



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

## **ADMINISTRATIVE DESIGN REVIEW APPLICATION FOR EARLY REVIEW**

Administrative Design Review is typically conducted concurrently with a building permit or other zoning permit application. This application should be used to request early ADR review prior to submittal of a development permit application.

The attached supplemental design regulations checklist describes the design requirements of Zoning Code Chapter 92 and other chapters and will assist you in determining how your project complies with the design regulations prior to submittal of your development permit application. A final decision regarding compliance to the design regulations will occur with an actual development permit application. The attached application checklist identifies the materials you must submit as supplemental information to your building permit or zoning permit application materials. All application materials are public information.

**You may schedule a pre-design conference with a planner from the Department of Planning and Community Development in advance of submitting your application for early Design Review to discuss your proposal and obtain guidance on the information you must submit. Call (425) 587-3225 to schedule an appointment.**

Your application will be evaluated on the basis of the information you provide, the City's Design Regulations, Design Guidelines, the criteria listed in the pertinent sections of the Zoning Code, the Kirkland Comprehensive Plan, other City regulatory ordinances, and inspection of the property.

Copies of City documents such as the Comprehensive Plan, the Design Guidelines, 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. 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](http://www.ci.kirkland.wa.us).

NOTE: During the pre-design conference, 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.



### Early Administrative Design Review Application Checklist

We encourage you to schedule a pre-design conference with a planner prior to submittal. Call the Department of Planning and Community Development to schedule an appointment at (425) 587-3225. **During the pre-design conference a planner will help you determine the design district that applies to your proposal and which of the following requirements are applicable.** Please do not turn in your application until all materials which apply to your proposal have been checked off.

Applicant  
to check if  
submitted

#### **Application**

A completed application form and supporting affidavits.

A completed ADR supplemental checklist.

#### **Fees**

A check payable to the City of Kirkland for the filing fee. See Fee Schedule attached.

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

#### **Plans**

The following information must be submitted in order to have a complete application:

1. Five copies of dimensioned plans in an 11x17" format showing:

- a) A site plan showing a vicinity map, survey, existing and proposed structures including parking areas and tree retention plan.
- b) Identification of "pedestrian-oriented streets", "major pedestrian sidewalks" or other designated pedestrian improvements.
- c) Location and dimensions of proposed structure(s), parking areas, pedestrian pathways, pedestrian plazas, and driveways.
- d) Proposed design details, including pedestrian seating areas, awnings and other overhead weather protection measures, fences/walls, bicycle racks, external water spigots, balconies/decks, bay windows, building material and color, and exterior lighting.
- d) Location and screening materials for outdoor loading and storage areas and garbage dumpsters.
- e) Five (5) copies of dimensioned building elevations, drawn at 1/8" = 1' or a comparable scale folded to an 11x17" size, showing all facades, including:

Applicant

Design details, such as roofline, door and window treatments, awnings and other overhead weather protection measures, artwork, exterior lighting, colors, building materials, etc.

- f) Building height calculations.
2. 8-1/2" x 11" reductions of all plans.
3. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.
4. Other ***(As determined by project planner depending on the scope of the project)*** Perspective drawings, computer drawings, photographs, 3-D digital models, color renderings, material boards or other graphics as needed to adequately evaluate your application (discussed at the pre-design conference).

**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 1/2 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 required information: \_\_\_\_\_

NOTE: After review of your application, additional materials may be required to fully illustrate the building and design features proposed.

**APPLICATION FORM FOR EARLY ADMINISTRATIVE DESIGN REVIEW**

ADR Case No. \_\_\_\_\_

PRIMARY CONTACT PERSON

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 PERSON:

Property Owner's name: \_\_\_\_\_

Daytime  
phone: \_\_\_\_\_

Property Owner's e-mail address: \_\_\_\_\_

Property Owner's mailing 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 so, 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-design conference: \_\_\_\_\_

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL DOCUMENTS LISTED ON THE APPLICATION CHECKLIST ARE SUBMITTED. You may also need approvals from other city departments. Please check this before beginning any activity. If your site is adjacent to the lake, or contains an historic building or area, you may need a permit from the state or federal government.

# 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

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

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

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

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

e-mail Address: \_\_\_\_\_

### Property Owner #1

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

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

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

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

e-mail Address: \_\_\_\_\_

### Agent (Other than Applicant)

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

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

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

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

e-mail Address: \_\_\_\_\_

### Property Owner #2

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

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

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

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

e-mail Address: \_\_\_\_\_

**EXHIBIT A: LEGAL DESCRIPTION**