



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.

8/26/14

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.

} NA

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.

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.

Neighborhood Meetings

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

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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.
- d. Proposed landscaping; size, species, location and distance apart.
- 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. NA
- g. Existing and finished grades at 2-foot contours with the precise slope of any area in excess of 15%.
- 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.
- 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.
- j. Gross floor area and parking calculations NA
- k. Building height calculations (see handout). NA
- 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.
- 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.)
- 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
- 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.

MA

Other

- a. One (1) copy of all plans reduced onto 8½" x 11" sheets.
- b. Perspective drawings, photographs, color renderings or other graphics may be needed to adequately evaluate your application.
- 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 ½ 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).



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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:

NA

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: _____

Signpros



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PROCESS (Circle one) I IIA IIB IV

PRIMARY CONTACT:

Applicant's name: Leslie Lee Daytime Phone: 206-949-7933
Applicant's e-mail address: leslielee@windermere.com
Applicant's mailing address: PO Box 2422
Woodinville, WA 98072

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

SECONDARY CONTACT:

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): access from end of NE 130th Pl off Holmes Pt Drive.
- (2) Tax parcel number: 405700-0038
- (3) The property is zoned: RSA 4 and is presently used as: vacant land

(4) Describe permit application and the nature of project (attach additional pages if necessary):
Exception to put driveway + sewer line for one single family residence through a wetland buffer

(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: Scott Guter Date of pre-submittal meeting: 8/26/14

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

For APN/Parcel ID(s): 405700-0038-00

The northerly 293.2 feet of Lot 7, Lake Park Heights, according to the Plat thereof recorded in Volume 58 of Plats, Page 19, records of King County, Washington, lying westerly of 30 feet roadway running across Lot 7 shown on said plat;

Also that portion of Lot 4, Block 11, Lake Park to the City of Seattle, according to the Plat thereof, recorded in Volume 11 of Plats, Page 67, described as follows:

Beginning at the northeasterly corner of said Lot 4;
Thence southerly along the easterly line of said lot a distance of 199 feet to the southwesterly corner of Lot 5, Block 11, Lake Park (which has been replatted);
Thence in a straight line to a point on the northerly line of said Lot 4 which is 20 feet from the northwesterly corner of said Lot 4;
Thence northeasterly along said northwesterly line, to the Point of Beginning.