



# PLANNING & COMMUNITY DEVELOPMENT ZONING PERMIT APPLICATION

## APPLICATION CHECKLIST: ZONING PERMIT

The following is a list of materials which must be submitted in order to have a complete 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 questions. Please do not turn in your application until all materials 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  
Submitted

#### Pre-Submittal Meeting

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

#### Road Concurrency Review

Prior to submittal of a Zoning Permit, a road concurrency application must be submitted to the Public Works Department and a test notice of passing must be received. A copy of the test notice must be submitted with the zoning application (if exempt from SEPA, then exempt for concurrency review). Concurrency applications are available from the Planning or Public Works Department.

N/A

#### Application

A completed application form and supporting affidavits.

A completed and signed Environmental Checklist (unless exempt). 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.

N/A

A statement describing how the application specifically complies with applicable criteria set forth in the Zoning Code.

#### 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.

TO DO

#### Neighborhood Meetings

A neighborhood meeting(s) has been held (see attached instruction sheet on neighborhood meetings to determine if encouraged).

N/A



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## Plans

Two (2) copies of dimensioned site plans, drawn at 1" = 20' or a comparable scale, and folded to 8½" size, showing:

- a. Property survey showing property dimensions, and any existing structures which are proposed to remain on the property and names of adjacent rights-of-way. (Check with Department of Planning and Community Development to see if survey is required for your permit request.)
- b. Existing water courses and bodies, fire hydrants utility lines (including location of nearest utility poles and fire hydrants), structures, rockeries, roadways and other relevant man-made or natural features.
- c. Tree-related information as required by the appropriate Tree Plan for the proposal. (attached)   *Tree Arborist Report*
- d. Proposed landscaping; size, species, location and distance apart. (enhancement plan)
- e. Location and dimensions of proposed structure(s), parking areas (include degree of angle for parking stall design), driveways and roadways.
- f. Dimensioned building elevations drawn at 1/8" = 1' or a comparable scale showing two facades.   *N/A*
- g. Existing and finished grades at 2-foot contours with the precise slope of any area in excess of 15%.   *N/A*
- h. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.   *N/A*
- i. Conceptual storm drainage plans for a 100-year storm. Location and dimensions of proposed biofiltration swale(s). These cannot be located in wetlands, streams or associated buffers or tree protection areas.   *No.*
- j. Gross floor area and parking calculations
- k. Building height calculations (see handout).
- l. Location and size of proposed utility lines, together with a letter of water and/or sewer availability if sewer and/or water service is to be provided by a utility other than the City.   *No.*
- m. Name, location and dimensions of, and existing and proposed improvements in rights-of-way and easements. Existing improvements in existing rights-of-way and easements must also be indicated. (Right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code.)   *NA*
- n. Names, locations and dimensions of any Hazardous Liquid Pipeline Corridors (Olympic Pipeline) within 150 feet of the subject property, or if the proposal is for a high consequence land use, within 500 feet of the subject property (Standards for development near Hazardous Liquid Pipelines are contained in Chapter 118 of the Kirkland Zoning Code.)   *NA N/A*
- o. Lot size and lot coverage calculations.



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- p. Dimensions of required yards and view corridors
- q. Locations and screening of dumpsters.
- r. location, dimensions and nature of any proposed easements or dedications.
- s. For multifamily residential, location and dimensions of common open space.
- t. Type of construction and proposed use.

N/A  
 N/A  
 N/A  
 N/A

### Other

- a. One (1) copy of all plans reduced onto 8 1/2" x 11" sheets.
- b. Perspective drawings, photographs, color renderings or other graphics may be needed to adequately evaluate your application. *Site plan*
- c. The following materials must be submitted on CD to the Planning Department for presentation at public meetings and/or permanent storage:
  - Acceptable native electronic formats are: Adobe PDF, Word, Excel, PowerPoint, JPEG or GIF.
  - All memos and reports including SEPA checklists, wetland reports, geotech. reports, site plans, traffic reports, etc. should be submitted in their native electronic format or converted from their native format to Adobe PDF rather than being scanned.
  - Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
  - All plans, drawings, renderings, photographs or other graphics must be submitted in its native electronic format. CAD format is unacceptable; you must convert to Adobe PDF before submitting.
  - All documents must be either 8 1/2 x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
  - Models and/or material/color boards, if prepared, must be photographed for permanent storage and submitted to the Planning Department on CD.

Converting a document from its native format to an Adobe PDF document is preferred as opposed to scanning the document.

- d. A copy of all existing recorded easement documents pertaining to the subject property.
- e. 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.
- f. Clustered mailbox structure location plan approved by the U.S. Postal Service Kirkland Growth Management Representative (1-800-275-8777).

N/A  
 N/A  
 N/A



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- g. If the subject property is within 150 feet of a Hazardous Liquid Pipeline Corridor, or if the proposal is for a high consequence land use, within 500 feet of the subject property verification that the pipeline operator has reviewed the proposed development plans. A transmittal form provided by the Planning Department is to accompany the plans for operator review.
- h. Other required information:

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*N/A*

### **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) not more than 10 calendar days after the Planning Official determines 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: \_\_\_\_\_

*Signs of Seattle*



# PLANNING & COMMUNITY DEVELOPMENT ZONING PERMIT APPLICATION

PROCESS (Circle one) **I** IIA IIB IV

**PRIMARY CONTACT:**

Applicant's name: Rui Gong Daytime Phone: 206-331-6903

Applicant's e-mail address: rui.gong@hotmail.com

Applicant's mailing address: 1009 205th Ave NE, Sammamish, WA 98074

Note: If applicant is not property owner, he/she must be authorized as agent (see pg. 2)

**SECONDARY CONTACT:**

↳ is owner

Property Owner's name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Property Owner's e-mail address: \_\_\_\_\_

Property Owner's address: \_\_\_\_\_

AN ELECTRONIC COPY OF OR A WEB LINK TO THE STAFF REPORT, MEETING AGENDAS AND THE NOTICE OF FINAL DECISION WILL BE EMAILED TO THE APPLICANT AT THE ABOVE LISTED EMAIL ADDRESS. IF YOU PREFER TO RECEIVE A PAPER COPY, THEY ARE AVAILABLE UPON REQUEST. PLEASE INDICATE IF YOU WOULD ALSO LIKE A COPY OF THESE MATERIALS TO BE SENT TO THE PROPERTY OWNER'S EMAIL ADDRESS: YES  NO

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

vacant, tax # 1238500350

(2) Tax parcel number: 1238500350

(3) The property is zoned: RSX 7.2 and is presently used as: vacant

(4) Describe permit application and the nature of project (attach additional pages if necessary):

Reasonable Use Exception to build a house on wetland buffer zone.

(5) Have there been any previous zoning permits for the subject property? No If yes, what is the Department of Planning and Community Development file number? \_\_\_\_\_

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

Name of planner: David Barnes 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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## EXHIBIT A: LEGAL DESCRIPTION

BURKE-FARRARS KIRKLAND DIV # 14 LOT 16 BLK 39 LESS PORTION DAF: BEG AT NE COR SD LOT  
16 TH S 6-25-43 E 23.60 FT TH N77-37-27 W 38.77 FT TH S 86-46-15 W 15.00 FT TH N  
69-35-59 W 17.46 FT TH N 86-09-47 W 24.39 FT TH S 86-46-15 W 14.80 FT TH N 71-30-59  
W 8.27 FT TH N 86-46-15 E 113.59 FT TO BEG  
Plat Block: 39  
Plat Lot: 16

**AGREEMENT FOR PREPARATION OF Review of applicant Wetland/Stream  
Determination and Delineation FOR undeveloped Parcel #1238500350,  
9105 128<sup>th</sup> Avenue NE Kirkland WA**

Rui Gong, hereinafter referred to as "Proponent," and the City of Kirkland, hereinafter referred to as "City," agree and contract as follows:

- I. The City's Planning Official has determined that a wetland and stream may exist on or near the subject property, pursuant to Kirkland Zoning Code
- II. The City is to direct and supervise preparation and finalization of a review of the applicant supplied Stream and Wetland Determination/Delineation Report. and/or as identified in the attached Task Authorization. The will be completed by an independent consultant, The Watershed Company, hereinafter referred to as "Consultant," according to the terms of an umbrella contract, available from the City for review by the Proponent.
- IIB. Paragraph IIB shall be applicable while the Proponent's application is pending or throughout the life of this contract, whichever is later. The work of the Consultant and the aforementioned review of applicant's Stream/Wetland Determination/Delineation Report are for the purpose of providing the City with information and analysis, independent from the Proponent and the owner of the subject property. To that end, the Proponent shall refrain from entering into any agreement for any other services with the Consultant with respect to the subject property. In addition, the Proponent shall refrain from entering into any other agreement with the Consultant for services with respect to other property or proposed developments without full disclosure thereof to the City. The Proponent specifically agrees not to communicate with the Consultant, except for such communication as may be necessary for the Consultant to carry out the performance of this Agreement. Any such communication between the Proponent and Consultant shall be carried on only in the presence of or with the prior approval of the City.
- III. The Proponent agrees to pay to the City in the manner set forth in Section VI below, the reasonable costs of having the aforementioned review of applicant's Stream/Wetland Determination/Delineation prepared. Proponent understands and agrees to pay the City for services, costs, and expenses in accordance with the scope of services set forth in the attachment hereto, provided, however, that the total amount for preparation of the aforementioned review of applicant's Stream/Wetland Determination/Delineation shall not exceed the sum of \$2,257.50  

Proponent agrees to disbursement from time to time of funds on deposit in said account to pay for Consultant services covered by the Agreement. Disbursement will typically be made by the City on a monthly basis for payment of Consultant's invoices for services and costs. The City will provide the Proponent a description of services rendered and a project progress report.
- IV. The Proponent agrees to cooperate reasonably with both the City and the Consultant so as to cause the efficient and prompt preparation of the aforementioned review of applicant's Stream/Wetland Determination/Delineation. The Proponent agrees that the City will make available to the Consultant all relevant information in the City's files.
- V. The scope of services contemplated by this Agreement shall include preparation of aforementioned review of applicant's Stream/Wetland Determination/Delineation which shall be delivered to the City and available to the Proponent, as attached herein.

- VI. Proponent will, within ten days of the signing of this Agreement:  
Deposit with the City of Kirkland funds sufficient to pay for the cost of preparation of the aforementioned @ (study/studies/Shoreline Project Review). If the Proponent fails to deposit such funds with the City within the required ten (10) days, this Agreement shall terminate.
- VII. The Proponent agrees that the aforementioned review of applicant's Stream/Wetland Determination/Delineation and all supporting material submitted by the Consultant in the course of performing services under this Agreement shall be, in the hands of the City of Kirkland, public domain, and not subject to copyright.
- VIII. Unless otherwise specified within this Agreement, this proposal shall be governed by the laws of the City of Kirkland and the State of Washington.
- IX. The parties' intent is that The Watershed Company, serve as an independent consultant. No agent, employee, or representative of the Consultant shall be deemed to be an employee, agent, or representative of the City or Proponent for any purpose.
- X. In the event that there is, in the City's opinion, the need for additional or further work on the aforementioned report beyond the scope of services attached herein, the City shall obtain from the Consultant an estimate of the total added costs and seek Proponent's written approval which shall not be unreasonably withheld.
- XI. Proponent agrees to be responsible for any negligent or intentional acts or omissions on the part of Proponent or agents or employees in the performance of this Agreement, in the event of any claim, suit, or action.
- XII. The City reserves the right to suspend or terminate this Agreement on ten (10) days written notice to the Proponent. If terminated or suspended, Consultant shall be entitled to receive reasonable compensation for services rendered to the date of termination or suspension.
- XIII. The Proponent reserves the right to suspend or terminate this Agreement on ten (10) Days written notice to the City, and withdrawal of all related zoning, subdivision, and/or shoreline permit applications. If terminated or suspended, Consultant shall be entitled to receive reasonable compensation for services rendered to the date of termination or suspension.

Attachment: Task Authorization describing the scope of work

EXECUTED by the parties hereto this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF KIRKLAND:

PROPONENT:

By: \_\_\_\_\_  
Eric R. Shields, Director  
Planning and Community Development

By: Rui Gong \_\_\_\_\_  




February 25, 2013

David Barnes  
City of Kirkland  
Planning and Community Development  
123 Fifth Avenue  
Kirkland, WA 98033

**Re: Gong Project – Proposal for Wetland Delineation Study**

Dear David:

This letter shall serve as our proposal for environmental review scope and services for the above referenced project. Under this proposal we will provide the following work tasks with estimated hours by task.

Staff	Hourly Rate	Task	Estimated Hours	Cost
HM	\$140	File/submittal review, respond to planner	1	\$140.00
CH	\$85	Set up file	0.5	\$42.50
HM	\$140	Review delineation report and prior work on adjacent lot	2	\$280.00
HM	\$140	Site visit to verify on-site wetland and stream boundaries	3	\$420.00
HM	\$140	Prepare letter report of findings	8	\$1,120.00
HM	\$140	Communication with consultant and planner	1	\$140.00
NL	\$90	Internal coordination	1	\$90.00
		Expenses: reproduction and vehicle mileage		\$25.00
<b>Total:</b>				<b>\$2,257.50</b>

The cost to complete the work as described above will not exceed the above total amount without prior written amendment to this proposal.

This proposal is valid for 6 months from the date it was prepared.

Please note that the work described in this proposal will be done to the standard of care normally exercised by members of the environmental consulting profession. Conclusions and deliverables will be based on interpretation of information currently available to us, and will be made within the above scope and budget for this project. No warranty is expressed or implied.

Please call with any questions.