



Planning Services
Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032
Permit Center (253) 856-5302 FAX: (253) 856-6412
www.KentWA.gov/permitcenter

Pre-Application Conference

Application Fee...See Fee Schedule

Please print in black ink only.

NOTICE: Materials delivered by courier or by mail will not be accepted.

Application #: _____ KIVA #: _____
P.S. OFFICE USE ONLY P.C. OFFICE USE ONLY

Application Name: _____

Proposed Use: _____

Address/Location: _____ Zone: _____

King County Parcel Number (s): _____ Acres: _____

1/4 Section _____ Section _____ Township _____ N Range _____ E

Applicant: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ E-mail: _____

City/State/Zip: _____ Signature: _____

Professional License No.: _____ Contact Person: _____

Property Owner 1: (mandatory if different from applicant; attach additional info/signature sheets if more than one property owner)

Name: _____ Daytime Phone: _____

Mailing Address: _____ E-mail: _____

City/State/Zip: _____ Signature: _____

Property Owner 2: (if more than two property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____

Mailing Address: _____ E-mail: _____

City/State/Zip: _____ License No.: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ E-mail: _____

City/State/Zip: _____ License No.: _____

P.C. OFFICE USE ONLY:

Date Stamp:

P.C. Initials: _____



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Pre-Application Conference Application Instructions

I. Pre-Application Conference

- A. A pre-application conference is designed to bring the applicant and city staff together to review and discuss a project in its initial stages.
- B. The purpose of this meeting is to advise the applicant of applicable city ordinances, permit procedures as well as department requirements and regulations. In addition, the city staff can identify potential site problems, discuss options, alternatives and solutions to help expedite the processing of building, engineering, fire and land use permits and approvals

II. How to Apply

- A. Provide all information requested on the application form and accompanying application requirements. The map does not need to be prepared by a registered land surveyor but the scale and information does need to be as precise as possible.
- B. The City of Kent has a variety of resources available to help an applicant access the required information for a pre-application conference. These resources include, Geographic Information System mapping capabilities, water and sewer utility service area maps, wetland inventory, City of Kent Development Assistance Brochures, etc. Other helpful resources include King County parcel viewer and online services such as Google or Bing maps.
- C. Return the completed forms and submit the required number of copies as stated on the application and the appropriate fee to the Permit Center.
- D. All items requested on the application must be submitted at the time of application in

order for the application to be accepted. Failure to provide all pertinent information may prevent the city from identifying all applicable issues or providing the most effective pre-application conference.

III. Fees

The application must be submitted with an application fee before the meeting can be scheduled. See Fee Schedule or contact the Permit Center at (253) 856-5300 for application fees. Make the check payable to the City of Kent.

IV. Pre-Application Conference Discussion and Response

At the pre-application conference, the applicant will have an opportunity for dialogue with staff regarding how the city's codes and regulations will apply to the project.

Planning Services will provide a letter outlining significant issues identified during the meeting and the permit submittal requirements associated with the prospective development.

It is impossible for the pre-application conference to be an exhaustive review of all potential issues. The discussion at the conference or the informational letter and forms do not bind or prohibit the city's future application or enforcement of applicable law. Changes to the proposed development may result in changed or additional conditions applying to the project.

Any person requiring a disability accommodation should contact the city in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.

Pre-Application Conference

Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION:

- ☐ A. The completed original application making sure that all of the required signatures have been obtained.
- ☐ B. Three (3) copies of a written narrative describing in detail the proposed development including uses, number of lots to be created, number of stories and type of construction.
- ☐ C. Three (3) copies of a site plan depicting the proposed project, drawn to a decimal scale, on sheets a minimum of 11"x17", plus three (3) copies of same reduced to 8 1/2" x 11". The maps must be drawn to an engineering scale, and be legible to review staff.

The site plan must include the following information:

1. Project or subdivision name.
2. Applicant's name, e-mail address, phone number and mailing address.
3. Vicinity map clearly showing the location of the project with respect to public streets and surrounding development.
4. Site address and King County parcel number(s).
5. Total square footage of the parcel(s) to be developed or subdivided.
6. Proposed building footprint(s) and parking layout.
7. Dimensions and square footage of existing and proposed lots and tracts.
8. North arrow, engineering scale and date of plan.
9. Adjacent uses (undeveloped, single family, commercial, etc.).
10. New lot numbers (if any).
11. Location and width of existing and proposed easements for access, drainage, utilities, etc., existing and

proposed driveways within 300 feet, road easements and right-of-way on the site, and on adjacent properties, including those across the street.

12. Location of fire hydrants closest to the site.
13. Location of all utility poles, streetlights etc., in the public right-of-way adjacent to the site.
14. Location, square footage and use of all existing buildings on the site.
15. Distances of structures from existing and proposed lot lines.
16. General location of significant trees (6" or greater diameter measured at 3' above the ground).
17. Names of water and sewer providers.
18. Location of water and sewer mains closest to the site.
19. Square footage of existing and proposed impervious surface.
20. Conceptual water, sewer and stormwater design (include detention and water quality facilities).
21. Statement of soil type, drainage conditions, existing land cover, wildlife present and any other environmental factors.
22. For all multi-family, commercial and industrial projects, provide a conceptual vehicle maneuvering diagrams (See DEVELOPMENT ASSISTANCE BROCHURE #6-4, Vehicle Maneuvering Diagrams, for additional information).
23. Fire access road/drive within 150 feet of all portions of the exterior first floor of all structures. If not providing a fire access completely around each building, provide fire turn-around(s) with an unobstructed 45-foot radius.
24. Approximate square footage and approximate percent of total area in open space.
25. Known water features including but not limited to, lakes, ponds, wetlands, year-round or seasonal streams, creeks, gully or natural drainage way, drainage ditches, etc.

26. Any known hazard area slopes.
27. Approximate contours and/or elevations, at a minimum of five-foot intervals.
28. Names, locations and dimensions of any proposed parks, open spaces, tracts and reservations.

If the project seeks to subdivide land, the site plan shall also include the following:

29. Conceptual building footprints for each lot. Specify the access point and front facade orientation and the required 20' x 20' parking pad for each home.
Please note: City standards for single family development require that at least 50 percent of the lots support a diminished garage design. Two separate diminished garage styles are required. Additionally, 50 percent lots are required to provide a combined side yard setback of 16 feet, with a minimum setback on one side of 5 feet. The remaining 50 percent of the lots may have a minimum 5-foot side yard setback, provided that second floor rescue window or an automatic fire sprinkler system is provided.
30. Show location of 10-foot landscape area around the perimeter of the storm pond and along perimeter streets where direct access to the new lots is not provided.
31. Show the name, location, dimensions, and total square footage (450 sq. ft. per lot minimum) of the on-site recreation tract. **A fee-in lieu of on-site recreation space is preferred for all short plats.**
32. Retention of significant trees (6 inches diameter or greater) shall be considered during site design. Within the perimeter 10-foot landscape tract, all significant trees which will not constitute a safety hazard shall be retained. Within the site interior a minimum 15 percent of the diameter inches of all significant trees shall be retained; however, alder and cottonwood diameter inches shall be reduced by 50 percent. A tree retention plan per Kent City Code Section 12.08.240.E is required with the preliminary subdivision or preliminary short subdivision application and with the grading permit application.

Note: As part of the building permit review process for each new home, residential design review will be required per the standards contained in Kent City Code Section 12.09.045.C.

- ☐ D. **Optional information.** The following items are not required, but may allow staff to prepare a more specific, helpful response at the pre-application conference. Please provide one (1) copy of the following:

A list of questions for staff.

The type of proposed construction.

Information related to hazardous material uses rooms.

Stormwater drainage calculations.

Wetland delineation or mitigation plans.

A list of major issues related to the project and known code alternatives to be requested.