

**Request for Proposal (RFP) for:**

# **Update and Conversion of Development Services Forms**



**Job No. 32-13-FB**

**City of Kirkland  
Fire & Building Department  
123 Fifth Avenue  
Kirkland, WA 98033**



## City of Kirkland REQUEST FOR PROPOSAL

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### I PURPOSE OF REQUEST

The City is requesting proposals from qualified firms experienced in providing the updating of Development Services related forms and the conversion of the forms from a WORD file to a fillable PDF file.

### II RFP PROCESS TENTATIVE SCHEDULE

The City will attempt to follow this timetable, which should result in a final selection by July 31, 2013.

Issue RFP	June 14, 2013
Deadline for questions – 4:00 pm	June 28, 2013
Answers to questions released - Noon	July 5, 2013
Deadline for submittal of proposals – 4:00 pm PDT	July 19, 2013
Selection of successful proposal	August 2, 2013
Implementation of agreement	August 30, 2013
Project completion	December 31, 2013

These dates are estimates and subject to change by the City.

### III SUBMITTAL INSTRUCTIONS

Proposals must be submitted no later than **4:00 pm PDT on Friday, July 19, 2013.**

We encourage that proposals be submitted by email. Emailed proposals should include "Development Services RFP" in the subject line and be addressed to: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov). (Emailed proposals must be in MS Word or PDF format and cannot exceed 10MB).

As an alternate to email, proposals can be mailed or delivered to:

City of Kirkland  
Attn: Barry Scott – Development Services RFP  
123 5<sup>th</sup> Avenue  
Kirkland, WA 98033

The City is committed to reducing costs and facilitating quicker communication by using electronic means to convey information. Those interested in submitting a proposal are encouraged to provide contact information to Barry Scott, Purchasing Agent, at [bscott@kirklandwa.gov](mailto:bscott@kirklandwa.gov). Providing contact information will allow the City to provide notification if an addendum to the RFP is issued or the RFP is cancelled. Those who

choose not to provide contact information are solely responsible for checking the City's website for any issued addenda or a notice of cancellation.

### **Questions:**

Questions regarding the RFP process should be addressed to Barry Scott, Purchasing Agent, at [bscott@kirklandwa.gov](mailto:bscott@kirklandwa.gov) or by phone to 425-587-3123.

Questions regarding the scope of work or evaluation process must be submitted in writing and should be addressed to Tom Phillips, Building Official, Fire and Building Department at [tphillips@kirklandwa.gov](mailto:tphillips@kirklandwa.gov)

## **IV BACKGROUND**

The City of Kirkland's (the City) Development Services staff is currently split between three departments; Fire and Building, Public Works and Planning and Community Development. The Fire and Building Department contains the Building Division and the Fire Prevention Division. The City recently had an independent organizational review of Development Services by Zucker Systems. The Zucker report resulted in a number of recommendations for improving the services the City provides to its customers. While the City is still developing a plan to address all of the recommendations, the recommendations related to having the three Development Services departments appear as one to customers is a high priority and should be started now.

On April 2, 2012 the City replaced its permit tracking software with a program from EnerGov and on July 15<sup>th</sup> 2013 the City plans to go live with an upgraded online permitting portal with MyBuildingPermit.com (MBP). The MBP portal will allow Public Works, Planning and Fire and Building permits to be applied for and issued online. Many of the City's forms, handouts and written procedures need to be updated to align with these two new projects in a new, common format.

## **V SCOPE OF SERVICES**

This section outlines minimum contract requirements for the updating and conversion of forms. Minimum requirements are listed here; however, the City is open to alternatives to meet the requirements described below.

- A. Development Services forms. Redesign, update and conversion of current forms including handouts, applications and checklists as follows:
  - 1. All forms must have a common format across all three departments
  - 2. Update forms to align with:
    - a. Our most recent codes and code references
    - b. New EnerGov procedures and data fields
    - c. New MBP procedures and data fields
    - d. Current telephone numbers and email addresses
    - e. Current website links
    - f. Where appropriate, update and reformat forms to reflect the relevant permit type instead of which City department issues the permit.

3. All forms that require a customer to write in a field must be converted so the customer can fill in the field electronically on their computer and be able to save the form as a PDF file on the customer's computer.
4. At least three form design options must be provided to the City for consideration. The City may solicit customer input regarding the proposed designs which may require the consultant to revise a design before it is approved by the City.
5. All content must comply with the requirements in Attachment 'B'.
6. All forms must be editable by City staff; i.e. created with MS WORD or other software approved by the City.
7. All forms to be updated are listed in Attachment 'C'.

## **VI SUBMITTAL REQUIREMENTS**

The following items are to be clearly addressed in the proposal in the order shown here.

- A. A summary of the firm's qualifications as they relate to the scope of work.
- B. A description of similar projects performed and samples of previous work.
- C. A description of your firm's proposed approach to this project including a timeline necessary to provide all tasks.
- D. A list of personnel who would be assigned to this project and resumes and references for each especially related to the scope of work.
- E. Proposed not-to-exceed fee for all tasks and any related costs over and above the contract fee. The City estimates that the contract amount will not exceed \$35,000.
- F. A list of references knowledgeable of your firm's work. Please include telephone numbers and email addresses.

## **VII TERMS AND CONDITIONS**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- C. The City reserves the right to award any contract to the next most qualified consultant, if the successful consultant does not execute a contract within 30 days of being notified of selection.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City, whichever occurs first.

- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the City's standard Professional Services Agreement is provided (see attachment A). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the consultant in preparing, submitting or presenting its response to the RFP.

**Contract:** The contract shall consist of the following documents: The Request for Proposals (RFP), the accepted proposal, a Professional Service Agreement (sample attached) and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

**Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the supplier agrees to participate. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

**Compliance with Laws:** The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof. Contractor must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

## VIII EVALUATION PROCESS

Proposals will be evaluated by a committee of City staff. Evaluations will be based on criteria outlined herein. All proposals will be evaluated using the same criteria. The criteria used will be:

### A. Ability to Perform Required Services

The City will consider all the relevant material submitted by each consultant, and other relevant material it may otherwise obtain, to determine whether the consultant is capable of providing services of the type and scope specific to the RFP. The following elements may be given consideration by the City in determining whether a consultant is capable:

1. Ability, capacity and skills of the consultant to perform the scope of services, and implement program in a timely manner.
2. References – Provide at least three (3).

- B. Fees  
Fees proposed for services to be performed.
- C. Schedule  
Ability to meet the City's schedule for completion in December, 2013.
- D. Unique Features  
Factors that differentiate you from your competition that provide added value to the City.
- E. Interviews  
If necessary, the City may conduct interviews as part of the final selection process. Interviews will be scored separately.

<b>Component</b>	<b>Score</b>
Responsiveness to the RFP	5 points
Ability to Perform Services	40 points
Fees	30 points
Ability to meet the schedule	5 points
References	15points
Unique Features	5 points
<b>Total</b>	<b>100 points</b>

**ATTACHMENTS**

- A Professional Services Agreement
- B Technical Requirements
- C Planning, Fire/Building, Public Works forms



## PROFESSIONAL SERVICES AGREEMENT

Attachment A

Job Name and Number

The City of Kirkland, Washington, a municipal corporation ("City") and \_\_\_\_\_,  
whose address is \_\_\_\_\_ ("Consultant"), agree and contract as follows:

### I. SERVICES BY CONSULTANT

- A. The Consultant agrees to perform the services described in Attachment \_\_\_\_\_ to this Agreement, which attachment is incorporated herein by reference.
- B. All services and duties shall be conducted and performed diligently, completely and in accordance with professional standards of conduct and performance.

### II. COMPENSATION

- A. The total compensation to be paid to Consultant for these services shall not exceed \$\_\_\_\_\_, as detailed in Attachment \_\_\_\_\_.
- B. Payment to Consultant by the *City in accordance with the payment ceiling specified above shall be the total compensation for all work performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.*
- C. The Consultant shall be paid monthly on the basis of invoices submitted. Invoicing will be on the basis of percentage complete or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.
- D. The City shall have the right to withhold payment to Consultant for any work not completed in a satisfactory manner until such time as Consultant modifies such work to the satisfaction of the City.
- F. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 45 days of the date of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

### III. TERMINATION OF AGREEMENT

The City or the Consultant may terminate this Agreement at any time, with or without cause, by giving ten (10) days' notice to the other in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates prior to completion without cause, consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on the project prior to the date of termination, not to exceed the payment ceiling set forth above.

**IV. OWNERSHIP OF WORK PRODUCT**

- A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the City. Any reuse of these materials by the City for projects or purposes other than those which fall within the scope of this contract or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the City.
- B. The City acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the City upon completion of the work. The City agrees to hold harmless and indemnify consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.
- C. Methodology, materials, software, logic, and systems developed under this contract are the property of the Consultant and the City, and may be used as either the consultant or the City sees fit, including the right to revise or publish the same without limitation.

**V. GENERAL ADMINISTRATION AND MANAGEMENT**

The \_\_\_\_\_ for the City of Kirkland shall review and approve the Consultant's invoices to the City under this Agreement, shall have primary responsibility for overseeing and approving services to be performed by the Consultant, and shall coordinate all communications with the Consultant from the City.

**VI. COMPLETION DATE**

The estimated completion date for the Consultant's performance of the services specified in Section I is \_\_\_\_\_.

Consultant will diligently proceed with the work contracted for, but consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

**VII. SUCCESSORS AND ASSIGNS**

The Consultant shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the City.

**VIII. NONDISCRIMINATION**

Consultant shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

**IX. HOLD HARMLESS/INDEMNIFICATION**

Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from its negligence or breach of any of its obligations in performance of this Agreement.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**X. LIABILITY INSURANCE COVERAGE**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**A. Minimum Scope of Insurance**

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability

coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

**B. Minimum Amounts of Insurance**

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**C. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant shall provide the City and all Additional Insured's for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.

**D. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**E. Verification of Coverage**

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the

additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

**F. Occurrence Basis**

Any policy of required insurance shall be written on an occurrence basis.

**XI. COMPLIANCE WITH LAWS/BUSINESS LICENSE**

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Contractor must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

**XII. FUTURE SUPPORT**

The City makes no commitment and assumes no obligations for the support of Consultant activities except as set forth in this Agreement.

**XIII. INDEPENDENT CONTRACTOR**

Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that he or she is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him or her as a result of his or her status as an independent contractor. Consultant is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance or unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant or any employee of Consultant.

**XIV. EXTENT OF AGREEMENT/MODIFICATION**

This Agreement, together with all attachments and addenda, represents the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument properly signed by both parties.

**XV. ADDITIONAL WORK**

The City may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this contract. Any such work or services shall be considered as additional work, supplemental to this contract. Such work may include, but shall not be limited to, \_\_\_\_\_ . Additional work shall not proceed unless so authorized in writing by the City.

Authorized additional work will be compensated for in accordance with a written supplemental contract between the Consultant and the City.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT:

CITY OF KIRKLAND:

By: \_\_\_\_\_

By: \_\_\_\_\_  
Marilynne Beard, Deputy City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B –technical requirements

### Online forms tools

- Any proposed online forms solution should be scalable for an eventual city wide deployment based on 527+ staff workstations and a population of 85,000+ citizens. Choices should be accompanied by a detailed breakdown of the solution and its architecture including:
  - Application software or subscription
  - Any additional servers and server software
  - Pricing model
- Any proposed solution needs to be approved by Kirkland Information Technology Department.
- Forms need to be cross platform (Mac/PC – Windows XP or higher) and cross browser compatible.
  - Kirkland's base level browser is IE 8; all reasonable versions of Firefox, Chrome, Opera, and Safari should be supported.
  - If Adobe Acrobat is being considered it should be compatible with Acrobat Reader version 9.0 or higher.
- Fillable form fields should be named in such a way that data could eventually be exported or pulled into a database.
- All forms or downloadable documents need to be named and meta-tagged for maximum searchability.
- All Acrobat forms should be designed with accessibility standards in mind:  
<http://www.adobe.com/accessibility/products/acrobat/>.
- Any programmed web based forms should be:
  - Operational in all browsers/operating systems.
  - Stable and user friendly in their design.
  - Hardened with security measures and validation to protect all connected systems from malicious security intrusions (hacking or cross site scripting).

## PLANNING FORMS

<b>Form Name</b>	<b>Description</b>	<b>Date Modified</b>
2011 State Weed List_Common_Name	Alphabetical List of Washington State Noxious Weeds -	8/12/2011
Access to Public Records Requirements	Request for Access to Public Records	7/28/2009
Affidavit of Service	Affidavit of Service for distribution of notices	12/3/2009
Appeals Procedures	Details of where to find specific appeal forms for	9/25/2008
Bald Eagle Management Area	Explanation of the Bald Eagle Protection Act	4/25/2011
Café Permit Application Form	Outdoor/Sidewalk Café Permit Application Form	8/16/2011
Completeness Handout	Flyer on "Why Complete Permit Applications Benefit	8/16/2011
Criteria Sheet Shoreline Conditional use Permits	Criteria Sheet for Shoreline Conditional Use Permits	2/20/2013
Criteria Sheet Shoreline Variances	Criteria Sheet for Shoreline Variances	2/20/2013
Express Permit Checklist - Mechanical	Approval Checklist for Submittal of an Application for a Mechanical Unit Express/Fast Track Permit	2/9/2006
Express Permit Checklist - Residential	Approval Checklist for Submittal of an Application for a	2/1/2010
Express Permit Checklist - Tenant Improvement	Approval Checklist for Submittal of an Application for a Tenant Improvement Express/Fast Track Permit	2/20/2013
FAX Zoning Info Transmittal	Planning Department Fax Transmittal Cover Sheet	8/16/2011
Hazardous Liquid Pipeline Project Review Transmittal Form	Hazardous Liquid Pipeline Project Review Transmittal Form	12/11/2012
IDP brochure	Recommended TDP Sequence	6/4/2013
Land Surface Modification Permit Checklist - Single Family	Approval Checklist for Submittal of an Application for a Land Surface Modification Associated with Short	2/20/2013
Land Surface Modification Permit Checklist	Approval Checklist for Submittal of an Application for a Land Surface Modification Associated with Multi-Family,	2/20/2013
Notice of Action Letter and Form	Notice of Action Letter and Form	7/30/2007
Permit Process - I	Permit Process for Process I Permit	11/6/2001
Permit Process - IIA	Permit Process for Process IIA Permit	12/10/2001
Permit Process - IIB	Permit Process for Process IIB Permit with HCC	12/10/2001
Rose Hill Lighting	Rose Hill Business District Exterior Lighting	3/13/2006
SEPA APPEAL PROCEDURES	SEPA APPEAL PROCEDURES	2/20/2009
Shoreline Conditional Use Criteria Sheet	Criteria Sheet for Shoreline Conditional Use Permits	2/20/2013
Shoreline Variances Criteria Sheet	Criteria Sheet for Shoreline Variances	2/20/2013
Sign Permit Application - Planning	PCD Sign Permit Application	8/24/2011
Single Family Completeness Checklist	Approval Checklist for Submittal of an Application for a New Single Family Residence	6/7/2011

PLANNING FORMS

Single Family Completeness Checklist_Vested KC	Approval Checklist for Submittal of an Application for a New Single Family Residence Vested Under King County	6/7/2011
Stream Requirements	City of Kirkland Stream Requirements	8/16/2011
Tree Protection Measures-Counter	Tree Protection Measures	10/26/2010
Trees The Nature of Kirkland	Tree Definitions, Regulations and Right-of-Way Trees	11/29/2004
Variance Application Handout	Chapter 120 - Variances	1/2/2013
Wetland Stream Determinations	Preliminary Wetland and Stream Determinations	10/25/2004
2013 Citizen Initiated Amendment Requests	2013 Citizen Initiated Amendment Requests to the Comp Plan, Zoning Code and Zoning Map	2/27/2013
Application		
Accessory Dwelling Unit Application	Instructions for Filing Accessory Dwelling Unit	5/11/2011
Administrative Design Review Application for Early Review	Administrative Design Review Application for Early Review	8/16/2011
Administrative Design Review Supplemental Checklist	Administrative Design Review (ADR) Supplemental	5/11/2011
Alteration and Vacation of Plats Application	Application for Alteration and Vacation of Plats	6/20/2011
Arborists Reports Guide	Guide to Complete Arborist's Reports	6/20/2011
Average Building Elevation Handout	Calculating Average Building Elevation	6/20/2011
Average Building Elevation Option 2	Calculating Average Building Elevation PDF	4/29/2008
Binding Site Plan Application DRAFT	Binding Site Plan Application and Checklist DRAFT	1/4/2012
Certificate of Continued Use	Continued Use Application	6/2/2011
Complaint Investigation Form	Complaint Investigation Request Form (paper version; separate web version)	6/21/2012
Cottage Housing - supplemental sheet	Supplemental Sheet for Applications for Cottage, Carriage and Two/Three Unit Homes	6/2/2011
Design Board Review Application	Application for Design Board permit review	2/25/2013
Design Regulations Worksheet	CBD Design Regulations Worksheet for Administrative	1/31/2006
Design Review Process Brochure	Design Review Process in Kirkland Brochure	8/2/2007
Development Permit Fee Schedule 2013	City of Kirkland Land Use Permit Fee Schedule effective	1/2/2013
Exemption from Normal Construction Hours	Request for Exception from Normal	2/13/2012
Fence Requirements	Fence Requirements on Private Property and in the	2/20/2013
Final Subdivision Application	Final Subdivision Application	3/28/2013
Final Traffic Impact Analysis Guidelines 8_2012_ttn	Traffic Impact Analysis Guidelines	9/6/2012
ForestMngmtPlanPermitApp_11-4-10_cpg	Kirkland Forest Management Plan Permit Application	2/20/2013
Historic Residence Alteration Application Form	Historic Residence Alteration Application Form	6/9/2011
Historic Residence Alteration Application Instructions Form	Historic Residence Alteration Application Instructions Form	6/9/2011
Historic Residence Nomination Application	Historic Residence Nomination Application	6/9/2011

PLANNING FORMS

Home Occupation Handout	Rules Governing Home Occupations and Businesses Conducted Incidental to a Residential Use	5/14/2012
How To Participate In A Public Hearing	Two Simple Steps for Participating in a Public Hearing	8/16/2011
Landscaping List	List of Plant Species Suggested to Meet City	12/10/2001
Lot Line Alteration Application	Lot Line Alteration Application	5/8/2013
Methods to Request Changes to Density Land Use	Methods to Request Changes to Density, Land Use, or Zoning Code Regulations	2/27/2013
Zoning Code Regs		
Multiple tree removal application	Multiple Tree Removal Permit Application/Private	10/13/2010
Native Groundcover List	Kirkland Plant List Recommendations for Required Landscaping and Restoration Planting	2/17/2010
Native Plant List	Kirkland Plant List Recommendations for Required Landscaping and Restoration Planting	2/17/2010
Native Shrub List	Kirkland Plant List Recommendations for Required Landscaping and Restoration Planting	2/18/2010
Neighborhood Meeting Encouraged	Neighborhood Meeting Encouraged for Certain Zoning and Subdivision Permit Applications	10/10/2012
Noise Variance Application Checklist and Form	Noise Variance Application Form & Checklist	7/30/2012
Off Site Signs Requirements	Requirements for Temporary Off-Site Signs	9/14/2009
Options for Short Plat and Subdivision Review Process	Integrated Development Plan: Options for Short Plat and Subdivision Review Process	10/31/2012
Personal Wireless Facility Registration Form	Registration Form - Right-of-Way Personal Wireless	5/12/2011
Personal Wireless Svc Facility App	Personal Wireless Service Facility Application	8/9/2012
Political Signs Guidelines	Guidelines for Displaying Political Signs	11/22/2004
Pre-submittal_conf_app	Pre-Submittal Conference Application	1/8/2013
Public Notice Signs MMS UPDATES	Public Notice Sign Instructions	5/25/2011
PublicTreePruningPermitApp_9-20-11_cpg	Kirkland Public Tree Pruning Permit Application	9/22/2011
PublicTreeRemovalPermitApp_11-16-10_cpg	Kirkland Public Tree Removal Permit Application	9/21/2011
Recording of Binding Site Plan Directions	Directions for Recording of Binding Site Plan	2/27/2013
Rooftop Appurtenances	Rooftop Appurtenances	10/22/2004
Rooftop Brochure 2 Column	Rooftop Appurtenances Brochure	10/25/2004
Shoreline SDP Exemption Application	Exemption from Shoreline Substantial Development	10/11/2012
Short Plat Recording Application Form	Short Plat Recording Application Packet	3/28/2013
Short Plat-Preliminary Plat Application	Short Plat or Preliminary Subdivision Application	5/7/2013
Sign Permit Application - Master Sign_Pole Sign_Off-site Direct Sign	Master Sign Plan, Pole Sign & Off-Site Directional Sign Permit Application	4/18/2013
Street Tree Selection List and Planting Procedures	Plant Application and Planting Procedures	9/14/2009

PLANNING FORMS

Street Vacation Application	Street Vacation Application	8/23/2011
Substantial Dev Permit and Shoreline Var Use	Substantial Development Permit (SDP), Shoreline Conditional Use Permit and Shoreline Variance	5/3/2013
Survey Policy 3-24-08	City of Kirkland Survey Policy	8/16/2011
Temporary Use Permit	Temporary Use Permit Application	8/23/2011
Tree Fencing by MMS	Tree Protection Fencing Detail for Public and Private	11/1/2010
Tree Plan Single Family and Duplex	New Tree Regulations - Single Family and Duplex	8/16/2011
Tree Removal Pruning Request	Tree Removal/Pruning Request	12/1/2009
Tree Retention and Removal Information Guide	Tree Retention and Removal Information Guide	3/14/2013
Tree Retention Plan Major 2011	Tree Retention Plan Major 2011	6/2/2011
Tree Retention Plan Minor 2011	Tree Retention Plan Minor 2011	6/2/2011
Tree Retention Plan Multifamily Coml Nonresid Uses 2011	Tree Retention Plan - Multifamily, Commercial, and Non-Residential	5/11/2011
Tree Retention Plan Subdivisions and Cottage Dev	Tree Retention Plan - Subdivisions and Cottage	10/10/2012
Tree Retention Plan	Tree Retention Plan Chart	5/16/2013
Tree Retention&Removal Information Guide	Tree Retention & Removal Information Guide	3/14/2013
TreeRemovalNotification	City of Kirkland Tree Removal Notification	9/5/2012
TreeRemovalPermitApp	City of Kirkland Tree Removal Permit Application	4/28/2011
Tree-ROW official list 2702	Street Tree Selection List and Planting Procedures	10/25/2004
Trees The Nature of Kirkland	Tree Definitions and Regulations on Private and Public	9/14/2009
Zoning Permit Application	Zoning Permit Application and Checklist	12/13/2012

FIRE/BUILDING FORMS

Form Name	Description	Date Modified
Single family 2 unit home application	Additions and alterations to single family 2 unit home application	
Commercial/Industrial/Multifamily application	Commercial tenant improvement permit application	
Electrical permit application	Mechanical permit application	
Mechanical permit application	Plumbing permit application	
Plumbing permit application	Sign permit application	
Sign permit application	Demolition permit application	
Demolition permit application	Re roofing permit application	
Re roofing permit application	Land surface modification permit application	
Land surface modification permit application	Move permit application	
Move permit application	Fire protection permit application	
Fire protection permit application	IFC fire permit application	
IFC fire permit application	Revisions/additions submittal form	
Revisions/additions submittal form	Request for address change	
Request for address change	One year application or permit extension request form	
One year application or permit extension request form	Request for access to public records form	
Request for access to public records form	Owner as contractor form	
Owner as contractor form	Alternate methods, materials or modifications request form	

PUBLIC WORKS FORMS

<u>Form Name</u>	<u>Description</u>	<u>Date Modified</u>
Concurrency Management Review Application		
ROW Deposit Refunds		
Quit Claim Deed		
Utilities Easement		
Sanitary Sewer Easement		
Public Ingress and Egress Easement		
Public Pedestrian & Access Easement		
Right of Way Landscape Easement		
Storm Drainage Easement		
Agreement for Joint use and Maintenance of Sewer Lateral Stub or Connection Line		
Landscaping Hold Harmless Agreement		
Agreement to Indemnify, Defend, and Save Hold Harmless		
Reimbursement Agreement Application		
Submittal Completeness Checklist		
Checklist for Developer Latecomers Agreement		
Small- Site Drainage in Kirkland		
Street Security Deposit Schedule		
Request for Access to Public Records		
Request for Relinquishment of Unopened Right of Way		
Improvement Evaluation Packet		
Water Meter Pull/Disconnect Request		
Hydrant Meter Use		
Public Works Fee Schedule		
Impact Fee Schedule		
Public Works Cash Transmittal		
Public Tree Removal Permit Application		
Permit Application		
Storm Drainage Complaint Form		
Complaint Investigation Request		
Claim for Damages		
Policy D-2 Small Project Drainage Review Requirements		
Policy D-3 Targeted and Full Drainage Review Requirements		
Policy L-2 Feasibility of Stormwater LID for Full Drainage Review Projects		

PUBLIC WORKS FORMS

Policy L-1 Feasibility of Stormwater LID for small project type 1, type 2, and targeted projects
License to Enter Property
Right of Way Improvement Easement
Concomitant Agreement for Future Connections to Public Sewer (Existing Bldg)
Storm Drainage Hold Harmless Agreement
Private ROW Improvement Agreement to Indemnify, Defend and Save Harmless