



DEVELOPMENT SERVICES

BUILDING • FIRE • PLANNING • PUBLIC WORKS
www.mybuildingpermit.com • www.kirklandpermits.net

Integrated Development Plan (IDP): Options for Short Plat and Subdivision Review Processes

Planning Department

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

The City of Kirkland has two methods an applicant may choose for processing short plat and subdivision applications: An Integrated Review with an *Integrated Development Plan* (IDP) or the traditional Phased Review. This handout outlines the benefits of each to help applicants decide how to submit their subdivision application.

INTEGRATED REVIEW

Development Services staff invite you to consider a review process that will allow you to resolve tree retention requirements with the short plat/subdivision and provide greater predictability as the project moves to construction. In order to pursue this process, an applicant will submit an *Integrated Development Plan* (IDP) with other pre-submittal meeting information (if you are finding out about this at a pre-submittal meeting, we'll schedule a second one without an additional fee). An IDP is a copy of the proposed plat map that includes topography, footprints of proposed homes, and shows how the homes will be accessed and served by utilities. The IDP also shows the tree retention plan information specified in Kirkland Zoning Code [Chapter 95 \(KZC 95.30\)](#), including an arborist report.

An IDP may take more time and effort at the pre-submittal stage, but will speed up the grading permit and building permit processes and add predictability for the following reasons:

1. Starting at the pre-submittal meeting, the applicant and representatives from key City departments have an opportunity to discuss the short plat or subdivision layout with more information than is usually available at a pre-submittal meeting. The ensuing short plat or subdivision application will be more complete and compliant with City regulations, which enables a faster review.
2. The Land Surface Modification (LSM or grading) permit can authorize all of the site preparations, including utility and road work, home site grading, and clearing of all trees approved for removal under the IDP.
3. The successive applications (i.e. demolition or building permit applications) can be reviewed faster through consolidation of Planning and Urban Forestry reviews.
4. The LSM and building permit applications can be submitted prior to short plat or subdivision recording, as soon as the IDP is approved as part of the short plat or subdivision approval. Building permits can be issued once the short plat or subdivision records.

As good as the process sounds, it cannot be used unless the applicant has laid out utilities, selected home plans for the lots, and is comfortable committing to the footprints and placement of the utilities and homes on the lots. An applicant selecting this process should be confident in the proposed IDP because modifying the tree retention plan after approval is very difficult and may require a public hearing.

A recommended project sequence is included below to help you work toward a complete application. By following this sequence, you can gather feedback on tree retention and tree removal early in the process and avoid investing in final design/engineering before these key issues are reviewed by staff.

Traditional (Phased) Review

The City's traditional short plat and subdivision review process is more flexible because it defers home design, location and tree decisions until needed for a given permit. If you are just interested in subdividing and don't have plans for development of the new homes, this may be the best option for you. Following approval of the short plat/subdivision, phased review takes longer because:

1. The future LSM approves grading and tree removal only for roadway, frontage and underground improvements;
2. Separate urban forestry reviews are required at the LSM, demolition and building permit stages; and
3. Building permits for new homes may not be submitted until the short plat or subdivision is recorded.

Recommended IDP Sequence

Step 1 - Review Tree Retention Plan requirements and permit submittal checklist

Step 2 - Assess existing trees

1. Applicant submits arborist report to assess condition of existing on-site and neighboring trees.
2. Initial Pre-submittal meeting - Applicant and City meet to discuss priorities for tree retention (applicant & City arborists encouraged to attend).

Step 3 - Conceptual design

1. Applicant prepares conceptual subdivision design, including how lot, utility, and house layout take trees into account.
2. If LID techniques are proposed, a geotech report assessing LID feasibility should be included.
3. Primary Pre-submittal meeting - Meeting to review conceptual design (applicant & City arborists encouraged to attend).

Step 4 - Application submittal

1. Short plat/subdivision application must include both horizontal and vertical information for houses and utilities (e.g. - 70% engineering), with an emphasis on potential impacts near trees to be retained.
2. Application must include a supplement to the initial arborist report with specific arborist recommendations on implementation of the proposed IDP.

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.