



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

APPLICATION FOR ALTERATION AND VACATION OF PLATS

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 testimony and evidence presented through public comments.

You must 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 Planning and Community Development in City Hall, 123 Fifth Avenue, and at the Kirkland Public Library, 308 Kirkland Avenue.

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.

APPLICATION CHECKLIST: ALTERATION AND VACATION OF PLATS

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-APPLICATION CONFERENCE	
A meeting with a planner is required prior to submittal.	<input type="checkbox"/>
APPLICATION	
A completed application form.	<input type="checkbox"/>
A completed and signed <u>Environmental Checklist</u> (consult with Department of Planning and Community Development).	<input type="checkbox"/>
FEES	
A check to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee (fee schedule is attached).	<input type="checkbox"/>
NEIGHBORHOOD MEETINGS	
A neighborhood meeting(s) has been held (optional, but may be recommended by Planning Department).	<input type="checkbox"/>
PLANS	
Five (5) copies of dimensioned plans on 18" x 24" sheets, drawn at a scale between 1" = 20' and 1" = 50' in 10' intervals, and folded to 8-1/2" x 11" size, showing:	<input type="checkbox"/>
a. A boundary survey of the alteration or vacation area certified by a registered land surveyor licensed in the State of Washington.	<input type="checkbox"/>
If proposing a short plat alteration:	
(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.	<input type="checkbox"/>
(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.	<input type="checkbox"/>
(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.	<input type="checkbox"/>

PLANS, continued

- b. Layout, number, and dimensions of existing and proposed lots.
- c. The area proposed to be altered or vacated, using words and illustrations which are depicted on the drawing.
- d. Name of the plat.
- e. Location by section, township, range, and/or other legal description.
- f. Name, address, and phone number of the applicant and agent, if any.
- g. Name, address, phone number, and seal of registered land surveyor preparing the alteration/vacation.
- h. Scale of plat, date, and north arrow.
- i. 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.
- j. Names, location, and dimensions of existing and proposed rights-of-way and easements. (Right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code.)
- k. Location and dimensions of existing and proposed improvements in existing and proposed rights-of-way and easements serving the short plat.
- 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 plat alteration or vacation map.
- 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.
- n. Existing topography of the land indicated by contours at five-foot intervals. This may be waived by the Planning Director if no portion of the proposed plat exceeds 15 percent.
- o. Location and extent of significant natural features such as streams, wetlands, the driplines and trunks of all evergreen trees 8 inches in diameter or greater and all deciduous trees 12 inches in diameter or greater measured one foot above grade, and water bodies on and immediately adjacent to the property. A notation indicating which significant trees are proposed to be retained and removed. A report from a certified arborist may be required as part of the application to verify that the significant trees are healthy; provided, however, if the report is not required as part of the application, the City may require such a report later in the processing of the application.
- p. 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.
- q. The lot lines of adjoining properties for a distance of at least 50 feet.
- r. Zoning classification of the property and adjoining properties.
- s. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.

PLANS, continued

- t. One (1) copy of all plans reduced onto 8½" x 11" sheets.
- u. 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.

OTHER

- Exterior boundary corners indicated on the ground.
- A map showing any adjoining property owned by the owner of the land proposed to be altered.
- One 8-1/2" 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 area sought to be altered or vacated;
 - b. A list of those individuals, corporations, or other entities holding an ownership interest in the property;
 - c. Any easements or restrictions affecting the property with a description, purpose, and reference by auditors file number and/or recording number;
 - d. Any encumbrances on the property; and
 - e. Any delinquent taxes or assessments on the property.

OTHER, continued

If an application is for a plat alteration, the applicant shall submit the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered.

If an application is for a plat vacation, the applicant shall submit the reasons for vacation and shall contain signatures of all parties having an ownership interest in that portion of the subdivision subject to vacation.

If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for alteration or vacation would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants, providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration or vacation of the subdivision or portion thereof.

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.

Other Required Information: Concurrency review may be required. Check with the Public Works Department.



APPLICATION FORM - ALTERATION AND VACATION OF PLATS

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 5).s

SECONDARY CONTACT PERSON

Property Owner's name: _____ Daytime phone: _____

Owner's address: _____

Owner's 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 affected: _____

(6) Name of subdivision: _____

What is the Department of Planning and Community Development file number? _____

(7) Reason for alteration/vacation: _____

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

(9) 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 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. 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; or contains an historic building or area, you may need a permit from the state or federal government. For more information, contact the Environmental Permit Assistance Center at (800) 917-0043.

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 6 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: _____
Name: _____
Address: _____

Telephone: _____

Signature: _____
Name: _____
Address: _____

Telephone: _____

Applicant

Property Owner #2

Signature: _____
Name: _____
Address: _____

Telephone: _____

Signature: _____
Name: _____
Address: _____

Telephone: _____

EXHIBIT A: LEGAL DESCRIPTION