



DEVELOPMENT SERVICES

BUILDING • FIRE • PLANNING • PUBLIC WORKS
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Pre-Submittal Conference Application

Planning Department

Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application entirely online.

Project type (short plat, variance, single-family, etc.): _____

Project Name: _____ Total Estimated Project Cost: _____

Project Address: _____

Parcel Number(s): _____

I certify that I am the owner of this property or the owner's authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such application. I have furnished true and correct information. I will comply with all provisions of law and ordinance governing this type of application. If the scope of work requires a licensed contractor to perform the work, the information will be provided prior to permit issuance.

Contact Person (for this conference):

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Property Owner's Name

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Describe the Proposed Project:

Pre-submittal Case No. _____

Routing Process: Standard Conference SFR Counter Meeting Wireless - Electronic Meeting

Date Scheduled: _____ Time: _____ Location: _____

Submittal Checklist

To reduce waste, and facilitate processing of your application, all pre-submittal conference applications shall be submitted electronically through www.mybuildingpermit.com.

Required Items:

- Project Description (Complete on page 1, or attach a separate page if it's too long.)
- Attach a list of questions/concerns for City staff.
- Conceptual Site Plan. To the best of your ability show all site boundaries, tree locations and proposed improvements, i.e. building footprint, access, and utilities.
- Conceptual Drawings. To the best of your ability show floor plans, elevations, structural plans.
- See the [Integrated Development Plan Handout](#) for IDP submittal requirements.
- Review [City of Kirkland Land Use Fee Schedule](#) and contact staff in Building for fee amount. Make check payable to the City of Kirkland. No fee is charged for SFR meeting process. Any questions, contact City staff at 425.587.3600.
- For Shoreline Stabilization projects, an additional consulting fee may be required. To verify, contact City staff at 425.587.3600.

Pre-submittal Conference Information

A Pre-submittal Conference is a meeting between those interested in developing property or applying for a development permit, and the City staff who will ultimately review the development permit. The purpose of the conference is to determine the feasibility of the project, identify potential road blocks, and review information required for a complete application. Applicable policies, codes, and standards will be identified at the conference. In addition, a Team Leader (primary City contact person) will be introduced at the meeting.

Application. Pre-submittal applications are submitted to the Planning and Building Department. The date, time, and location of the meeting will be scheduled at the time application is made and applicable fees are paid. *Documentation that is substantially revised after the original application may require additional review and may be charged additional fees.*

There are two types of Pre-submittal Conferences designed to assist customers: Land Use Pre-submittal Conferences and Building Pre-submittal Conferences. These are described on the following page.

Minor projects that do not require a Pre-Submittal Conference by Code may be reviewed under the SFR Pre-Submittal Meeting process.

Meeting dates and times. Conferences are scheduled a minimum of ten (10) business days in advance. Standard Pre-Submittal Meetings are Tuesday mornings at 11:00 a.m. and 2:00 p.m., and Thursday afternoons at 2:00 and 3:00 p.m. Single-Family Residential (SFR) Pre-Submittal Meetings are held at the Development Services Center counter with an assigned representative on Tuesday and Thursday afternoons at 2:00 p.m.

Documentation. The customer will gain more information about the project, and receive more through answers based on the level of detail provided in plans and the quality of questions being asked. The City will review and provide feedback on the documentation submitted at the time of original application. *Because staff reviews the proposed project in advance, applicants are discouraged from bringing substantial revisions to the meeting.*

The plans required are a vicinity plan, and conceptual drawings of the proposed project to include approximate location of all significant trees (at least 6" diameter), existing and proposed contour lines if available (include parking lot, circulation system, and any natural features). For Building permit pre-submittal applications, elevations of all sides of any proposed structure and floor plans should be included. **In the [Rose Hill Business District](#), an [Exterior Lighting Plan](#) is required.**

It is required that a list of questions/concerns accompany the application. The customer is responsible for taking any notes in the meeting. The customer may submit meeting notes to the City's Team Leader to be reviewed for accuracy.

City staff members from Building, Fire, Planning, and Public Works normally attend these meetings unless the customer specifies a department's presence is not necessary. Call 425.587.3600 with any questions.

VESTING: Projects do not obtain vested rights at the time of Pre-submittal Conference or a SFR Pre-Submittal Meeting.

Land Use Permit Pre-Submittal Conference

Pre-submittal conferences are **required** by the Zoning Code for most land use permits. Examples of land use permits are:

- Substantial Development Permits
- Integrated Development Plans
- Master Sign Plans
- Street Vacations
- Temporary Use Permits
- Cottage Housing Projects
- Personal Wireless Service Facilities
- Short Plats
- Variances
- Planned Unit Developments
- Master Plans
- Design Review

Expedited Permit Review Requests:

For [Process I](#) or Planning Official Decisions only, per [KMC 5.74.090](#) an applicant may request to have a land use permit application reviewed within an expedited time frame. There is an additional charge if the Planning and Building Department approves the request. Approval is dependent on current staff availability to conduct overtime reviews.

Note: The applicant must contact the assigned planner at least one working day prior to submitting a land use permit application.

Please contact the Planning and Building Department at 425.587.3600 if assistance is required to determine whether or not a pre-submittal conference is required for a particular land use permit. Whether required or not, they are always encouraged.

Building Permit Pre-Submittal Conference

The Building Code does not require a Pre-Submittal Conference, however, they are **HIGHLY recommended** for:

- New commercial/multi-family projects
- Significant additions to commercial/multi-family projects
- Complex tenant improvements and restaurants
- Automobile dealerships

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.