



CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

**SUBSTANTIAL DEVELOPMENT PERMIT, SHORELINE VARIANCE
AND SHORELINE CONDITIONAL USE PERMIT**

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 Zoning Code, 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 PROJECT DESIGN 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 discretionary development permit, the role and the authority of the Department of Planning and Community Development staff is advisory only. Final recommendation and decision on such permits can only be made, after public hearing, by the Planning Director, Hearing Examiner, Planning Commission, and/or City Council, depending upon the type of permit.



CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

APPLICATION FORM: SUBSTANTIAL DEVELOPMENT
CONDITIONAL USE OR VARIANCE PERMIT

Application No. _____ Date Received _____

Name of Local Government _____

Approved Denied Date _____

TO THE APPLICANT: This is an application for a substantial development, conditional use, or variance permit as authorized by the Shoreline Management Act of 1971. It is suggested that you check with appropriate local, state or federal officials to determine whether your project falls within any other permit system.

PRIMARY CONTACT PERSON:

Applicant's name: _____ Daytime phone _____

Applicant's mailing address: _____

Applicant's e-mail address: _____

Note: If applicant is not property owner, he/she must be authorized as agent (see page 3)

SECONDARY CONTACT PERSON:

Property Owner's name: _____ Daytime phone _____

Property Owner's mailing address: _____

Property Owner's e-mail address: _____

Relationship of applicant to property:

Owner _____ Purchaser _____ Lessee _____

Other (specify): _____

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. General location of proposed project (section to the nearest quarter section, township, and range):

2. Tax Parcel Number: _____
3. Name of water area and/or wetlands within which development is proposed: _____
4. Current use of the property with existing improvements _____



CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

5. Proposed use of property (please be specific):

6. Total cost or fair market value of the project for which this permit is requested. (If further development is planned beyond that described in this application, then also state the total value of all contemplated development and attach a brief description of the additional work to the application, including the projected construction dates for such work.)

7. List any other permits for this project from state, federal or local governmental agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for, and if so, the date of the application, whether the application was approved or denied and the date of same, and the number of the application or permit:

8. List all Shoreline Master Program policies and regulations which support this project and briefly describe how the project is consistent with each.

9. (To be completed by local official) Nature of the existing shoreline. (Describe type of shoreline, such as marine, stream lake, lagoon, marsh, bog, swamps, flood plain, floodway, delta; type of beach, such as accretion, erosion, high bank, low bank, or dike; material such as sand, gravel, mud, clay, rock, riprap; and extent and type of bulkheading, if any):

10. (To be completed by local official) If the application involves a conditional use or variance, set forth in full that portion of the master program which provides that the proposed use may be a conditional use, or, in the case of a variance, from which the variance is being sought.

11. 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. YOU MAY NOT BEGIN ANY ACTIVITY BASED ON THIS APPLICATION UNTIL A DECISION, INCLUDING THE RESOLUTION OF ANY APPEAL, HAS BEEN MADE. CONDITIONS OR RESTRICTIONS MAY BE PLACED ON YOUR REQUEST IF IT IS APPROVED. AFTER THE CITY HAS ACTED ON YOUR APPLICATION, YOU WILL RECEIVE FORMAL NOTICE OF THE OUTCOME. IF AN APPEAL IS FILED WITHIN 14 DAYS OF APPLICATION APPROVAL, YOU MAY NOT BEGIN ANY WORK UNTIL THE APPEAL IS SETTLED. YOU MAY ALSO NEED APPROVAL FROM OTHER CITY DEPARTMENTS. PLEASE CHECK THIS BEFORE BEGINNING ANY ACTIVITY.

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.



CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

APPLICATION FORM: SUBSTANTIAL DEVELOPMENT
CONDITIONAL USE OR VARIANCE PERMIT

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 decision.

Applicant

Property Owner #1

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Agent (Other than Applicant)

Property Owner #2

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____



CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

APPLICATION FORM: SUBSTANTIAL DEVELOPMENT
CONDITIONAL USE OR VARIANCE PERMIT

EXHIBIT A: LEGAL DESCRIPTION



**APPLICATION CHECKLIST:
SHORELINE SUBSTANTIAL DEVELOPMENT,
CONDITIONAL USE OR VARIANCE PERMIT**

The following materials must be submitted with your application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have any questions. Please do not submit your applications until all materials which apply to your proposal have been checked off. A hearing date will not be assigned until your application materials are complete and the City has completed its review of your Environmental Checklist.

RETURN THIS CHECKLIST WITH APPLICATION

Applicant
to check if
completed

Pre-application Conference

A meeting with a planner is required within the six months immediately prior to submittal.

Application

A completed application form.

A completed and signed Environmental Checklist (unless exempt).

For Shoreline Variances and Shoreline Conditional Use Permits, applicable Criteria Sheet(s) with all questions fully answered.

Fees

A check to the City of Kirkland for the filing fee and Environmental Checklist fee (fee Schedule is attached).

NOTE: Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

Neighborhood Meetings

A neighborhood meeting(s) has been held (see attached instruction sheet on neighborhood meetings to determine if encouraged).



Applicant to
Check if
Completed

Plans

- Five (5) copies of dimensioned plans, drawn at 1" = 20' or a comparable scale, and folded to 8 1/2x11 size, showing:
- a. Property survey showing property dimensions and names of adjacent rights-of-way.
- b. Existing water courses and bodies, fire rockeries, roadways, and other relevant man made or natural features.
- c. Location and elevation of ordinary high and low water lines
- d. All existing evergreen trees over 8" and deciduous trees over 12" in diameter by species and an indication of which will be saved.
- e. Proposed landscaping; size, species, location and distance apart
- f. Location and dimensions of proposed structure(s) parking areas (including degree of angle for parking stall design), driveways and roadways.
- g. Location and dimensions of existing structures, parking areas, driveways, and roadways which will be maintained.
- h. Dimensioned building elevations drawn at 1/8" = 1" or a comparable scale showing two facades
- i. Typical cross sections showing existing and proposed ground elevations and height of structure.
- j. Existing and finished grades at 2-foot contours with the precise slope of any area in excess of 15%.



CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

- | | Applicant
to check if
<u>completed</u> |
|---|--|
| k. Conceptual storm drainage plans for 100-year storm. | <input type="checkbox"/> |
| l. Gross floor area and parking calculations. | <input type="checkbox"/> |
| m. Building height calculations and height of all structures above average grade level. | <input type="checkbox"/> |
| n. Location and size of proposed utility lines and a description of water and sewer availability. | <input type="checkbox"/> |
| o. Lot size and lot coverage calculations. | <input type="checkbox"/> |
| p. Dimensions of required yards and view corridors. | <input type="checkbox"/> |
| q. Location and screening of dumpsters. | <input type="checkbox"/> |
| r. Location, dimensions and nature of any proposed easements or dedications. | <input type="checkbox"/> |
| s. For multiple residential, location and dimension of common open space. | <input type="checkbox"/> |
| t. Existing properties, rights-of-way, structures and other improvements within 200 feet of the subject property. | <input type="checkbox"/> |
| u. Compensation and volume of dredged materials and location where dredged materials will be deposited. If disposal site is off-site, provide a map showing the precise location. | <input type="checkbox"/> |
| v. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans. | <input type="checkbox"/> |



CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

Applicant
to check if
completed

- w. If any structure will exceed a height of 35 feet above average grade elevation:
- (1) A section through the highest element of the proposed building and including the slope upland from the building to a grade elevation of at least 25 feet above the highest element of the building. The drawing need not extend east of the Burlington Northern Railroad right-of-way or at an elevation described as 25 feet above the highest element of the building, but must include other areas where views would be substantially impaired.
- (2) A map indicating the location of all existing structures within the distance established in the above paragraph and a list of the names and addresses of all persons owning property within this area.
- (3) One (1) copy of all plans reduced onto 8-1/2" x 11" sheet.
- (4) Perspective drawings, photographs, color rendering or other graphics may be needed to adequately evaluate your application.
- x. 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.



CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

- 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.

Applicant
to check if
completed

Public Notice

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 more than 10 calendar days after the Planning Official determines that the application is complete. 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 attached instruction sheet about Public Notice Signs. Any delay in installing the board will result in procedural deficiencies and/or delays.



Please provide the name of the Sign Company that you have contacted to make the public notice signs:

Other

A copy of all existing recorded easement documents pertaining to the subject property.



Other required information: