



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

ZONING PERMIT 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 section of the Zoning Code, the Kirkland Comprehensive Plan, other City regulatory ordinances, inspection of the property, as well as 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. YOU MUST MEET WITH A PLANNER TO OBTAIN GUIDANCE ON THE APPLICATION MATERIALS YOU MUST SUBMIT.

Copies of City documents such as the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at the Department of Planning and 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.kirklandwa.gov.

As a result of your application, you may be required to make improvements, such as sidewalks, curbs, street trees, or utilities undergrounding within the rights-of-way abutting your property. Please refer to Chapter 110 of the Zoning Ordinance and/or consult with a planner to determine if this is the case.

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 zoning permit, the role and the authority of the City staff is advisory only. A final decision on such a permit can only be made, after public comment and/or a public hearing by the Planning Director, Hearing Examiner, or City Council, depending upon the type of permit.



PLANNING & COMMUNITY DEVELOPMENT ZONING PERMIT APPLICATION

APPLICATION CHECKLIST: ZONING PERMIT

The following is a list of materials which must be submitted in order to have a complete 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 questions. Please do not turn in your application 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
Submitted

Pre-Submittal Meeting

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

Road Concurrency Review

Prior to submittal of a Zoning Permit, a road concurrency application must be submitted to the Public Works Department and a test notice of passing must be received. A copy of the test notice must be submitted with the zoning application (if exempt from SEPA, then exempt for concurrency review). Concurrency applications are available from the Planning or Public Works Department.

Application

A completed application form and supporting affidavits.

A completed and signed Environmental Checklist (unless exempt). SEPA requires a complete traffic report. Refer to the Transportation Impact Analysis Guidelines memo and contact the City's Traffic Engineer for all required data. In addition, other impact analysis may be required. Consult with the assigned planner.

A statement describing how the application specifically complies with applicable criteria set forth in the Zoning Code.

Fees

A check to the City of Kirkland for the filing fee and, if applicable, 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).



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Plans

Five (5) copies of dimensioned site plans, drawn at 1" = 20' or a comparable scale, and folded to 8½" size, showing:

- a. Property survey showing property dimensions, and any existing structures which are proposed to remain on the property and names of adjacent rights-of-way. (Check with Department of Planning and Community Development to see if survey is required for your permit request.)
- b. Existing water courses and bodies, fire hydrants utility lines (including location of nearest utility poles and fire hydrants), structures, rockeries, roadways and other relevant man-made or natural features.
- c. Tree-related information as required by the appropriate Tree Plan for the proposal.
- d. Proposed landscaping; size, species, location and distance apart.
- e. Location and dimensions of proposed structure(s), parking areas (include degree of angle for parking stall design), driveways and roadways.
- f. Dimensioned building elevations drawn at 1/8" = 1' or a comparable scale showing two facades.
- g. Existing and finished grades at 2-foot contours with the precise slope of any area in excess of 15%.
- h. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.
- i. Conceptual storm drainage plans for a 100-year storm. Location and dimensions of proposed biofiltration swale(s). These cannot be located in wetlands, streams or associated buffers or tree protection areas.
- j. Gross floor area and parking calculations
- k. Building height calculations (see handout).
- l. Location and size of proposed utility lines, together with a letter of water and/or sewer availability if sewer and/or water service is to be provided by a utility other than the City.
- m. Name, location and dimensions of, and existing and proposed improvements in rights-of-way and easements. Existing improvements in existing rights-of-way and easements must also be indicated. (Right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code.)
- n. Lot size and lot coverage calculations.
- o. Dimensions of required yards and view corridors
- p. Locations and screening of dumpsters.



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|---|--|
| q. Location, dimensions and nature of any proposed easements or dedications. | <input type="checkbox"/> |
| r. For multifamily residential, location and dimensions of common open space. | <input type="checkbox"/> |
| s. Type of construction and proposed use. | <input type="checkbox"/> |

Other

- | | |
|---|--------------------------|
| a. One (1) copy of all plans reduced onto 8½" x 11" sheets. | <input type="checkbox"/> |
| b. Perspective drawings, photographs, color renderings or other graphics may be needed to adequately evaluate your application. | <input type="checkbox"/> |
| c. 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.

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| d. A copy of all existing recorded easement documents pertaining to the subject property. | <input type="checkbox"/> |
| e. A report by a professional engineer (per Zoning Code Chapter 85) may be required if development will occur on or near a landslide or seismic hazard area. If required, two copies are to be submitted to the Planning Department. | <input type="checkbox"/> |
| f. Clustered mailbox structure location plan approved by the U.S. Postal Service Kirkland Growth Management Representative (1-800-275-8777). | <input type="checkbox"/> |
| g. Other required information: | <input type="checkbox"/> |



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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: _____



PLANNING & COMMUNITY DEVELOPMENT ZONING PERMIT APPLICATION

PROCESS (Circle one) I IIA IIB IV

PRIMARY CONTACT:

Applicant's name: _____ Daytime Phone: _____
Applicant's e-mail address: _____
Applicant's mailing address: _____

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

SECONDARY CONTACT:

Property Owner's name: _____ Daytime Phone: _____
Property Owner's e-mail address: _____
Property Owner's 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) Property address (if vacant, indicate lot or tax number, access street and nearest intersection):

(2) Tax parcel number: _____

(3) The property is zoned: _____ and is presently used as: _____

(4) Describe permit application and the nature of project (attach additional pages if necessary):

(5) Have there been any previous zoning permits for the subject property? _____ If yes, what is the Department of Planning and Community Development file number? _____

(6) Have you met with a planner prior to submitting your application? YES _____ NO _____

Name of planner: _____ Date of pre-submittal meeting: _____

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, YOU MAY NOT BEGIN ANY WORK UNTIL THE APPEAL IS SETTLED. YOU MAY ALSO NEED APPROVALS 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.



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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 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	_____



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EXHIBIT A: LEGAL DESCRIPTION