



**CITY OF KIRKLAND**  
**SHORT PLAT OR PRELIMINARY SUBDIVISION APPLICATION**

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**CITY OF KIRKLAND**  
**PLANNING AND COMMUNITY DEVELOPMENT**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**SHORT PLAT OR PRELIMINARY 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 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 ordinances 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](http://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 short plat, the role and the authority of the Department of Planning and Community Development staff is advisory only. A final decision only is made, after public comment, by the Planning Director.



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APPLICATION CHECKLIST:
SHORT SUBDIVISION/PRELIMINARY SUBDIVISION

The following is a list of materials which 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 a question. Please do not turn in your application until all items 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-Submittal Meeting

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

Road Concurrency Review

Prior to submittal of a Preliminary Subdivision application, a road concurrency application must be submitted to the Public Works Department and a test notice of passing must be received (short subdivisions are exempt from concurrency review). A copy of the test notice must be submitted with the subdivision application. Concurrency applications are available from the Planning or Public Works Department. [checkbox]

Application

A completed application form and supporting affidavits (pages 6 & 7). The application must be signed by all individuals holding an ownership interest in the parcel as listed on the Title Report. [checkbox]

A completed and signed Environmental Checklist. (Consult with Department of Planning and Community Development, a checklist is usually not required for a short subdivision.) 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. [checkbox]

Fees

A check to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee (fee schedule is attached). [checkbox]

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 required). [checkbox]



# CITY OF KIRKLAND

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### Vicinity Map

One 8½" x 11" vicinity map, at a scale of 1" = 400' or larger, showing the subdivision's relation to the area for a distance of at least 300', on which the subject property is outlined with a bold or colored line and shaded. The Kirkland Zoning Map shall be used as the base for the map and the map shall include a north arrow and "SITE" notation within 3 inches of the subject property. Street names shall be provided for those streets adjoining and near the subject property (see attached example).

### Plans

A boundary survey of the proposed plat certified by a registered land surveyor licensed in the State of Washington, together with five (5) copies of dimensioned plans\* on 18" x 24" sheets, drawn at a scale between 1" = 20' and 1" = 50', in ten-foot intervals, and folded to 8-1/2" x 11" size, containing the following information:

a. If proposing a short plat:

- (1) Reference the plat to either the Washington Coordinate System, North Zone or the King County Coordinate System, or properly determined subdivision corner referenced to either of the above with a physical description of such corners.

We suggest and encourage surveyors 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>

The horizontal datum is North American Datum of 1983(1991), [NAD 83/91], based on the High Accuracy Reference Network [HARN] as stipulated by the Washington State statute. The vertical datum is North American Vertical Datum of 1988 [NAVD 88].

- (2) The short plat will be described and corners set with a field traverse with a linear closure of 1 to 10,000 and corresponding angular closure as specified in W.A.C. 332-130-070.

- (3) Mathematical lot closures shall be submitted showing error of closures not to exceed 0.005/n, where n = number of sides and/or curves of a lot.

b. Proposed name of the short/preliminary plat.

c. Location by section, township, range, and/or other legal description.

d. Name, address and phone number of the applicant and agent, if any.

e. Name, address, phone number and seal of registered land surveyor preparing the short/preliminary plat.

f. Scale of short/preliminary plat, date and north arrow.

g. Layout, dimensions and size (excluding access easements )of proposed lots, with each lot consecutively numbered.

h. Parcels of land intended to be dedicated for public use, or reserved for use of owners of the property in the subdivision, including the dimensions and size of said parcels.



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- i. Names, location, and dimensions, of existing and proposed rights-of-way and easements serving the short/preliminary plat. (Right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code).<sup>1</sup>
- j. If an existing primary structure is proposed to be retained, provide gross floor area data (square feet) for the primary structure and distances to/from accessory structures (if any). Refer to Zoning Code Section 115.42 for direction on what to include in gross floor area.
- k. Location and dimensions of existing and proposed improvements in existing and proposed rights-of-way and easements serving the short plat (right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code).
- l. Location, dimension, and names of adjacent existing parks and other public spaces, structures, lots, blocks, etc. – shown in dotted lines in scale with the proposed short plat.
- m. Existing and proposed water, sewer, drainage and power systems (including fire hydrants and location of nearest utility poles) on, under or over the property, showing size, grades and location, together with a letter of sewer and/or water availability if sewer and/or water service is to be provided by a utility other than the City.
- n. Existing topography of the land indicated by contours at two-foot intervals.
- o. Location and extent of significant natural features such as streams and wetlands and water bodies on and immediately adjacent to the property.
- p. Tree Retention Plan. Subject to Kirkland Zoning Code 95.30.
- q. Limit of grading line for right-of-way, access easement, and utility construction.
- r. A notation which shows the dimensioned setback from existing or proposed lot lines of all existing structures which are within 20 feet of existing and proposed lot lines.
- s. The lot lines of adjoining properties for a distance of at least 50 feet.
- t. Zoning classification of the property and adjoining properties.
- u. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.

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<sup>1</sup>Subsequent to approval the short plat, the mylar which is submitted for recording shall show only items a - i.  
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- v. One (1) copy of all plans reduced onto 8½" x 11" sheets.
- w. 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.



# CITY OF KIRKLAND

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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) prior to the Planning Official determining 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:**

Exterior boundary corners indicated on the ground. Staking of proposed interior lot corners may also be required.

For newly created streets, a road profile and cross section.

A map showing any adjoining property owned by the owner of the land proposed to be subdivided.

One 8½ x 11" copy of a tree retention plan indicating which significant trees are proposed to be retained and removed.

A title company certification which is not more than 30 calendar days old containing--

- a. A legal description of the total parcel sought to be subdivided; and
- b. A list of those individuals, corporations, or other entities holding an ownership interest in the parcel; and
- c. Any easements or restrictions affecting the property with a description, purpose and reference by auditors file number and/or recording number; and
- d. Any encumbrances on the property; and
- e. Any delinquent taxes or assessments on the property.

If lot sizes in a preliminary subdivision are proposed to be averaged, provide lot area calculations.

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.

Clustered mailbox structure location plan approved by the U.S. Postal Service Kirkland Growth Management Representative (1-800-275-8777).

Other Required Information:



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APPLICATION FORM: PRELIMINARY OR SHORT SUBDIVISION

PRIMARY CONTACT PERSON: Daytime
Applicant's name: phone:
Applicant's mailing address:
Fax Number: e-mail Address:

Note: If applicant is not property owner, he/she must be authorized as agent (see page 7).

SECONDARY CONTACT PERSON: Daytime
Property Owner's name: phone:
Owner's address:
Fax Number: e-mail 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) Size of property

(5) Number of lots proposed:

(6) Proposed name of subdivision:

(7) Intended use of the proposed subdivision:

(8) If one large lot suitable for subdivision remains, explain reason:

(9) Has the property been subdivided before? If so, what is the Planning Department permit number?

(10) 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 on the short plat map, 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e-mail address: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_



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**Agent (Other than Applicant)**

**Property Owner #2**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e-mail address: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_