



City of Kirkland

Basic

HOW DO I?

■ **GUIDE** ■

★

Kirkland City Hall

123 5th Avenue
Kirkland, WA 98033
425.587.3000

Website

www.kirklandwa.gov
<https://twitter.com/kirklandgov>
<https://www.facebook.com/kirklandwa.gov>

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Apply for a passport?

The City of Kirkland is a Passport Acceptance Facility for the U.S. Department of State.

Passport acceptance hours are:

Wednesdays - 10 a.m. to 3:30 p.m.

Thursdays - 10 a.m. to 3:30 p.m.

Fridays - 8 a.m. to 12:45 p.m. and 2 p.m. to 4:30 p.m.

To learn what documentation you need prior to submitting your application, visit www.kirklandwa.gov (Search: Passport). For additional passport information, visit www.travel.state.gov.

Apply for a permit?

For electronic plan review www.MyBuildingPermit.com is an easy-to-use permitting portal that can help you save time and money. Apply for, pay for, check the status of, research, and receive permits for Building, Fire, Sign, Land Use, Public Works, Electrical, Mechanical and Plumbing permits online. Also use www.MyBuildingPermit.com to make an Online Inspection Request 24-hours a day.

For assistance on your permit application visit the Permit Center at City Hall. To download permit application forms, go to www.kirklandwa.gov and search "Development Services."

Apply for a special event permit?

The Special Events Office permits publicly attended events which impact public right-of-way such community festivals, outdoor concerts, and athletic events. Special Event Permits are required for neighborhood block parties, film/photography activities, and banners. Visit www.kirklandwa.gov/specialevents for more information, or call 425-587-3347.

Contact

Contact the City Council?

If you wish to contact the entire City Council via email, please send your question or comment to citycouncil@kirklandwa.gov. If you wish to contact individual council members, you can find their email addresses at www.kirklandwa.gov/council. If you would like to address the City Council at a regular meeting, you may do so during the public comment period which is listed on the agenda as "Items from the Audience." There is a speaker sign-up sheet available in the Chamber for this purpose. When you are called by the Mayor, you'll need to step to the podium, state your name, and limit your comments to three minutes. You may also submit written remarks to the City Clerk.

Contact City Staff?

City Hall is open Monday through Friday, 8 a.m. to 5 p.m. (excluding holidays). If you wish to contact an individual City Council or staff member, use the following email pattern: First Letter of First Name + Full Last Name@kirklandwa.gov. Example: Joe Smith, jsmith@kirklandwa.gov. There is an online city staff directory at www.kirklandwa.gov (Search: Staff Directory)

Contact my King County Councilmembers?

Visit www.kingcounty.gov/council and enter your address to find your county councilmembers.

Contact my Governor?

Visit www.governor.wa.gov for information about the current Washington State Governor.

Contact my state legislators?

Visit www.leg.wa.gov to find your legislative district and congressional district (Select: Find Your Legislator).

Contact my President?

Visit www.whitehouse.gov for information about the current President of the United States.

Contact my federal legislators?

Visit www.house.gov to find your U.S. Representatives and www.senate.gov to find your Senators.

Contact the Police Department?

The Kirkland Police Department (KPD) is located in the Kirkland Justice Center, 11750 NE 118th Street. The lobby is open 7 a.m. to 5 p.m. Monday through Friday. A list of telephone numbers to assist you with contacting KPD is available online at www.kirklandwa.gov (Search: Kirkland Police Contacts). **In the event of an emergency, call 9-1-1.** Non-emergency reporting can be done at 425-577-5656 or on the business line at 425-587-3400.

Contact the Fire Department?

Kirkland Fire Department Administrative Offices are located at City Hall and there are five fire stations throughout the City. The Fire Department has several community outreach programs including disaster preparedness and presentations at local schools and businesses. For information about fire station tours, scheduling a fire station meeting room, or general information about Kirkland Fire, please call 425-587-3650. **In the event of an emergency, call 9-1-1 immediately.** More detailed information is available online at www.kirklandwa.gov (Search: Fire).

Access Senior Services?

The Peter Kirk Community Center, located at 352 Kirkland Avenue, is committed to providing opportunities for people 50 and over. The Center offers a wide variety of activities and services and can open the door to fun, friendship and socialization in an inviting atmosphere. For further information, call 425-587-3360. More detailed information is available online at www.kirklandwa.gov (Search: Senior Services).

Access Youth Services?

The City of Kirkland is a strong supporter of local youth. The Youth Services mission is to build a community-wide support structure that will enable youth to become competent, contributing, and responsible members of this, or any community. Youth Services also includes the Kirkland Youth Council and the Kirkland Teen Union Building (KTUB), which is located adjacent to the Peter Kirk Com-

munity Center. More detailed information may be found online at www.kirklandwa.gov (Search: Youth Services). For further information, email kyc@kirklandwa.gov.

General Information

Set up my garbage utility account?

The City of Kirkland offers garbage, recycling, and yard waste collection through Waste Management, Inc. New customers should contact the Utility Billing Division to set up an account by calling 425-587-3150 or e-mailing utilitybilling@kirklandwa.gov. Residential solid waste fees are based on the size of trash container used. Property owners can authorize the utility bill to be sent to a tenant by completing the Alternate Billing Form. This form is available online at www.kirklandwa.gov (Search: Alternate Billing Form).

Pay my garbage utility bill?

Payment options include:

- City Hall Drop Box: Located outside north entrance. Available 24/7. No cash.
- City Hall Utility Counter: Monday–Friday, 8 a.m. to 5 p.m.; except holidays.
- ACH Debit: Automatic withdrawal from checking or savings
- Online: www.kirklandwa.gov (Search: Utility Bill). Account set up required. Pay with credit card.
- Personal Bank Online Payment: Allow ten days for payment to reach City.
- U.S. Mail: Allow seven days for payment to reach City.

Please write your account number on your check and include the top portion of the bill with your payment to ensure correct posting to your account. Payments are due on the billing date shown on your statement and become delinquent 30 days from the billing date. Payments received after 3 p.m. on the due date will be credited to your account on the following day. If you are a tenant, and receiving the bill in your name, please be advised that a copy of any late notice will also be provided to the property owner or their designee.

Ask a question about recycling?

If you have a specific question about how and what to recycle, contact the Recycling Coordinator at 425-587-3812 or recycle@kirklandwa.gov. The City offers free recycling containers to Kirkland multi-family property managers and condo associations for distribution to their residents, while supplies last. The City also has free kitchen food scrap containers available for all residents. Pick them up at the City Hall Public Works Department counter.

Get property information?

Property tax information is available from the King County Department of Assessments at www.kingcounty.gov/assessor or 206-296-7300. Parcel information is available from the King County GIS Center at www.kingcounty.gov/GIS or giscenter@kingcounty.gov.

Find Kirkland Maps online?

The Kirkland Maps portal (<http://maps.kirklandwa.gov>) is a public mapping website portal that lets you access, navigate, and query various citywide information. The portal lets you find the following information: property, zoning and land use, permit history, utility, transportation, environmental, City event routes, snow removal priority routes, solid waste pick up schedule, and more. The website portal provides a variety of tools and useful links that assist you in creating a property report, apply for a permit, pay your utility bill, and print out maps.

Reserve a City park or facility?

The City has several different types of facilities and parks which can be reserved: Heritage Hall, Peter Kirk Community Center and North Kirkland Community Center (indoor facilities), Peter Kirk Pool, Marina Park Pavilion, O.O. Denny Park, Juanita Beach Park, Everest Park, Rose Hill Meadows Park, Woodlands Park, Houghton Beach (outdoors, shelters and open space), Lee Johnson Field, Crestwoods Park, Everest Park and 132nd Square Park (Soccer and baseball/softball fields). For reservation information, visit www.kirklandwa.gov (Search: Facility Rentals) or call the Parks and Community Services Department at 425-587-3300.

Get moorage and boat ramp passes?

The Kirkland Marina Park and the 2nd Avenue South Dock offer a combined total of 90 uncovered, overnight, public slips year round. Transient moorage is available on a first-come, first-serve basis. Reservations are not allowed. Between the hours of 8:00 a.m. and 10:00 p.m. boaters are allowed up to 3 hours of free moorage. The City also offers a small boat ramp (only boats less than 24 feet may use the ramp) at Marina Park. The ramp is open from 5 a.m. to 11 p.m. A boat ramp access card is required April through October and can be obtained at the Parks Department (505 Market St.) or from the on-duty Harbor Master (Memorial Day to Labor Day). The City offers three types of passes, single day, three day & season. For more information regarding moorage and the boat ramp go to www.kirklandwa.gov (Search: Kirkland Marina) or call 425-587-3398.

Find sex offender information?

King County Sheriff's Office hosts an online sex offender search tool at www.kingcounty.gov/sheriff (Select Sex Offender Search). The sex offender level is determined by the law enforcement agency serving the area in which the sex offender resides. One of three risk levels is assigned to a sex offender based on the potential risk to reoffend. Past criminal history, conviction data, and psychological behavioral evaluations are considered:

- Level I: Considered a Low Risk to reoffend.
- Level II: Considered a Moderate Risk to reoffend.
- Level III: Considered a High Risk to reoffend.

The Kirkland Police Department (KPD) has no legal authority to direct where sex offenders may or may not live. Unless court-ordered restrictions exist, the offender is constitutionally free to live wherever he or she chooses. For more information about sex offender notifications by the Kirkland Police Department, call 425-587-3400 or visit www.kirklandwa.gov/police (Select: Sex Offender FAQs).

Find crime data for my neighborhood?

A priority goal of the Kirkland Police Department is to work with the community to reduce crime and victimization through a better informed citizenry. CrimeMapping.com is a web-based program which was developed to help law enforcement agencies provide the community with information about recent crime activity in

their neighborhood. Through the use of this program, Kirkland citizens are able view up to 180 days of crime data by various search parameters, to include a date range, crime type, geographical area, etc. The data is illustrated on a map and the various crimes are depicted by up to 15 various crime type icons, each containing general details of the incident as well as a link to crime prevention tips. Citizens can also easily customize queries specific to their own interests and automatically receive e-mails with crime information updates.

Pay a parking or traffic (non-criminal) ticket?

You must respond to a parking or traffic ticket within 15 days of the date of issue by either requesting a hearing or by paying the fine in full. After 15 days, a penalty for failure to respond will be added. Unpaid balances will be sent to a collection agency. Fines and payments of parking or traffic tickets may be made with cash, check, money order, debit, or credit card payable to "Kirkland Municipal Court." Please write the ticket number on your check to ensure proper credit. The Court is located in the Kirkland Justice Center, at 11740 NE 118th Street, Kirkland, WA 98034; and is open from 8:30 a.m. to 4:30 p.m. Monday through Friday or by calling 425-587-3160. You can get more detailed information by going to www.kirklandwa.gov (Search: Ticket).

Get a License

License my business?

You may apply for a City business license at the Licensing counter at City Hall during regular business hours (Monday–Friday 8 a.m. to 5 p.m., except for holidays). You may also download the Business License Application online at www.kirklandwa.gov (Search: Business License). Please complete the application and turn it in or mail it to City of Kirkland Licensing Division, City Hall, 123 5th Avenue, Kirkland, WA 98033. For questions, call 425-587-3140.

Start a new business?

The City of Kirkland wants you to have success with your new or expanding business. The Economic Development Office can assist you in finding a location and Development Services staff from the Planning, Public Works, Building and Fire Departments will work with you before, during, and after you have filed your development permits. City business licenses are required for any person or company conducting business within Kirkland city limits or from an outside location to provide services within Kirkland. To get started, call the Economic Development Office at 425-587-3014 or email askdevelopmentservices@kirklandwa.gov.

License my vehicle?

The Washington State Department of Licensing issues driver's licenses and licenses vehicles. For information about drivers, vehicle and boat licensing, visit www.dol.wa.gov or call 360-902-3900.

License my pet?

King County pet licenses are required for all dogs and cats eight (8) weeks of age or older. Pet licenses and renewals can be obtained online from Regional Animals Services of King County at www.kingcounty.gov/pets (apply and pay online). From the County website, you can download the Application Form and mail it with your payment to King County Pet Licenses, 500 Fourth Ave., Suite 403, Seattle, WA 98104. You can also obtain a pet license at many sales locations including Kirkland City Hall (during regular office hours).

Get a marriage license?

Marriage licenses are issued by King County Records and Licensing Division. For information on the application process, visit www.kingcounty.gov and search "Getting Married" or call 206-477-6620.

Make a Request

Request sidewalks, bike lanes, traffic signals, or other capital improvements in my neighborhood?

Suggest a project through the Capital Improvement Program interactive map. Go to www.kirklandwa.gov/cipmap to view project information for Kirkland's Capital Improvement Program (CIP). Using your computer or select mobile device, you can explore all existing or planned projects to learn their status, details, funding and even communicate directly with the project's engineer. The "Suggest a Project" feature helps citizens voice their ideas for future projects to be considered in the Capital Improvement Program and the Neighborhood Safety Program. The Public Works staff can explain the process for each type of improvement. Please call 425-587-3800 or email publicworks@kirklandwa.gov should you have a specific request.

Request a public record?

Information regarding Public Records can be found at www.kirklandwa.gov/publicrecords. The City maintains an online public records request portal for your convenience. If you have any questions you can reach public records by calling the City Clerk's office at 425-587-3190 or emailing publicrecords@kirklandwa.gov. The City will respond to your request no later than five business days after receipt. If additional time is needed to respond, you will be informed of this within the five days. If any of the records you requested are partially or totally exempt from disclosure, the response will identify the exemption that applies and explain why the exemption is applicable to the record requested.

Request road maintenance?

To report a street light or street sign repair, potholes, tree hazards in the right-of-way or flashing crosswalk and traffic signal malfunctions, contact the Public Works Department at 425-587-3900 (24 hours) or pwservicerequest@kirklandwa.gov. The Department is also responsible for the maintenance of roadways, medians, shoulders, paths and trails, the parking garage at the Kirkland Library and at public parking lots, and conducts street sweeping.

Request park maintenance?

To request maintenance at any City Park, Natural Trail, Waterfront Dock, Baseball Field, Pea Patch, Public Art, Community Center and Heritage Hall, contact the Parks & Community Services Department at 425-587-3349.



Register for a City recreation class/program?

You can register for a City recreation class online at www.kirklandparks.net, by calling our phone-in line (Monday - Friday 9 am to 4 pm, 425-587-3336) or in person at the North Kirkland Community Center (12421 103rd Ave NE), the Peter Kirk Community Center (352 Kirkland Ave), or by mail (City of Kirkland, 123 5th Ave. Kirkland, WA 98033). Contact the Parks and Community Services Department at 425-587-3300 should you have registration questions.

Register my security alarm system?

If you have a monitored or non-monitored security alarm system in your home or business, you'll need to register it with the City. Registration forms are available at the Licensing Counter, City Hall, or you can download it at www.kirklandwa.gov/business (Select New Business). Residents over 62 must register their systems but are exempt from fees/fines unless they operate a business out of their homes. For assistance, call 425-587-3142.

Register to vote?

To register to vote in the state of Washington, you must be: a citizen of the United States; a legal resident of Washington state for at least 30 days prior to election day; at least 18 years old by election day; not under the authority of the Department of Corrections; and not disqualified from voting due to a court order. You can register to vote online at the Secretary of State's website: www.sos.wa.gov/elections. You can also register by mail or in-person at the King County Elections Office. The Voter Registration Form is available at Kirkland City Hall or online at www.kingcounty.gov/elections. For questions, contact the King County Elections Office at 206-296-VOTE (8683) or email elections@kingcounty.gov.

Report a Problem

Code violation(s)?

To file a complaint regarding a potential or actual code violation, contact the Planning & Community Development Department at 425-587-3225 or submit a complaint form which is available at City Hall or online at www.kirklandwa.gov (Search: Complaint Investigation Request). Common violations include construction without a permit, illegal tree cutting, and property maintenance issues. Complaints submitted to the City constitute a public record and may be subject to disclosure under the Public Records Act.

Graffiti?

To report graffiti, call the 24-hour Graffiti Hotline at 425-587-3824 or email anti-graffiti@kirklandwa.gov. If the graffiti is on public property, the City will strive to remove it within 24 hours. If the graffiti is on private property, the City will contact the owner to remove the graffiti immediately and offer removal tips and suggestions.

Noise disturbances?

The City's Municipal Code regulates different types of noise disturbances such as construction noise, equipment noise, loud music, and noise from boats. Depending on the type of noise, the code restricts the days/hours and level of noise. For example, construction noise and operation of heavy equipment cannot occur before

7 a.m. or after 8 p.m. Monday through Friday, or before 9 a.m. or after 6 p.m. on Saturday. No development activity or use of heavy equipment may occur on Sundays or on the following holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day.

To report a construction or equipment noise complaint, contact the Planning & Community Development Department at 425-587-3225 (Mon.-Fri., 8 a.m. to 5 p.m. If after hours, call the Kirkland Police Department at 425-587-3400). You may also file an online complaint to report the noise. The complaint form can be found at www.kirklandwa.gov (Key Search Words: Complaint Investigation Form).

To report a public nuisance noise such as loud music, yelling, etc. call the Kirkland Police Department at 425-587-3400 and follow the Operator's instructions to have a police officer contact you.

Drainage/water quality/flooding/spill problems?

To report drainage/flooding problems or water quality/spill issues, call the 24-hr Hotline at 425-587-3900 or complete the online Drainage and Water Quality Report. To download the report form, go to www.kirklandwa.gov (Key Word Search: Drainage Report Form).

Animal Complaints?

The City contracts with Regional Animal Services of King County (RASKC) to provide you (and your pets) with animal control, licensing, and sheltering services. The City pays for these services with the funds generated from pet licenses. If you are experiencing issues with someone else's animal, you are encouraged to first speak with the pet owner about the problem. Should you wish to file a formal complaint about animal noise (e.g. excessive, continuous barking), you can call RASKC at 206-296-PETS (7387), extension 24, or file the complaint online or by mail. To obtain the complaint form, request it by emailing pets@kingcounty.gov or download it at www.kingcounty.gov/pets. To mail in your complaint form, send it to RASKC, 21615 64th Ave S, Kent, WA 98032 (FAX: 206-205-8043)

Outdoor burning?

Under Washington State law, residential burning in urbanized areas, including Kirkland, is prohibited, with the exception of small recreational fires. Small recreational fires are typically intended for cooking or ceremonial purposes. No permit is required, but the dimension of the fire may not be more than two feet high and three feet in diameter. They are only allowed on private property and in designated areas of parks. Fires in chimneys, fire pits, fire bowls, and similar freestanding devices are considered small recreational fires. Fires used for debris disposal purposes are not considered recreational fires.

Burn bans are issued by the Puget Sound Clean Air Agency for fire safety or air quality reasons. To find out if a burn ban is in effect, visit www.pscleanair.org or call 206-343-8800 or 800-552-3565.

To report most burn ban violations, contact Puget Sound Clean Air Agency. To report violations of an urgent nature when a fire safety burn ban is in effect due to dry conditions and there is potential for a small fire to become dangerous, call 9-1-1.

Fireworks violation?

The sale, possession and discharge of fireworks is prohibited year-round in Kirkland city limits. To report violations, contact the Police Department at 425-587-3400 and follow instructions to report a non-emergency police matter.

Volunteer & Sponsorship Opportunities

Find out about volunteer opportunities?

Volunteering is an opportunity to learn about Kirkland's diverse community, better understand how local government works and connect with other community members. City volunteers assist City staff in most departments, enhancing services to the Kirkland community by restoring the natural vegetation in City parks, assisting with the senior and family programs, assisting with special events, and providing office support. The City offers on-going weekly and one-time event volunteer opportunities. To review current volunteer opportunities please visit www.kirklandwa.gov (Search: Volunteering).

If you are interested in volunteering, please contact the Volunteer Services Coordinator at 425-587-3012.

Find out about sponsorship opportunities?

The Parks & Community Services Department offers several sponsorship opportunities. The City hosts special events throughout the year which could be enhanced by sponsorship. You, your neighborhood, business, or organization may want to support the maintenance of a City park or open space. Donations to support recreation programs help those who are unable to afford a summer camp or sport to do so. Contact the Department at 425-587-3300 to learn more or visit www.kirklandwa.gov/parks (Select: Donations).

Note



Note



