



CITY OF KENMORE
 6524 NE 181st Street
 Kenmore, WA 98028
 (425) 398-8900

PRELIMINARY LONG PLAT APPLICATION REQUIREMENTS

This intake checklist identifies minimum application information necessary for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted. Once the application has been accepted, the City has 28-days from the application date to determine if the application is complete. Once the application is determined to be complete the project is "vested" in the regulations in place at that time.

Applicant: Check each box under the 'applicant' heading on the check list to confirm which items are included with your submittal. A City Planner or Permit Technician will check off each box under 'staff' when the item is confirmed to be in the submittal package.

LONG PLAT SUBMITTAL CHECKLIST

Application requirements - 8 copies of each unless otherwise indicated

<u>Applicant:</u>	<u>Staff:</u>
<input type="checkbox"/> 1. Permit application form/applicant status form (include signed original) * Submit original form. If the owner is not the applicant also submit the certificate of applicant transfer form.	<input type="checkbox"/>
<input type="checkbox"/> 2. Traffic Impact Analysis * Review attached guidelines	<input type="checkbox"/>
<input type="checkbox"/> 3. Certificate of water availability * The Northshore Utility District completes the Certificate of Water Availability. Submit a concept plan or copy of the plat survey for review. The Northshore Utility District building is located at 6830 NE 185th Street, Kenmore, WA 98028. Phone: (425) 398-4400	<input type="checkbox"/>
<input type="checkbox"/> 4. Certificate of sewer availability * The Northshore Utility District issues the Certificate of Sewer Availability. Submit a concept plan or copy of the plat survey for review. The Northshore Utility District building is located at 6830 NE 185th Street, Kenmore, WA 98028. Phone: (425) 398-4400 * Preliminary approval for on-site sewage disposal systems must be issued by the Seattle-King County Department of Public Health located at 14350 SE Eastgate Way, Bellevue, WA 98007. Phone: (206) 296-4727	<input type="checkbox"/>
<input type="checkbox"/> 6. Plat maps 18 inches x 24 inches The following information must be shown on the plat map. * Plat map size, a minimum of 18"x 24" drawn to a legible engineering scale. * Name of person who prepared the plat, Surveyor seal and signature. * Name and address of owner, applicant and engineer. * North arrow and vicinity map. Show sufficient detail to clearly locate the project in relation to arterial streets, natural features and municipal boundaries. * Tax parcel number, as well as section, township & range. * Legal description of the property boundary and dimensions of all proposed lots, together with the numbers to be assigned each lot. * Area in square feet or acres of the total property and each new lot.	<input type="checkbox"/>

- * Existing and proposed impervious surface calculations and breakdown of the total impervious area.
- * Zoning designation of property and surrounding properties.
- * Topographic contours with intervals at a maximum of 5 foot intervals.
- * All adjacent streets, including street name, right-of-way width, and improvements (i.e. pavement width, sidewalk, shoulders). Provide radius of cul-de-sacs.
- * Location and dimension of proposed streets/access (width, radius of cul-de-sacs and sidewalks).
- * Location, dimension and use of existing and proposed easements. Reference recording numbers.
- * Existing structures, retaining walls, septic tanks, drainfields and wells and distances to existing and proposed property lines. Identify if any structures are to be removed or demolished.
- * Boundaries of sensitive areas (streams, wetlands, steep slopes, flood hazard zones, shorelines, landslide hazard, erosion hazard, seismic hazard) and boundaries of required buffers and building setbacks.
- * Generalized plans of proposed water distribution systems, storm sewers, sewerage systems or tidelands or shoreline modifications indicating the locations.
- * Owners of land adjacent to the subdivision and the names of any adjacent subdivisions.
- * Any other information that will assist staff in reviewing the proposed subdivision.

7. Reduced plat map (minimum legal size).

- * 11-inch x 17-inch plat reduction that includes a vicinity map.

8. Level 1 drainage analysis

- * This offsite analysis must be prepared in accordance with the requirements of the adopted 1998 King County Surface Water Design Manual).
- * This offsite analysis must assess potential offsite drainage impacts associated with development of the project and to help propose appropriate mitigation of impacts.
- * A higher level of offsite analysis may be requested prior to preliminary approval or as a condition of engineering plan submittal.

9. Copies of existing easement agreements for ingress, egress, utilities and drainage

- * Submit copies of all recorded documents.

10. Copies of deed restrictions or other property encumbrances

- * Submit copies of all recorded documents.

11. Copies of applications for other requested permits

- * Submit copies of application materials and plans.

12. Sensitive area studies (if required)

- * A Wetland Delineation and Categorization Report (if wetlands are present on or adjacent to the subject property).
- * A Stream Delineation and Assessment Study (if streams are located on or adjacent to the subject property).
- * A Geological Hazards Report (Soils report) (if steep slopes, landslide hazard, seismic hazard, or erosion hazard areas are located on or adjacent to the subject property)

13. SEPA checklist (if required)

- 14. Mailing address labels (3 sets)
 - * For property owners located within 500 feet of the boundaries of the subject property.
 - Mailing labels can be obtained from the King County website or a title company.
 - 15. Title report
 - * A title report prepared by a licensed Title Insurance Agency (prepared within the most recent three months of application).
-
- 16. Fees
 - * Permit application fees.
-