Application Instructions

Application Type: Land Use
Project Type: Any Project Type
Activity Type: Use Approval
Scope of Work: Wireless Facility - Process I

Based on your selections, the following information and requirements apply to your application.

Submittal Info

In addition to uploading any required documents, please provide all items that are applicable to the scope of your project, as outlined on the application checklist found here. Also, fill out and submit the following questionnaire with your application: PWSF Application Questionnaire

Required Documents

- Legal Description
- Plan Set

Please review the Requirements for Electronic Plans prior to uploading documents.

Required Supplementals

- Wireless Contact Information
- Additional Contact Information
- Right to Enter Property/Hold Harmless Agreement

View Supplementals

General Process Info

Disclaimers

Permit application materials are designed to obtain all the information necessary to allow the City to make a well informed decision on your application. Please refer to the appropriate application checklist to determine the materials which must be submitted to complete your application. **ALL APPLICATION MATERIALS ARE CONSIDERED PUBLIC INFORMATION.**

Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent section of the Zoning Code, 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 documents 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 http://www.kirklandwa.gov/.

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 discretionary zoning permit, the role and the authority of the City staff is advisory only. A final decision on such a permit can only be made, after public comment and/or a public hearing by the Planning Director, Hearing Examiner, or City Council, depending upon the type of permit.

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.

City of Kirkland Planning Department Contact Information:

Address: 123 5th Ave, Kirkland, WA 98033 (City Hall)
Phone: 425.587.3225
Fax: 425.587.3232
Website: http://www.kirklandwa.gov/depart/planning.htm
General Inquiries Email: planninginfo@kirklandwa.gov
Hours: Monday-Friday 8:00am-5:00pm*

**Planning and Building Department counters are closed on Wednesday from 8:00am-10:30am*