Planning Services
Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032
Permit Center 253-856-5300 FAX: 253-856-6412
KentWA.gov/permitcenter

Critical Areas Review Application

Please print in black ink only.

Application Fee...See Fee Schedule

Reference Permit #:_____ **KIVA #:** _____
(If applicable) OFFICE USE ONLY

Application Name:_____

Address/Location:_____

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

¼ Section_____ **Section** _____ **Township**_____ **Range** _____

❑ Delineation Report

❑ Conceptual Mitigation Plan

❑ Monitoring Report

Applicant: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____

City/State/Zip:_____ Email Address: _____

Signature: _____ Date:_____

Property Owner 1: (mandatory if different from applicant) (if multiple property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email:_____

City/State/Zip:_____ Signature: _____ Date: _____

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: _____
(Please Print)

Mailing Address: _____ Fax Number: _____

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

Signature: _____ Date: _____

Email Address: _____

OFFICE USE ONLY:

Date Application Received: _____ Received by:_____

INSTRUCTIONS TO APPLICANT/CONSULTANT:

Please be sure to include all reports, plans, sketches,
photos and maps which may assist in complete review and consideration of your critical areas review application. Critical area reviews apply to wetlands, streams, fish and wildlife conservation areas and steep slopes. For further information on preparation of reports and plans, please refer to the following Development Assistance Brochures: #7 Geotechnical Reports, #9 Wetland Delineation Reports, #10-1 Conceptual Mitigation Plans and 10-2 Final Mitigation Plans. Failure to provide all pertinent information may result in delayed processing or denial of this application. Please submit this application and applicable fee(s) to the Permit Center at 400 W. Gowe Street, Kent, WA 98032.

CRITICAL AREAS REVIEW APPLICATION INSTRUCTIONS

General Information

The critical areas review process establishes conditions and constraints for on-site development due to the presence of wetlands, streams, steep slopes or other critical areas as defined in Kent City Code Chapter 11.06 Critical Areas.

The decisions made during this review process are based on the codes and guidelines in effect at that time and readily available information at the time of the review. This review process covers only critical area issues. There frequently are additional conditions or limitations stipulated under the land-use plan review process that are not addressed during this critical areas review.
If additional relevant information becomes available during the review of subsequent formal building/development permit applications, additional studies beyond those indicated in the critical areas review may be required by the City.

CRITICAL AREA REVIEW PROCESS

I. Application Form

Provide all information requested on the application form and accompanying application requirements. Complete all items on the form as clearly and in as much detail as possible. Return the completed forms and supporting materials with the required number of copies and the appropriate fees to the City of Kent Permit Center for review. All items requested on the application and any other material that may be required by the City must be submitted at time of application in order for the application to be accepted.

II. Filing Application

The City of Kent Permit Center staff will review applications for completeness at time of intake. Those applications deemed incomplete will be returned to the applicant for further action.

III. Submittals

Detailed technical studies or critical areas reports as outlined in the critical areas review submittal requirement checklist. Prior to application, the property boundaries requested for review must be clearly flagged. Failure to clearly flag the critical area on the property may result in review delays and additional fees. Additional site visits and re-reviews will be billed hourly.

THESE INSTRUCTIONS PROVIDE GENERAL INFORMATION ONLY AND DO NOT REFLECT THE COMPLETE TEXT OF THE PERMIT PROCESS REVIEW. SEE THE KENT CITY CODE FOR COMPLETE TEXT AND REQUIREMENTS.

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.

Critical Areas Review Application Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN REQUESTING A CRITICAL AREAS REVIEW

❑ A. The completed original application, making sure that all of the required signatures are obtained.

❑ B. One copy and a pdf on a CD or thumb drive of technical or critical areas reports including wetland reconnaissance reports, wetland delineations, stream reports and geotechnical or soils reports.

❑ C. One copy and a pdf on a CD or thumb drive of a detailed site plan drawn to an engineering decimal scale (i.e. 1 ”= 20’ not 1/8 “ = 1‘ architectural scale). The site plans must include the following information:

1. Vicinity map clearly showing the location of the project with respect to public streets and other parcels.
2. Property lines and dimensions.
3. North arrow.
4. King County parcel identification numbers.
5. All existing improvements, including structures, roads, and utilities on the property.
6. Critical areas, including wetlands, streams, and geologic hazard areas.
7. Existing topography and contour lines. The following intervals shall be used. 1-foot for general applications and 5-foot maximum for steeper sites.