





**CITY OF KIRKLAND**  
**PLANNING & COMMUNITY DEVELOPMENT**  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3225  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## HOW TO PARTICIPATE IN A PUBLIC HEARING

### Follow these two (2) simple steps:

1. In the Public Notice (either posted on the large white sign erected on the subject property, posted on the bulletin board at City Hall, or the publishing notice in the Seattle Times) make a note of the deadline date, the hearing date, and the hearing body.
  - The deadline date is the last day you may submit written comments if you will not attend the public hearing or if there will be a hearing on the proposal/project.
  - The hearing date is the day you may submit written and/or oral comments if you will attend the public hearing.
  - The hearing body is the group or individual who will consider the written and oral testimony.
2. You may participate in the public hearing process in either or both of the following ways:
  - Submit written comments to the appropriate hearing body either by:
    - a. Delivering these comments to the Kirkland Planning Department, 123 5<sup>th</sup> Avenue, Kirkland 98033, by the deadline date; or
    - b. Giving your written comments directly to the hearing body at the public hearing.

For the Planning Commission and Houghton Community Council, the Planning Department encourages you to submit any written comments at least 8 days before the hearing date so they will be able to receive and read the comments prior to the meeting.

  - Appear in person, or through a representative, at the hearing and giving oral comments directly to the hearing body.

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### To find out more:

1. Contact the City staff planner whose name and telephone number appears on the public notice and/or;
2. Come to the Kirkland Planning Department between 8:00 a.m. and 5:00 p.m. and request to see the project file (the project file number is noted in the public notice). The file will contain proposed site plans and building elevations (if applicable) and other information.

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Should you have additional questions, please contact the Planning Department: (425) 587-3225.