



Environmental Checklist (SEPA)

Purpose of SEPA Checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

You will need to upload the PDF document to MyBuildingPermit.com along with your permit application to start the application process. Any additional documents you would like to include in the application process will need to be uploaded to MBP. A PDF will be emailed to you after you submit.

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for non-project proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. BACKGROUND

Name of proposed project, if applicable:

Park Heights Short Plat and Lot Line Adjustment

Name of applicant Required

Montebanc Management LLC (ATTN Paul DeVenzio)

Phone # Required

206-391-8366

Applicant Address Required

400 NW Gilman BLVD #2781, Issaquah, WA 98027

City

Issaquah

State (Select 1 option)

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana

- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

Zip

98027

Date checklist prepared

0 9 2 5 2 0 2 5

Agency requesting checklist

City of Kirkland, WA

Proposed timing or schedule (including phasing, if applicable)

N/A

Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

No

List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

Geotechnical Report prepared by Terra Associates Inc (12/29/23) Critical area prepared by Wetland Resources Inc. Original report 6/18/24 (Revised dated 9/19/2025)Critical Area Peer Review by Facet. (7/9/2025) Arborist report prepared by Layton Tree Consulting Inc (8/11/22)Traffic Impact Analysis (9/29/2025).

Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

None.

List any government approvals or permits that will be needed for your proposal, if known.

Lot Line Adjustment (LLA), Preliminary/Final Plat approval, land surface modification (LSM permit).

Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The project proposes a lot line adjustment (LLA) of the 4 existing parcels and the larger remaining 3.44 acre parcel will be short platted into 9 single-family homes. The LLA and Short Plat will create a total of 12 single-family home sites. All parcels involved are in the RSA-4 zone.

Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

King County Parcel Nos 9194100760, 9194100790, 9194100840, 9194100890 AKA Lots 2,3,4 and 5 of the City of KIRKLAND ALTERATION OF LOT LINE LLA 16-00599, AS RECORDED UNDER RECORDING 20160908900006, AND BEING A PORTION OF BLOCKS 12,13, AND 14 AND VACATED STREETS IN WATERFRONT ADDITION TO KIRKLAND, according to the Plat thereof recorded in volume 6 of the plats, page 92, records of King County. SITUATED IN THE CITY OF KIRKLAND, COUNTY OF KING, STATE OF WASHINGTON.

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site (Select 1 or more options)

- Flat
- Rolling
- Hilly
- Steep slopes
- Mountainous

Other (general description):

The subject property is encumbered with steep slopes

b. What is the steepest slope on the site (approximate percent slope)?

Up to 40%

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Advanced Outwash (Qva). See Geo-Technical Report by Terra Associates

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

An approved temporary erosion control plan is required prior to earthwork. This will include stripping the site, grading the roadway and lot areas, excavating the detention facilities, installing construction. Erosion control measures will include silt fencing, utilities and excavating foundation footings. Approximate grading quantities: Cut = 7910 cubic yards. Fill = 9,930 cubic yards, stabilized construction entrance, controlled surface grading, net fill = 2,020 cubic yards. Source of fill is from on site excavation or from an approved structural fill supplier. Other measures which may be required at the time of construction.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

There could be a short-term increase in the potential for on-site erosion where soils are exposed during site preparation and construction. However, the Project will comply with all applicable mandated erosion control measures, short and long term.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Lot Coverage is a maximum of 40% under the Goat Hill Overlay Zone. (Stormwater will be managed by infiltration facilities on individual lots or road ROW).

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

An approved temporary erosion control plan is required prior to construction. Erosion control measures will include silt fencing, stabilized construction entrance, controlled surface grading, and other measures which may be required at the time of construction.

2. AIR

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Short term emissions will be those associated with construction and site development activities. These will include dust and emissions from construction equipment. The project will not result in any known long-term air emissions.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Off-site sources of emissions or odors are those that are typical of residential neighborhoods. These will include automobile emissions from traffic on adjacent roadways and fireplace emissions from nearby homes

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

Conformance with Washington Clean Air Act in using of all known, available, and reasonable means of controlling air pollution, including dust.

3. WATER

a. Surface Water:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Two (2) Category III wetlands are located on-site and an off-site stream occurs east of the site which is hydrologically connected to Wetland B. See Wetland Resources Critical Area Study, Rev. 1 (9/19/2025).

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Project improvements and activities will occur within 200'. See project plans for details. Buffer averaging is proposed to accommodate the proposed access road. See Wetland Resources Critical Area Study, Rev. 1 (9/19/2025).

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

None proposed.

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

No.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

No.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

None Proposed.

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

No.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Septic is not proposed

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Upon project completion, on site storm-water will be collected and conveyed to on site subsurface infiltration systems. Subsurface flow will hydrate down-gradient wetlands.

2) Could waste materials enter ground or surface waters? If so, generally describe.

Suspended solids and hydrocarbons associated with automobiles may potentially enter the ground waters via storm water with future development of single family homes. This would be mitigated with water quality facilities installed per City of Kirkland standards.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

Temporary and permanent stormwater infiltration / retention and erosion control facilities will be used to control surface runoff during construction and after development.

4. PLANTS

a. Check the types of vegetation found on the site:

(Select 1 or more options)

- deciduous tree: alder, maple, aspen, other
- evergreen tree: fir, cedar, pine, other
- shrubs
- grass
- pasture
- crop or grain
- orchards, vineyards or other permanent crops
- wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

Several trees and ground vegetation will be removed with LSM.

c. List threatened and endangered species known to be on or near the site.

There are no known threatened or endangered species using the site or habitat in the immediate vicinity. See Wetland Resources Critical Area Study, Rev. 1 (9/19/2025).

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

A mixture of trees, shrubs and ground cover including native species will re-vegetate the site post construction. Wetland buffer enhancement plantings are proposed in conjunction with buffer averaging. See Wetland Resources Critical Area Study, Rev. 1 (9/19/2025) (includes mitigation plan).

e. List all noxious weeds and invasive species known to be on or near the site.

None known.

5. ANIMALS

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include: birds: hawk, heron, eagle, songbirds, other. Mammals: deer, bear, elk, beaver, other. Fish: bass, salmon, trout, herring, shellfish, other.

Deer, raccoon, songbird, small mammals, and transient geese.

b. List any threatened and endangered species known to be on or near the site.

None known.

c. Is the site part of a migration route? If so, explain.

Western WA is known to be within the Pacific Flyway, a bird migration route.

d. Proposed measures to preserve or enhance wildlife, if any:

Replacement trees and vegetation mitigate habitat loss.

e. List any invasive animal species known to be on or near the site.

None known.

6. Energy and Natural Resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

The site will be served by electricity for heating/cooling and power.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

None

7. Environmental Health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

None known.

1) Describe any known or possible contamination at the site from present or past uses.

None known.

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

There are no on site environmental health hazards known to exist today, and none will be generated as a direct result of this project.

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

None proposed

4) Describe special emergency services that might be required.

Emergency medical and 911, along with typical fire and police services may be required per the amount typical to a single family residential development. No special services are anticipated.

5) Proposed measures to reduce or control environmental health hazards, if any:

None proposed.

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

There are no sources of noise in the area which will impact the project.

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Short term noise impacts will occur from the use of construction equipment during construction. Heavy equipment the transporting of construction materials will generate short term noise. Long term noise impacts from traffic and other residential activities will result upon construction of the single family homes. Noise, pre and post construction, would be mainly during daytime hours.

3) Proposed measures to reduce or control noise impacts, if any:

Construction activity will be limited to permitted construction hours and construction equipment will not be allowed to idle for continuous periods of time, which will help mitigate the impacts of potential construction noise.

8. Land and Shoreline Use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The subject property is vacant and surrounded by single family lots and Juanita Heights park. The single-family subdivision proposal is consistent with the land use designation in the comprehensive plan.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

There is no evidence the property has been used as working farmlands or forest lands.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

No.

c. Describe any structures on the site.

N/A. Property is vacant

d. Will any structures be demolished? If so, what?

N/A. Property is vacant

e. What is the current zoning classification of the site?

RSA-4

f. What is the current comprehensive plan designation of the site?

Residential

g. If applicable, what is the current shoreline master program designation of the site?

N/A

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

There are high landslide hazards on-site per COK maps. See Geotechnical Report prepared by Terra Associates Inc (12/29/23).

i. Approximately how many people would reside or work in the completed project?

Once developed with single family homes, approximately 31 people will reside on the 12 total single family lots. (12 x 2.63).

j. Approximately how many people would the completed project displace?

None.

k. Proposed measures to avoid or reduce displacement impacts, if any:

None proposed.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Kirkland preliminary plat and LLA review will include a land use review.

m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

None proposed

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

The project will result in the creation of a total of 8 new single family lots for middle income housing.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

None

c. Proposed measures to reduce or control housing impacts, if any:

None proposed.

10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Future construction on the single-family lots will comply with City maximum height limits and any applicable/design construction standards.

b. What views in the immediate vicinity would be altered or obstructed?

No view impacts are anticipated with future development of the single family homes.

c. Proposed measures to reduce or control aesthetic impacts, if any:

Internal and perimeter tree and vegetation plantings are proposed.

11. Light and Glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Upon development of the future single-family homes there will be ordinary residential light/glare.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

No.

c. What existing off-site sources of light or glare may affect your proposal?

None.

d. Proposed measures to reduce or control light and glare impacts, if any:

None proposed.

12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity?

The subject property abuts Juanita Heights Park. Lake Washington is about .5 miles south.

b. Would the proposed project displace any existing recreational uses? If so, describe.

No. Any impacts resulting from required emergency vehicle access will be mitigated via open space dedication.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

None proposed.

13. Historic and cultural preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

No. The site is vacant.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

None known.

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

Consulting Washington State Department of Archeology & Historic Preservation database via the Washington Information System for Architectural & Archaeological Records Data (WISSARD).

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

There are no known impacts. If an archaeological site is found during the course of construction, the State Historic Preservation Officer will be notified. If cultural resources are identified, an inadvertent discovery plan will be prepared and used to mitigate impacts.

14. Transportation

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

The 89th Pl NE ROW will be extended to serve the proposed subdivision.

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

No. Access to the Goat Hill neighborhood is unsuitable for transit. The closest stop is 1.1 miles away (98th Ave NE & NE 117th St).

c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

The 89th Pl NE ROW will be extended to serve the proposed subdivision. The road will be constructed per Kirkland street standards.

d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No.

e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Per the TIA dated 9/29/2025, construction of 12 single family homes is forecast to generate 114 weekly daily, 8 AM peak hour, and 11 peak hour trips.

f. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No.

g. Proposed measures to reduce or control transportation impacts, if any:

The project will pay transportation impact fees per the fee schedule in effect at the time of building permit application for the residences. The project generates less than 50 new peak hour trips and therefore does not trigger SEPA review based on trip generation under City code.

15. Public Services

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

Future homes constructed on the lots will generate an increased need for emergency services.

b. Proposed measures to reduce or control direct impacts on public services, if any.

Public service needs will be offset by payments of impact fees, levies, and taxes by the developer of the homes and/or future homeowners.

16. Utilities

a. Circle utilities currently available at the site: **electricity**, natural gas, **water**, **refuse service**, **telephone**, **sanitary sewer**, **septic system**, other.

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Northshore Utility District (NUD) water and sewer, PSE Power, Xfinity Telecom,

Declaration: (Select 1 option) Required

I certify and declare, under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

c. Signature: Required



Print/Type Name of Signature: Required

Robby Overfield

Position and Agency/Organization Required

Project Manager, ESM Consulting Engineers, LLC

Email Address Required

Robby.Overfield@esmcivil.com

Date: Required

0 9 3 0 2 0 2 5

City

Federal Way

State (Select 1 option) Required

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii

- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

Zip Required

98001

Country Required

United States

D. Supplemental information for nonproject actions.

It is not necessary to complete this section for project actions. You may upload additional documentation at the end of this online form. Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment. When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or publicservices and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

Note:

Once you complete this form, you will receive an email confirmation from our third-party provider, OpenForms, along with a PDF copy of the form you submitted. Keep it for your records. Be sure to check your spam/junk folder so you don't miss it!

You will need to upload the PDF document to MyBuildingPermit.com along with your permit application to start the application process. Any additional documents you would like to include in the application process will need to be uploaded to MBP.

MyBuildingPermit.com Upload Requirement (Select 1 option) Required



I understand that I will need to upload the PDF copy of this form to MBP along with the permit application to start the application process

To request information from this document in your language, please contact the Title VI Coordinator at titlevicoordinator@kirklandwa.gov or 425-587-3831.

如需此文件中信息的简体中文 版本, 请发送电子邮件至 titlevicoordinator@kirklandwa.gov 或拨打 425-587-3831 联络 Title VI 协调员。

Чтобы запросить перевод этого документа на по-русски, свяжитесь с координатором по вопросам Раздела VI по электронной почте titlevicoordinator@kirklandwa.gov или по номеру 425-587 3831

Para pedir información sobre este documento en español, comuníquese con el coordinador del Título VI escribiendo a titlevicoordinator@kirklandwa.gov o llamando al 425-587-3831.

Para solicitar informações deste documento em português, entre em contato com o Coordenador do Título VI em titlevicoordinator@kirklandwa.gov ou 425-587-3831.

한국어로 이 서류의 정보를 원하시면 타이틀 VI 코디네이터에게 이메일이나 전화로 연락 하십시오. 이메일: titlevicoordinator@kirklandwa.gov
전화: 425-587-3831.

Để yêu cầu thông tin từ tài liệu này bằng tiếng Việt, vui lòng liên hệ với Điều Phối Viên Tiêu Đề VI theo địa chỉ titlevicoordinator@kirklandwa.gov hoặc theo số (425) 587-3831.

Alternate Formats:

People with disabilities may request materials in alternate formats.

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 425-587-3831 (TTY Relay: 711) or [TitleVICoordinator@kirklandwa.gov](mailto>TitleVICoordinator@kirklandwa.gov).

End of form