Application Instructions

Application Type: Land Use
Project Type: Any Project Type
Activity Type: Deviations, Modifications, Variances, or Waivers
Scope of Work: Variance - Process I

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

Submittal Info

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. 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.**

For more information, exemptions, and specific requirements please refer to the Public Notice Signs Handout.

Tree Plan Matrix

The following chart will assist applicants in determining which Tree Retention Plan is required based on the type of development proposed: Tree Plan Matrix.

Required Documents

- Legal Description
- Arborist Report
- Plan Set

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

Required Supplementals

- Variance Criteria
- 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*