



DEVELOPMENT SERVICES

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Design Board Review Checklist

Planning Department

Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application entirely online.

APPLICATION CHECKLIST: DESIGN BOARD REVIEW

The following is a list of materials which must be submitted in order to have a complete application. **During the pre-design conference, a planner will help you determine which of these requirements are applicable.** Less detail is required for a conceptual design conference application. Please do not turn in your application until all materials which apply to your proposal have been checked off. We encourage you to consult with the Department of Planning and Community Development if you have questions.

Return this checklist with the application.

Pre-Design Conference

A meeting with a planner is required prior to submittal. Visit www.MyBuildingPermit.com to apply.

Conceptual Design Conference Application

- 1. A completed application form.
- 2. Payment to the City of Kirkland of the filing fee. See [Fee Schedule](#).
- 3. Simple and clear graphic materials in 11 x 17" format illustrating:
 - a. The site, including topography, aerial photography, existing uses and structures, and existing vegetation.
 - b. Vicinity map and photographs indicating site context, including surrounding uses, structures, significant vegetation, zoning, access points, pedestrian and vehicular circulation, etc.
 - c. Site and context analysis including views of and from the subject property, environmental factors, scale and types of adjacent uses, significant vegetation (within and bordering the site), site features, access opportunities, connections, transit, and proximity to significant, relevant, or historic features.
 - d. Conceptual site plan(s) and massing diagrams showing maximum zoning, site development potential and analysis of adjacent sites.
 - e. Three alternative massing and siting concepts illustrating options for the development of the site in a clear, diagrammatic manner.
 - F. Design departures (if any) being considered.
 - g. Graphic or written materials indicating the development objectives for the project.

Advanced schematic design drawings, more fully developed drawings, or more fully developed design materials are NOT expected or appropriate at this stage.

Design Response Application

(discuss phasing your submittal materials over the Design Response Conferences with your planner to avoid unnecessary costs/details at the first meeting).

- 1. Written and/or graphic material showing how the project addresses conceptual design guidance from the Design Review Board.

- 2. Dimensioned site plans, drawn at 1" = 20" or a comparable scale, showing:
 - a. Vicinity map.
 - b. Scale used and marker showing direction north.
 - c. Stamped survey showing property dimensions, dimensions and type of any easements, topography at 2-foot contour intervals and location (to the adjoining centerline) and names of adjacent rights-of-way.
 - d. Identification of "pedestrian-oriented streets" and "major pedestrian sidewalks or other designated pedestrian improvements".
 - e. Location and dimensions of any existing structures, including parking which are proposed to remain on the property. Please shade identification.
 - f. Existing water courses and bodies, rockeries , and other relevant man-made or natural features.
 - g. Tree Plan in accordance with Kirkland Zoning Code Section 95.30.
 - h. Dimensions of required yards and view corridors.
 - i. Location and dimensions of proposed structure(s), parking areas, pedestrian pathways, pedestrian plazas, and driveways.
 - j. Proposed uses. Please show gross floor area by use.
 - k. Lot size and lot coverage calculations.
 - l. Proposed landscape plan, including location, size, specification and quantities, and common and botanical names.
 - m. Proposed design details, including pedestrian seating areas, awnings and other overhead weather protection measures, fences/walls, bicycle racks, external water spigots, balconies/deck, bay windows, building material and color, and exterior lighting.
 - n. Outdoor loading and storage areas.
 - o. Dumpsters

- 3. Dimensioned floor plans, drawn at 1" = 20' or a comparable scale, and folded to 8" x 11" size, showing:
 - a. Proposed uses. Please show gross floor area by use.
 - b. Parking garage details, if applicable.

- 4. Dimensioned building elevations, drawn at 1/8" - 1' or a comparable scale, showing all facades, awnings and other overhead weather protection measures, artwork; exterior lighting; colors; building materials; etc.

- 5. Building height calculations.

- 6. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.
 - 7. Written and graphic description of any design departures or minor variations requested, including a statement of how the request complies with applicable criteria.
 - 8. Other required information:
- Note: After review of your application, additional materials may be required to fully illustrate the building and design features proposed.
- 9. **The following materials must be submitted electronically to the Planning & Building Department for presentation at public meetings and /or permanent storage:**
 - a. Acceptable native electronic formats are: Adobe PDF, Word, Excel, PowerPoint, JPEG, GIF.
 - b. All memos and reports including SEPA checklists, wetland reports, geotech. reports, site plans, traffic reports, etc. should be submitted in their native formats or converted from their native format to Adobe PDF rather than being scanned.
 - c. Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
 - d. 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.
 - e. All documents must be either 8 1/2 x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
 - f. Models and/or material/coplor boards, if prepared, must be photographed for permanent storage and submitted to the Planning Department on CD.
 - g. Converting a document from its native format to an Adobe PDF document is preferred as opposed to scanning the document.

PUBLIC NOTICE SIGNS

Read Completely and Carefully

Prior to the Design Response Conference, 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 less than 15 calendar days before the conference. 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 [Public Notice Signs](#) instruction sheet. **Failure to have the sign(s) in place by the deadline time will result in a delay of the public meeting and additional charges to re-notice the application.**

Please provide the name of the sign company that you have contacted to make the public notice sign(s):

Tree Retention Plans

The [Tree Retention Plan](#) chart will assist applicants in determining which Tree Retention Plan is required based on the type of development proposed.

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.

APPLICATION FORM: DESIGN REVIEW/CONCEPTUAL MASTER PLAN

Please check appropriate review process:

- Administrative Design Review (ADR) Conceptual Design Conference (CDC)
 Design Response Conference (DRC) Conceptual Master Plan
 Minor Modification Review

PRIMARY CONTACT PERSON:

Applicant name: Justin Goroch / BCRA Daytime phone: (253) 627-4367
Applicant mailing address: 2106 Pacific Ave., Suite 300
City Tacoma State WA Zip Code 98402 E-mail address: JGoroch@BCRAdesign.com

Note: If the applicant is not the property owner, the applicant must be authorized as an agent (see page 2)

SECONDARY CONTACT PERSON:

Applicant name: Rob Risinger / Quadrant Homes Daytime phone: (425) 452-6542
Applicant mailing address: 14725 SE 36th St, Suite 200
City Bellevue State WA Zip Code 98006 E-mail address: Rob.Risinger@quadranthomes.com

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): _____

(2) Tax parcel number: 3326059152

(3) The property is zoned: TL 10C and is presently used as: industrial

(4) Describe permit application and the nature of project (attach additional pages if necessary): _____
The proposed site development includes 41 townhome units with associated parking, landscaping, utilities, and access paving. The site will maintain access on NE 116th Street.

(5) Have there been any previous zoning permits for the subject property? No If so, what is the Department of Planning and

Community Development file number? _____

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

Name of planner: Tony Leavitt Date of pre-design conference: _____
PRE16-0032

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

You may also need approvals from other city departments. Please check this before beginning any activity. If your site is adjacent to the lake, or contains an historic building or area, you may need a permit from the state or federal government.

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 3 of this application, and designate Rob Risinger/Justin Goroch to act as our agent with respect to this application.

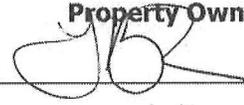
AUTHORITY TO ENTER PROPERTY

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.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that 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.

Applicant	Property Owner #1
Signature: <u></u>	Signature: <u></u>
Name: <u>Quadrant Homes - Rob Risinger</u>	Name: <u>PARMAC & ASSOCIATES</u>
Address: <u>14725 SE 36th St, S.H 200</u>	Address: <u>18827 BOTHELL WAY NE</u>
<u>Bellevue WA 98006</u>	<u>STE 110</u>
	<u>BOTHELL WA 98011</u>
Telephone: <u>425.452.6542</u>	Telephone: <u>425 482.6626</u>

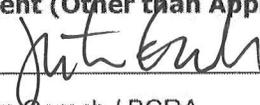
Agent (Other than Applicant)	Property Owner #2
Signature: <u></u>	Signature: _____
Name: <u>Justin Goroch / BCRA</u>	Name: _____
Address: <u>2106 Pacific Ave., Suite 300</u>	Address: _____
<u>Tacoma, WA 98402</u>	
Telephone: <u>(253) 627-4367</u>	Telephone: _____

EXHIBIT A: LEGAL DESCRIPTION

Parcel No: 332605-9152

Site Address: 11795 NE 116TH ST 98033

NW 1/4 OF NW 1/4 OF NW 1/4 LESS W 303.49 FT LESS N
355 FT OF E 71.24 FT LESS E 69.24 FT LY SLY OF N 355 FT
SD SUBD LESS N 30 FT