws of the City as if the PUD had not been granted.



Tree Plan III– Short Plats & Subdivisions

Trees and other vegetation are important elements of the physical environment which protect public health, safety and general welfare in a variety of ways. These regulations establish a process and standards to provide for the protection, preservation, replacement, proper maintenance and use of significant trees, associated vegetation and woodlands located in the City of Kirkland. **For Short Plats and Subdivisions, the regulations require retention of viable trees within the required setbacks and in potential preserved groves. The site is required to meet a minimum density of tree coverage on the subject property following construction of the project. These requirements are discussed in Section 95.35.2.B.3 of the Kirkland Zoning Code (KZC) and are summarized below.**

Helpful definitions to complete the tree plans described below:

1. **Significant Tree:** A tree that is at least 6" in diameter at breast height (DBH) (The diameter or thickness of a tree trunk measured at 4.5 feet from the ground).
2. **Dripline:** The distance from the tree trunk that is equal to the furthest extent of the tree's crown.
3. **Impact:** A condition or activity that affects a part of a tree, including the trunk, branches, and critical root zone.
4. **Qualified Professional:** An individual that possesses and demonstrates the ability to perform tree risk assessments and prescribe appropriate measures necessary for the preservation of trees during development; must at a minimum be certified by the International Society of Arboriculture (ISA).
5. A **Type 1 Tree** is a viable tree that meets at least one of the following criteria:
 - i. Landmark tree (pre-designated);
 - ii. Specimen tree (very good to excellent condition and free of major defects);
 - iii. Tree groves and associated vegetation to be set aside as preserved groves;
 - iv. Trees on slopes of at least 10%; or
 - v. Trees that are a part of a grove that extends into adjacent property.

Permit Submittal Requirements – Short Plats and Subdivisions

The following information is required for all permits in order for the application to be deemed complete. Incomplete applications will not be accepted.

Tree Plan III shall be submitted with short plat and preliminary subdivision permit applications and subsequent Land Surface Modification permit applications. *The approved Tree Plan III will later be used to comply with the Tree Plan I requirement for the single-family building permit application of each lot.*

- A. The following information must be incorporated on the site plan:
 1. Surveyed location of all public trees (i.e. street trees) and private significant trees;
 2. A tree inventory prepared by a qualified professional including a numbering system of existing significant trees (with corresponding tags on trees), measured driplines, size (DBH), species and tree status (removed or retained) based on health, risk of failure and suitability of species (see criteria in KZC 95.35.2.C) for all significant trees; and
 3. Approximate trunk location and dripline of significant trees that are on adjacent property with driplines extending over the subject property line.
- B. Tree Plan III shall include a report from a qualified professional detailing:
 1. An indication and discussion, for each tree, of whether it is proposed to be retained or removed based on health, risk of failure and suitability of species;
 2. Limits of disturbance around viable trees; and
 3. Special instruction for work within the critical root zone of viable trees;
 4. Location and type of protection measures for viable trees.

- C. Utilizing the information from the tree survey, inventory and report, the applicant must submit a site plan showing:
1. The proposed development activity – including location of lot lines, easements and roads
 2. Location and limits of disturbance of viable trees to be retained according to the tree inventory, report, and City’s determination of tree types
 3. Trees being removed for proposed development or trees being removed that are not viable
 4. Tree density calculations of retained trees compared to the minimum tree density for the site; The required minimum tree density is 30 tree credits per acre. Use the following formula to determine the required tree density:

(Project size in square feet*/43,560) X 30 = Required minimum tree density

* excluding existing public right-of-way, areas to be dedicated as public right-of-way and access easements or tracts not counted in lot area

For example, the minimum tree density for a 15,000 square foot parcel is 10 tree credits and for 30,000 square feet, it is 21 tree credits.

Use the following chart to calculate the tree density for existing trees that are going to be retained.

Tree Density for Existing Significant Trees (Credits per minimum diameter - DBH)					
DBH	Tree Credits	DBH	Tree Credits	DBH	Tree Credits
3-5"	0.5				
6-10"	1	24"	8	38"	15
12"	2	26"	9	40"	16
14"	3	28"	10	42"	17
16"	4	30"	11	44"	18
18"	5	32"	12	46"	19
20"	6	34"	13	48"	20
22"	7	36"	14	50"	21

NOTE: Tree density calculations do not apply to public trees.

5. If the calculated tree density is below the minimum, indicate the type, size and location of the supplemental trees needed to meet the density requirement. Supplemental trees must be at least 6 feet tall if they are conifers or 2-inch caliper if they are deciduous or broad-leaf evergreens. They are worth one tree credit each. Larger supplemental trees may be awarded additional credits.

D. Additional Requirements:

1. The applicant shall pursue applicable variations to development as outlined in KZC 95.35.4.A.2 and 3 for the retention of Type 1 trees in required yards.
2. Prior to permit approval, the applicant shall provide a final plan showing tree density calculations, retained trees, trees to be removed, and any required supplemental trees to meet the minimum tree density. The plan must describe the details of site preparation, the installation of new trees, and the maintenance measures necessary for the long-term survival and health of all trees on site pursuant to KZC 95.45 and KZC 95.50.
3. A description and location of tree protection measures during construction for trees to be retained must be shown on demolition and grading plans, and protections measures must be in accordance with KZC 95.35.6.
4. Prior to plat recording, the applicant shall submit a five year preservation and maintenance agreement pursuant to KZC 95.50.

Note: This is an overview of tree requirements, for more details and information visit our website at <http://www.ci.kirkland.wa.us/depart/planning/trees.htm> or request a copy of Ordinance 4010.

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portions of the slope and saturated sand and gravel can also be contributing factors to landsliding when wet. The slope will also be particularly prone to sliding in a time of a low-intensity earthquake.

Other factors to be considered in development on the Juanita Slope.

In addition to geologic constraints, there are a series of other factors which limit development densities on the slopes. The possibilities for severe erosion increase as the slope increases. The slope area is heavily wooded and of significant aesthetic value, particularly for those who enter the City from the north on 98th Avenue NE. Besides the aesthetic and biological value of the wooded cover, it is also important in contributing to the slope stability. It will be important to consider the greater expenditures involved in development on the slope due to natural and physical constraints on development. Also of concern are runoff and the impacts on the Slough itself, as well as access constraints on emergency vehicles.

Residential development on the unstable slope is to be severely limited.

The natural and other development constraints discussed above combine to reduce the feasible residential densities to one to three dwelling units per acre. Permitting higher-density development along the entire slope could compound the adverse impacts of a single high-density development. It is the cumulative effects resulting from full development at medium to high densities that are of greatest concern. The cumulative effects of full slope development could increase the hazards of life and property.

On the unstable slope, residential densities of one to three dwelling units per acre permitted according to standards.

The base density for residential development on the unstable slope is one to three dwelling units per acre subject to the following standards:

- (1) Soils analysis is required.
- (2) Clustering of structures is encouraged.
- (3) The maintenance of maximum vegetative cover is required.
- (4) Watercourses are to be retained in a natural state.
- (5) Surface runoff is to be controlled at predevelopment levels.
- (6) Points of access are to be minimized.
- (7) There is to be a special review of all development plans.

Four to five dwelling units per acre permitted according to additional standards.

Residential densities on the unstable slope may be increased by an extra one to two dwelling units per acre (up to five dwelling units per acre) depending on the degree to which the development proposal conforms to the following standards:

- (1) Soils and geologic analysis are required. The City will select an appropriate consultant and establish reasonable study parameters. Analysis would cover the area of the site to be developed as well as adjacent sites.

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- (2) The developer will indemnify and hold harmless the City.
- (3) The clustering of structures is required.
- (4) The vegetative cover is maintained to the maximum extent possible.
- (5) Watercourses are to be retained in a natural state.
- (6) Surface runoff is to be controlled at predevelopment levels.
- (7) Points of access to arterials are to be minimized.
- (8) The City has the present ability to provide the necessary emergency services.
- (9) A minimum level of aggregation of land may be desirable in order to minimize adverse impacts.
- (10) There will be public review of the development proposal.

Slope vegetation is to be maintained. Other factors besides slopes may limit development.

In all slope areas, existing vegetation should be preserved to the greatest extent feasible in order to help stabilize the slopes as well as maintain natural drainage patterns (see Natural Elements Policy 5.b. and Public Services/Facilities: Drainage Policy 2.b.). It should be noted that in slope areas, limitations on development are not due entirely to the existence of natural constraints. There may be additional reasons (for example: access, utility service, adjacent uses and others) for limiting the type or density of development in slope areas.

Much of the Slough area has been identified as a flood hazard and uneven settlement zone.

The Valley portion of Juanita Slough contains Forbes Creek and areas subject to uneven settlement and flooding (see Figure J-12). Analysis of proposed

developments would be required to mitigate problems associated with these factors. The flood area was designated by the Federal Insurance Administration of the Department of Housing and Urban Development. Federal law requires that flood insurance be obtained before any federally insured lending institutions may approve a loan for the development within an identified flood hazard zone. Also, Forbes Creek and associated streamways should be maintained in a natural condition to allow for natural drainage as well as possible salmon spawning (see Natural Elements Policy 1.c. and Policy 4).

C. LIVING ENVIRONMENT

Low residential densities are to be maintained north of Forbes Creek Drive.

The Juanita Slough Valley area poses numerous constraints for development due to its wetlands, streams, and potential seismic hazard conditions (see Figure J-11). Within the Valley, fish, wildlife, and woodland resources are significant and should be protected for aesthetic, biological, and educational purposes.

Development at up to five dwelling units per acre may be permitted in the Valley area north of Forbes Creek Drive and west of Planned Area 9.

The residences that currently exist along NE 108th Street (east of 108th Avenue NE) are vulnerable to any intense activities occurring to the east and relate to possible uses in Planned Area 9. Otherwise, residential uses in this pocket will remain low density (four to five dwelling units per acre).

Development densities are to be severely limited on unstable slopes.

On the south slope, classified as unstable, a slope stability analysis will be required of the developer to identify possible hazards and mitigating efforts. The



SEPA ENVIRONMENTAL DOCUMENTS

If an application for a land use or building permit is subject to environmental review under Chapter 43.21C RCW, all SEPA environmental documents must be submitted with the filing of a land use permit or building permit application or the City will not accept the application.

The following is a list of the environmental documents that must be submitted with the land use or building permit application:

1. **Environmental Checklist.** The checklist form can be obtained from the Kirkland Planning Department.
2. **Road concurrency test decision memo.** Applicants must pass road concurrency *before* submitting for a land use or building permit and the environmental documents. Concurrency application forms are available from Public Works or the Planning Departments. If the application passes road concurrency, the Public Works Department's Transportation Engineer will provide the applicant or applicant's traffic engineer with a concurrency test decision memo and traffic information that needs to be included in the Traffic Impact Analysis. A copy of this memo must be submitted to show that road concurrency has been passed.
3. **Traffic Impact Analysis.** Traffic Impact Analysis Guidelines can be obtained from the Planning or Public Works Departments. The Traffic Impact Analysis is to be completed after the road concurrency test has been successfully passed. Information from the City's Transportation Engineer is to be included in the Traffic Impact Analysis along with all other information specified in the guidelines.
4. **Other supplemental environmental information.** Ask the assigned planner at the pre-application meeting what other environmental information will be required with the environmental submittal. All studies and reports must be prepared by a licensed and qualified specialist in the field and approved by the City. Supplemental impact assessment reports or studies that may be required include, but not be limited to the following:
 - Lighting
 - Environmental health hazard
 - Historic
 - Wetland and/or stream delineation and analysis, prepared or reviewed by the City's consultant
 - Hydrology
 - Wildlife
 - Views
 - Noise
 - Geotechnical soils analysis

YOU ARE ENCOURAGED TO MEET WITH A PLANNER FROM THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT PRIOR TO AND DURING PROJECT DESIGN TO DISCUSS PROJECT DESIGN AND PROJECT COMPLIANCE WITH CITY REGULATIONS AND TO OBTAIN GUIDANCE ON THE ENVIRONMENTAL MATERIALS THAT YOU MUST SUBMIT.

1/02



CITY OF KIRKLAND ENVIRONMENTAL CHECKLIST

Purpose of Checklist:

The State Environmental Policy Act (SEPA), Chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the City identify impacts from your proposal, and to reduce or avoid impacts from the proposal, whenever possible.

Instructions for Applicants:

This environmental checklist asks you to describe some basic information about your proposal. Answer the questions briefly with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the City staff can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The City may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impacts.

Use of Checklist for Non-project Proposals:

Complete this checklist for non-project proposals also, even though questions may be answered "does not apply." IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS (Part D).

For non-project actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

A. BACKGROUND

1. Name of proposed project, if applicable: _____
2. Name of applicant: _____
3. Tax parcel number: _____

4. Address and phone number of applicant and contact person: _____
5. Date checklist prepared: _____
6. Agency requesting checklist: _____
7. Proposed timing or schedule (including phasing, if applicable): _____
8. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal?

9. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

10. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

11. List any government approvals or permits that will be needed for your proposal, if known.

12. Give brief, complete description of your proposal, including the proposed uses, the size and scope of the project and site including dimensions and use of all proposed improvements. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.

13. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

TO BE COMPLETED BY APPLICANT

EVALUATION FOR
AGENCY USE ONLY
REVIEWED BY:

B. ENVIRONMENTAL ELEMENTS

1. EARTH

a. General description of the site (circle one): Flat, rolling, hilly, steep, slopes, mountainous, other

b. What is the steepest slope on the site (approximate percent slope)? _____

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt, buildings)?

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

2. AIR

a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities, if known.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

3. WATER

a. Surface

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.) Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water Runoff (including storm water):

1) Describe the source of runoff (include storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2) Could waste materials enter ground or surface waters? If so, generally describe.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

4. PLANTS

a. Check or circle types of vegetation found on the site:

- _____ deciduous tree: alder, maple, aspen, other
- _____ evergreen tree: fir, cedar, pine, other
- _____ shrubs
- _____ grass

pasture
crop or grain
wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
water plants: water lily, eelgrass, milfoil, other
other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

c. List threatened or endangered species known to be on or near the site.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

5. ANIMALS

a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

birds: hawk, heron, eagle, songbirds, other
mammals: deer, bear, elk, beaver, other
fish: bass, salmon, trout, herring, shellfish, other

b. List any threatened or endangered species known to be on or near the site.

c. Is the site part of a migration route? If so, explain.

d. Proposed measures to preserve or enhance wildlife, if any:

6. ENERGY AND NATURAL RESOURCES

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. ENVIRONMENTAL HEALTH

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

- 1) Describe special emergency services that might be required.

- 2) Proposed measures to reduce or control environmental health hazards, if any:

- b. Noise
- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

i. Approximately how many people would the completed project displace?

j. Proposed measures to avoid or reduce displacement impacts, if any:

k. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

9. HOUSING

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

c. Proposed measures to reduce or control housing impacts, if any:

10. AESTHETICS

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

b. What views in the immediate vicinity would be altered or obstructed?

c. Proposed measures to reduce or control aesthetic impacts, if any:

11. LIGHT AND GLARE

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

b. Could light or glare from the finished project be a safety hazard or interfere with views?

c. What existing off-site sources of light or glare may affect your proposal?

d. Proposed measures to reduce or control light and glare impacts, if any:

12. RECREATION

a. What designated and informal recreational opportunities are in the immediate vicinity?

b. Would the proposed project displace any existing recreational uses? If so, describe.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

13. HISTORICAL AND CULTURAL PRESERVATION

f. How many vehicular trips per day would be generated by the completed project? If know, indicate when peak volumes would occur.

g. Proposed measures to reduce or control transportation impacts, if any:

15. PUBLIC SERVICES

a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.

b. Proposed measures to reduce or control direct impacts on public services, if any.

16. UTILITIES

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____
Date Submitted: _____

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(Do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

