



APPLICATION SUBMITTAL NOTIFICATION
City of Woodinville

Development Services Department
425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072
Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

Permit Number(s): CUP14001

Date: 9/25/14

Contact Name: John Oka

Contact Mailing Address: 22840 NE 26th Street, Sammamish, WA 98074

Site Address: 19151 144th Ave NE Suite L

Project Name/Description: Dance Studio within an existing building

Thank you for your application submittal. This letter is your official notice that your application submitted on September 11, 2014, is considered:

- Complete
- Incomplete - The following information must be submitted for a complete application. Please submit three copies.**

- 1. Information on floor space.** Please provide information on the location of your studio on the plans, size of the space, and floor plan of the space. It is difficult to understand the scale of the project.
- 2. Conditional use permit criteria.** Please provide a response to the conditional use permit criteria that includes a clear explanation of how the proposal will meet each of the criteria. For instance, simply stating that the proposal does not have an impact on health and safety is insufficient -- you must justify how and why this is the case. Please provide a response to the requirements of conditional use permit criteria by explaining how your proposal meets the criteria. Please contact me if you need assistance with this.
- 3. Parking Information.** Please provide an updated parking study that includes your business in the study and updates any necessary changes in occupancy. We are unable to verify if there is sufficient parking on site based on the requirements and the information in the existing parking study. Based on the August 2012 parking study on file with the City, parking counts were conducted for several businesses in the complex excluding a 10,000 square foot potential retail or office space. The report should identify if there are any new businesses in the building and if parking demand has changed.

Other Permits Required: The following additional permits will be required for this project. This project is not vested to the requirements of these permits until a separate complete application is submitted: None.

Complete Applications. Processing and review of a permit application may begin when it is deemed complete. A COMPLETE APPLICATION IS NOT AN APPROVED APPLICATION. A permit application is complete when it meets the submission requirements outlined in the submittal checklist. The City's determination of completeness does not preclude the City from requesting revisions, additional information or studies if new information is required, corrections are needed, or where there are substantial changes in the proposed action.

Incomplete Applications. An incomplete application will not be processed. The Applicant has 90 calendar days to submit all the required information to receive a notice of complete



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application. If the required information is not submitted within the 90 calendar day period, the application will be considered lapsed for failure to submit the necessary information in a timely manner and the file will be closed.

If you have questions regarding the City's permit review process, please do not hesitate to call the City at (425) 489-2754. Our office hours are 7:30 a.m. – 5:00 p.m., Monday through Thursday and 7:30 a.m. – 4:00 p.m. on Fridays.

Sincerely,

Jenny Ngo
Senior Planner

Use proposed: Dance Studio Is use permitted: Yes (Conditional) No Is this permit impacted by nonconforming use? Yes No

cc: Original to Applicant, File copy, Correspondence copy