



CITY OF KIRKLAND
PLANNING AND COMMUNITY DEVELOPMENT
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

FINAL SUBDIVISION APPLICATION

This permit application packet is designed to obtain all the information necessary to allow the City to make a well-informed decision on your application. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information.

Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of the Subdivision Ordinance, the Kirkland Comprehensive Plan, other City regulatory ordinances, inspection of the property, as well as testimony and evidence presented through public comments.

YOU ARE ENCOURAGED TO MEET WITH A PLANNER FROM THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT PRIOR TO AND DURING PREPARATION OF THE FINAL PLAT DOCUMENTS TO DISCUSS PROJECT COMPLIANCE WITH CITY REGULATIONS AND TO OBTAIN GUIDANCE ON THE APPLICATION MATERIALS YOU MUST SUBMIT.

Copies of City ordinances such as the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at the Department of 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 www.ci.kirkland.wa.us.

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 final plat, the role and the authority of the Department of Planning and Community Development staff is advisory only. A final decision is made at a public meeting, by the City Council.



CITY OF KIRKLAND FINAL SUBDIVISION APPLICATION FORM

PRIMARY CONTACT PERSON

Applicant's name: _____ Daytime phone: _____
 Applicant's mailing address: _____
 Applicant's email address: _____

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

SECONDARY CONTACT PERSON

Property Owner's name: _____ Daytime phone: _____
 Owner's address: _____
 Owner's email 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) Tax parcel number(s): _____
- (2) Name of Preliminary Subdivision: _____
- (3) If the proposed name of the Final Subdivision is different from the name of the Preliminary Subdivision, please indicate proposed name: _____
- (4) Department of Planning and Community Development File Number for Preliminary Subdivision: _____

- (5) Does the proposed Final subdivision include all of the area included in the Preliminary Subdivision?
YES____ NO____ If not, provide a map which shows the area of the proposed Final Subdivision in relationship to the area of the Preliminary Subdivision.
- (6) Describe any proposed deviations from the Preliminary Subdivision: _____

- (7) Have you met with a planner prior to submitting your application? YES____ NO____
Name of planner: _____

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

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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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 _____ 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 decisions.

Applicant

Property Owner #1

Signature: _____
Name: _____
Address: _____
Telephone: _____
e-mail address _____

Signature: _____
Name: _____
Address: _____
Telephone: _____
e-mail address _____

Applicant

Property Owner #1

Signature: _____
Name: _____
Address: _____
Telephone: _____
e-mail address _____

Signature: _____
Name: _____
Address: _____
Telephone: _____
e-mail address _____



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The following is a list of materials that must be submitted with your application. Consult with the Department of Planning and Community Development if you have a question. Your application must be reviewed for completeness and will not be accepted for submittal until all items which apply to your proposal have been checked off.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

**Applicant
check
if submitted**

- 1. A completed application form.
- 2. A check to the City of Kirkland for the filing fee (fee schedule is attached).
- 3. A Title Report that is not more than 30 calendar days old containing:
 - a. A legal description of the total parcel(s) sought to be subdivided; and
 - b. A list of those individuals, corporations, or other entities holding an ownership interest in the parcel(s); and
 - c. Any easements or restrictions affecting the property(ies) with a description, purpose and reference by auditor's file number and/or recording number; and
 - d. Any encumbrances on the property; and
 - e. Any delinquent taxes or assessments on the property

You may submit an update or addendum to the Title Report that was submitted as part of your preliminary plat application as long as it identifies all changes since the report was initially issued and has the same Order Number as shown on the original Title Report.

- 4. Mathematical lot closures showing error of closures not to exceed $0.005/n$, where n equals number of sides and/or curves of a lot.
- 5. An indication that either (check one):
 - _____ All required road, utility and easement or tract screening improvements have been completed.
 - _____ A security device has been submitted to the Public Works Department to cover the cost of the outstanding road, utility and easement or tract screening improvements.
- 6. The exterior boundary of the plat and all interior lot corners have been set by a registered land surveyor using appropriate permanent materials.
- 7. All street centerline monuments (points of intersection, points of curve, points of tangency, etc.) within the plat and all intersections with existing street centerlines have been monumented with concrete monuments in case, or other permanent material approved by the City.
- 8. A certification from a licensed land surveyor as to the survey data, layout of streets, alleys and other rights-of-way. Bridges, sewage, water systems and other structures together with the information provided by the land surveyor shall be approved by a licensed engineer acting on behalf of the City.
- 9. A complete survey of the section or sections in which the plat is located, or as much thereof as may be necessary to properly orient the plat within the section or sections. A computer printout to show closures of boundary, road centerlines, lots and tracts. The maximum allowable error of closure is



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one (1) foot in fifteen thousand (15,000) feet.

10. A certification from the proper officer in charge of tax collections that all taxes and delinquent assessments, as shown on the title company certification, have been paid, satisfied, or discharged.
11. A certificate stating that the subdivision has been made with the free consent, and in accordance with the desires of the owner or owners. If the plat includes a dedication, the certificate or a separate written instrument shall contain the dedication of all rights-of-way and other areas to the public, any individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat, and an undertaking to defend, pay and save harmless, any governmental authority, including the City of Kirkland, in respect of all claims for damages against any governmental authority, including the City of Kirkland, which may be occasioned to the adjacent land by the established construction, drainage or maintenance of said right-of-way or other areas so dedicated. Such certificate and separate dedication instrument, if applicable, shall be signed and acknowledged before a Notary Public by all parties having any ownership interest in the lands subdivided.
12. If lands are to be dedicated or conveyed to the City as part of the subdivision, an American Land Title Association title policy may be required.
13. If the site contains built improvements, a separate page indicating the location and square footage of the improvements. One (1) to-scale paper copy (8 ½" x 11" or larger) is sufficient; King County uses this only to determine new tax assessments on the property and it is not recorded with the plat.
- 14. 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.
15. Five paper copies of the final plat map on 18" x 24" sheets, which are folded to 8 ½" x 11".

The final plat drawing must include the following items:

- Proposed name of the plat
- Location by section, township, range and/or other legal description



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- Planning and Community Development file number
- North Arrow
- Median Base
- Scale of Drawings (1" = 50', or smaller if approved by the Planning Department)
- Approval and signature blocks for the Kirkland City Council, Department of Public Works, City Treasurer, Department of Finance, Department of Planning and Community Development, King County Department of Assessment, and King County Recorder
- Boundary survey of the plat. Surveys must be located on KCAS or plat bearing system and tied to known monuments, including all wetland, stream, and NGPE locations
- The boundary lines of the plat, based on an accurate field traverse, with angular and linear dimensions
- True courses and distances to the nearest established right-of-way lines or official monuments which will accurately locate the plat
- Radii, internal angles, points of curvature, tangent bearings and lengths of all arcs
- Accurate locations of all monuments at such locations as required by the Public Works Department
- The plat will be described and corners set with a field traverse with a linear closure of one to ten thousand and corresponding angular closure as specified in WAC 332-130-070. Surveyors are encouraged to reference the City of Kirkland's horizontal control data published in 2002, found on the Public Work's webpage at <http://www.ci.kirkland.wa.us/depart/pw/survey/survey.htm>
- Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with purposes indicated thereon and in the dedication; and/or any area to be reserved by deed covenant for common uses of all property owners
- Layout, dimensions (in feet and hundredths of feet) and size (excluding access easement area) of lots, with each lot consecutively numbered
- Exact location, width, number or name of all rights-of-way, easements and tracts within and adjoining the plat and a clear statement as to whether each is to be dedicated or held in private ownership
- For private easements and tracts, purpose and benefited and burdened parcels shall be identified and maintenance responsibilities shall be established
- For vehicular access easements or tracts, vehicular access rights for each lot served must be established either by segregating the roadway into a separate tract in which each lot served has an undivided ownership interest or by creating an access easement. Equal maintenance responsibilities for the owners of all lots served by the roadway must be established
- All restrictions and conditions on the lots or tracts or other areas in the plat required by notice of approval
- Surveyor's Certificate completed and seal applied
- Legal Description



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- 1) Description of entire parcel
- 2) It is suggested that a physical description of all monuments be included and reference points or auxiliaries to monuments. Please carry this section subdivision to the nearest 40 acres, i.e. the NE ¼ of the NE ¼.

- The following plat notes:
- Addressing shall be in accordance with Kirkland Building Division Policy Manual Number 9.001, Assignment of Street Numbers and Road Signage.
 - Utility Maintenance: Each property owner shall be responsible for maintenance of the sanitary sewer or storm water stub from the point of use on their own property to the point of connection in the City sanitary sewer main or storm water main. Any portion of a sanitary sewer or surface water stub, which jointly serves more than one property, shall be jointly maintained and repaired by the property owners sharing such stub. The joint use and maintenance shall “run with the land” and will be binding on all property owners within this subdivision, including their heirs, successors and assign.”
 - Public Right-of-way Sidewalk and Vegetation Maintenance: Each property owner shall be responsible for keeping the sidewalk abutting the subject property clean and litter free. The property owner shall also be responsible for the maintenance of the vegetation within the abutting landscape strip. The maintenance shall “run with the land” and will be binding on all property owners within this subdivision, including their heirs, successors and assigns.
 - If indicated by the Public Works Department: Prior to issuance of any building permit on lots within this plat, each lot owner must sign a concomitant agreement for future undergrounding of overhead utility lines within the right-of-way abutting this plat.

- Any additional pertinent information required at the discretion of the Public Works or Planning Directors

16. **Only after you have received approval of the final subdivision by the City Council**, submit two (2) completed 18” x 24” inked or photo City of Kirkland plat mylars and four (4) 18” x 24” paper prints. No DIAZO or XEROX mylars will be accepted. All four paper prints and both mylars are sent to King County for recording. One mylar and one paper print are kept by King County Department of Surveys. Three prints and the mylar are returned to the City of Kirkland, one print for the City Planning Department files, one print for the applicant, and one print for City archives.

- All persons who hold an interest in the property must sign the mylar and their signatures must be acknowledged before a Notary Public. Persons who sign must include any bank and/or beneficiary who have an interest in the property.

- For a property owner who is a partnership or limited partnership, include partnership name and an authorized general partner of the partnership must sign. Where owner is a corporation, the name must so designate, including the state of incorporation and the signatures must be that of the president and secretary, proof of corporation authorization must be given for any other signatures. Where owners are individuals, the spouse must also sign. All signatures must be acknowledged before a Notary Public.

17. A check to the City of Kirkland for the recording fee: \$131.00 plus \$.50 for each lot or tract.



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LAND AREA WORKSHEET

Project Name _____

Permit Number _____

Please provide the following area calculations (in square feet) for the entire plat:

Total Land Area _____ square feet
 R-O-W Dedication _____ square feet
 Access Tract _____ square feet
 Ingress/Egress Easement _____ square feet
 Stream/Wetland _____ square feet
 Stream Wetland Buffer _____ square feet

Please provide the following area calculations (in square feet) for each individual lot:

	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	Lot 8	Lot 9
Parcel Size:									
Ingress/Egress Easement:									
Is Ingress/Egress Easement included in individual lot area (Yes or No)?*									
Stream/Wetland:									
Stream/Wetland Buffer:									

	Lot 10	Lot 11	Lot 12	Lot 13	Lot 14	Lot 15	Lot 16	Lot 17	Lot 18
Parcel Size:									
Ingress/Egress Easement:									
Is Ingress/Egress Easement included in individual lot area (Yes or No)?*									
Stream/Wetland:									
Stream/Wetland Buffer:									

*Ingress/Egress Easements may only be included in the lot area if both of the following statements are true:

- The easement serves only one lot that does not abut a public right-of-way; **and**
- The servient lot abuts a public right-of-way.