



CITY OF KIRKLAND
PRE-SUBMITTAL CONFERENCE APPLICATION

PRE _____

Check one: [] Land Use Permit
[] Building Permit

Project Name: _____

Project Address: _____

Parcel Number(s): _____

Property Owner's Name: _____

Address: _____ City: _____

Phone: _____ Zip: _____

Contact Person (for this conference): _____

Address: _____ City: _____

Phone: _____ Zip: _____

E-mail: _____

The following departments will attend, if applicable: Building, Fire, Planning, Public Works

Would you like a free Green Building consultation? [] YES [] NO

Describe the proposed project: _____

List questions/concerns for staff. If you need more space, please attach a separate page. _____

Owner/Agent: _____ Date: _____

Signature

Please provide 4 sets of all plans with the submittal of this application.

Drawings must include:

- [] Land Use Permit - Vicinity Plan; conceptual drawings of proposed project (surveyors or engineers drawings not required).
[] Building Permit - Vicinity Plan; site plan with existing and proposed contour lines - include parking lot, circulation system, significant trees (at least 6" diameter) and any natural features; elevations of all four (4) sides of any proposed structures; floor plans.
[] \$504.00 Fee made payable to the City of Kirkland.

STAFF USE ONLY BELOW THIS LINE

Date scheduled: _____ Time: _____ Room: _____

NOTE: Permit Applications requiring plan review are accepted: Monday-Tuesday-Thursday-Friday 8:00-4:00
Wednesday 10:30-4:00

CITY OF KIRKLAND

PRE-SUBMITTAL CONFERENCE INFORMATION

PURPOSE: A Pre-submittal Conference is a meeting between those interested in developing a particular 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 project road blocks, and to determine what information will be required for a complete application and/or to answer questions. 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. *Because staff reviews the proposed project in advance, applicants are discouraged from bringing substantial revisions to the meeting.*

There are two types of Pre-submittal Conferences designed to assist customers: Land Use and Building:

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:

- Process I
- Process IIA
- Process IIB
- Short Plats
- Variances
- Planned Unit Developments
- Master Plans
- Design Review applications for development in certain business districts.

Please contact the Planning Department at (425) 587-3225 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. City staff members from the Planning, Building, Public Works and Fire Departments may attend this conference.

Four sets of plans are required for land use permit pre-submittal meetings. The plans required are vicinity plans and conceptual drawings of the proposed project to include approximate location of all significant trees (at least 6" diameter).

The Land Use Permit pre-submittal application form, the plans, and fees are submitted to the Planning Department. At that time a pre-submittal conference date, time, and location is scheduled.

VESTING: Projects do not obtain vested rights at the time of Pre-submittal. Projects become vested at the time of complete submittal for permit.

BUILDING PERMIT PRE-SUBMITTAL CONFERENCE:

Pre-submittal conferences are **RECOMMENDED** prior to submitting an application. There is no size or type of projects excluded from this type of pre-submittal conference. It is **HIGHLY RECOMMENDED** for:

- New commercial/multi-family projects
- Additions to commercial/multi-family projects
- All restaurants
- Complex tenant improvements
- Automobile dealers
- Complex single family residences

City staff members from Building, Fire, Planning, and Public Works normally attend these pre-submittal conferences unless the customer specifies a department's presence is not necessary. Please contact the Building Department at (425) 587-3600 with any questions regarding this type of pre-submittal conference.

Four sets of plans are required for a pre-submittal conference. It is recommended that plans include vicinity plans, site plans with existing and proposed contour lines (include parking lot, circulation system, significant trees (at least 6" diameter) and any natural features. Elevations of all sides of any proposed structure and floor plans.

In the Rose Hill Business District, an Exterior Lighting Plan is required. (Customer will gain more information based on the level of detail provided.)

The pre-submittal application form, plans, and fees are submitted to the Building Department. At that time, a pre-submittal conference date, time, and location are scheduled.

GENERAL INFORMATION:

Meeting dates and times for both types of pre-submittal conferences are assigned first come, first served based on application date. Conferences are scheduled a minimum of ten (10) business days in advance. Meetings are Tuesday mornings at 11 a.m. and 1:30 p.m., and Thursday afternoons at 1:30 and 2:30 p.m.

FEES: The cost of a pre-submittal conference is \$504. If the permit application is received within 180 days from the pre-submittal conference, the \$504 will be applied to the permit. The City will review and provide feedback on the documentation submitted at the time of original application. *Documentation that is substantially revised after the original application may require additional review and may be charged additional fees if applicable.*

VESTING: Projects do not obtain vested rights at the time of Pre-submittal. Projects become vested at the time of complete submittal for permit.

It is recommended 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.

NOTE: City staff will assign addresses for your project at time of submittal. The site address may need to be changed to conform to Addressing standards.