



## CITY OF KIRKLAND

Development Services

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### City of Kirkland Survey Policy

Because many construction projects in the City of Kirkland are constructed to the minimum setbacks and maximum heights, accurate survey information is needed for City Staff to review plans and conduct inspections. The following Building Permit submittals shall include signed and stamped Property Line (Boundary) and Topographic Survey documents prepared by a Washington State Licensed Surveyor. A copy of an existing survey document may be used if it is legible and includes a signed surveyor's stamp and the original survey markers are still in place. If survey information is required but not provided, the permit application will not be accepted.

**Property Line (Boundary) Surveys** – The purpose of a property line survey is to assure that the required setbacks are complied with. The setbacks are measured from the property line to the outermost finish material of the exterior walls of the house. A Property Line (Boundary) Survey is required with the following types of Building Permits:

- A. New commercial/multi-family structures;
- B. Additions to commercial/multi-family structures;
- C. New single family residences or Two Unit homes; and/or
- D. Single family additions and single family accessory buildings.

*Exception: A Property Line (Boundary) Survey is not required for residential deck additions or modifications. A Property Line (Boundary) Survey is also not required with Building Permits for single-family additions or single-family accessory buildings if **all** of the following conditions are met:*

- A. *The structure is a least two feet away from all affected required building setback lines; and*
- B. *The assumed property line is marked by a fence or other similar feature; and*
- C. *There are no known property line disputes regarding the specific property line.*

**Topographic Surveys** - A Topographic Survey with two foot contour intervals is required with the following types of Building Permits:

- A. New commercial/multi-family structures;
- B. Additions to commercial/multi-family structures;
- C. New single family residences or Two Unit Homes; and/or
- D. Single family additions and single family accessory buildings.

*Exception: A Topographic Survey is not required with a Building Permit for a new single-family residence, single-family addition, single-family accessory building, or commercial or multi-family additions less than 1000 square feet if **one** of the following conditions is met;*

- A. *The lot is essentially level – there is no grade change greater than two feet between property corners;  
or*
- B. *The building footprint (excluding uncovered decks) is changing less than 25%, the height of the addition does not exceed the height of the existing roof line, and the addition is not being made on a part of the property that is topographically lower than the existing building; or*
- C. *The proposed building is designed to be two or more feet less than the maximum building height allowed for the property.*

**Building Height Field Verification** - Building Height Field Verification is required for any building that is designed within one foot of the maximum building height allowed for the property. The Field Verification shall comply with the following:

- A. The verification will be required at the time of the first floor underfloor inspection; and
- B. The verification will be conducted by a Licensed Surveyor\*\*; or
- C. The verification will be conducted by the contractor using their own survey equipment in the presence of the building inspector if the contractor can demonstrate that the height is correct based on the measurement from the approved benchmark.

**Note: When a contractor is verifying the height with their own survey equipment, the contractor shall have the equipment set up at least 30 minutes prior to the arrival of the Building Inspector. If the equipment is not set up, the contractor will need to reschedule the inspection for the following day.**

\*\*If the building is designed within one inch of the height limit, then a Licensed Surveyor shall verify the height.

## BUILDING HEIGHT TABLE (Applicant Must Complete)

MAXIMUM HEIGHT OF STRUCTURE ALLOWED see KZC 5.10.357 and applicable Use Zone Chart	BENCHMARK LOCATION AND DESCRIPTION (be specific)	BENCHMARK ELEVATION	FINISHED FIRST FLOOR ELEVATION	HEIGHT DIFFERENCE BETWEEN BENCHMARK AND FINISHED FIRST FLOOR ELEVATIONS	AVERAGE BUILDING ELEVATION (ABE) see KZC 115.59	ELEVATION OF HIGHEST POINT OF ANY ELEMENT OR FEATURE see KZC 115.60 for exceptions

*Staff Use Only:*

*Building Height Field Verification is required: Yes or No (circle one)*

*If yes,*

*Building Height Field Verification by Licensed Surveyor (if within 1" of height limit): Yes or No (circle one)*