



CITY OF KIRKLAND
PLANNING AND COMMUNITY DEVELOPMENT
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225

www.kirklandwa.gov

INNOVATIVE HOUSING DEMONSTRATION PROJECT APPLICATION

This permit application packet is designed to obtain all the information necessary to allow the City to make a well-informed decision on your application. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information.

On September 3, 2002, the Kirkland City Council adopted Ordinance 3856, an interim zoning ordinance to allow up to five innovative housing demonstration projects to be approved on properties within the RS and RSX zones of the City. The innovative housing styles that are allowed under the interim ordinance are cottages, compact single-family homes, and duplexes and triplexes designed to look like single-family homes. Maximum unit sizes, the number of units allowed in lieu of each traditional single-family home, and other development standards are outlined in Ordinance 3856. The goals of the innovative housing demonstration program are to:

- Increase housing supply and the choice of housing styles available in the community through projects that are compatible with existing single-family developments; and
- Promote housing affordability by encouraging smaller homes.

The ordinance establishes a two-phase process for innovative housing demonstration projects. This application packet is for the first phase of the process - selection by the Planning Commission. **The deadline for submitting applications for the first phase is November 15, 2002.** The criteria to be used in this phase are:

- Consistency with the intent of the innovative housing goals of providing housing choice (specifically demonstrating those housing styles identified in this ordinance), compatibility with surrounding development, and improving housing affordability.
- Not more than two innovative housing proposals shall be allowed per City recognized neighborhood and proposals must be at least 1,500 feet from any other innovative housing proposals under this ordinance.

In addition, the Planning Commission may not select more than two projects that demonstrate the same single housing type.

Those proposals selected by the Planning Commission will be allowed to apply for a Process IIB permit as an innovative housing demonstration project. Each of those projects will be required to hold at least one neighborhood meeting, including City staff attendance, prior to submittal of a Process IIB application.



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APPLICATION CHECKLIST:
INNOVATIVE HOUSING DEMONSTRATION PROJECT

The following is a list of materials which must be submitted with your application. Please do not turn in your application until all items which apply to your proposal have been checked off.

RETURN THIS CHECKLIST WITH APPLICATION

Applicant
to check if
completed

Pre-Submittal Meeting

A meeting with a planner is required prior to submittal. Please contact Dawn Nelson at 425-587-3230 to arrange a meeting.

☐

Application

A completed application form and supporting affidavits (pages 4 & 5). The application must be signed by all individuals holding an ownership interest in the property.

☐

Plans

A boundary survey of the subject property certified by a registered land surveyor licensed in the State of Washington.

☐

Five (5) copies of dimensioned plans drawn at a scale between 1" = 20' and 1" = 50', in ten-foot intervals, containing the following information:

☐

- a. Proposed name of the project. ☐
- b. Location by section, township, range, and/or other legal description. ☐
- c. Name, address and phone number of the applicant and agent, if any. ☐
- d. Name, address and phone number of the person preparing the drawings. ☐
- e. Scale of drawing, date and north arrow. ☐
- f. Existing topography of the land indicated by contours at two-foot or five-foot intervals. ☐
- g. Location and extent of significant natural features such as streams, wetlands, the driplines and trunks of all evergreen trees 8 inches in diameter or greater and all deciduous trees 12 inches in diameter or greater - measured one foot above grade, and water bodies on and immediately adjacent to the property. A notation indicating which significant trees are proposed to be retained and removed. A report from a certified arborist may be required to certify that the significant trees are healthy. ☐
- h. The lot lines of adjoining properties and the location of structures on those properties for a distance of at least 30 feet. ☐

- i. Layout, dimensions and size (excluding access easements and rights-of-way) of the typical single-family lots that could be developed under standard zoning and subdivision regulations. ☐
 - j. Layout, dimensions and size of the proposed lots. Gross floor area of the proposed units. ☐
 - k. Parcels of land intended to be dedicated for public use, or reserved for use of owners of the property in the subdivision, including the dimensions and size of said parcels. ☐
 - l. Location and dimensions of existing and proposed improvements in existing and proposed rights-of-way and easements serving the proposed development (right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code). ☐
 - m. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans. ☐
-
- Sample building elevation drawings. ☐
 - Site elevation and/or perspective drawings. ☐
 - One (1) copy of all plans reduced onto 8½" x 11" sheets. ☐
 - Written response to approval criteria. ☐



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APPLICATION FORM: INNOVATIVE HOUSING DEMONSTRATION PROJECT

PRIMARY CONTACT PERSON:

Applicant's name: _____ Daytime
phone: _____

Applicant's mailing address: _____

Fax Number: _____ Email Address: _____

Note: If applicant is not property owner, he/she must be authorized as agent (see page 7).

SECONDARY CONTACT PERSON:

Property Owner's name: _____ Daytime
phone: _____

Owner's address: _____

Fax Number: _____ Email Address: _____

A COPY OF THE STAFF REPORT, MEETING AGENDAS AND THE NOTICE OF FINAL DECISION
WILL BE MAILED TO THE APPLICANT. PLEASE INDICATE IF YOU WOULD ALSO LIKE A COPY OF
THESE MATERIALS TO BE SENT TO THE PROPERTY OWNER: **YES** _____ **NO** _____

(1) Property address (if vacant, indicate lot or tax number, access street and nearest intersection):

(2) Tax parcel number: _____

(3) The property is zoned: _____ and is presently used as: _____

(4) Size of property _____

(5) Number and type of proposed units: _____

(6) Intended ownership structure: _____

(7) Proposed name of development: _____

(8) If one large lot suitable for subdivision remains, explain reason: _____

(9) Has the property been subdivided before? _____ If so, what is the Department of Planning and
Community Development permit number? _____

(10) Have you met with a planner prior to submitting your application? YES ___ NO ___

Name of planner: _____ Date of pre-submittal meeting: _____

YOUR APPLICATION WILL NOT BE COMPLETE UNTIL ALL DOCUMENTS LISTED ON THE APPLICATION
CHECKLIST ARE SUBMITTED.

**YOU MAY NOT BEGIN ANY ACTIVITY BASED ON THIS APPLICATION UNTIL A DECISION, INCLUDING THE
RESOLUTION OF ANY APPEAL, HAS BEEN MADE. CONDITIONS OR RESTRICTIONS MAY BE PLACED ON
YOUR REQUEST IF IT IS APPROVED. AFTER THE CITY HAS ACTED ON YOUR APPLICATION, YOU WILL
RECEIVE FORMAL NOTICE OF THE OUTCOME. IF AN APPEAL IS FILED, YOU MAY NOT BEGIN ANY WORK
UNTIL THE APPEAL IS SETTLED. YOU MAY ALSO NEED APPROVALS FROM OTHER CITY DEPARTMENTS.
PLEASE CHECK THIS BEFORE BEGINNING ANY ACTIVITY.**

***If you suspect that your site contains a stream or wetland or is adjacent to a lake; you may need a permit
from the state or federal government.***



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STATEMENT OF OWNERSHIP/DESIGNATION OF AGENT

The undersigned property owners, under penalty of perjury, each state that we are all of the legal owners of the property described in Exhibit A, which is attached as page 8 of this application, and designate _____ to act as our agent with respect to this application.

AUTHORITY TO ENTER PROPERTY

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

HOLD HARMLESS AGREEMENT READ CAREFULLY BEFORE SIGNING

The undersigned in making this application certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans and/or specifications submitted with said application and hereby agrees to defend, pay, and save harmless the City of Kirkland, its officers, employees, and agents from any and all claims, including costs, expenses and attorney's fees incurred in investigation and defense of said claims whether real or imaginary which may be hereafter made by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the City of Kirkland, its officers, employees and agents upon any maps, designs, drawings, plans or specifications, or any factual statements, including the reasonable inferences to be drawn therefrom contained in said application or submitted along with said application.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Applicant

Signature: _____
Name: _____
Address: _____

Telephone: _____
e-mail address: _____

Property Owner #1

Signature: _____
Name: _____
Address: _____

Telephone: _____
e-mail address: _____

Agent (Other than Applicant)

Signature: _____
Name: _____
Address: _____

Telephone: _____
e-mail address: _____

Property Owner #2

Signature: _____
Name: _____
Address: _____

Telephone: _____
e-mail address: _____



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EXHIBIT A: LEGAL DESCRIPTION