



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

EXHIBIT 4  
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Permit Number(s): SEP11018

Date: November 29, 2011

Contact Name/Number: Thomas Hansen / 425-877-2291

Contact Address: 17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072

Site Address: Woodinville-Duval Road between 156<sup>th</sup> Avenue NE and east City limits

Project Name/Description: Widen NE Woodinville-Duval Road to three lanes, including additional center turn lane and pedestrian and bicycle facilities.

Thank you for your application submittal. This letter is your official notice that your application submitted on October 25, 2011, is considered:

**Complete On: November 22, 2011, as mandated by City Code. However, this project is placed on hold at this time until the following items are submitted:**

1. **Application Form.** Please fill out the Master Land Use Application Form (enclosed).
2. **Site Plan.** Please provide three (3) sets of full size, and one (1) set of reduced size (maximum 11x17) site plan.
3. **Civil Plans.** Please provide three (3) set of full size, and one (1) set of reduced size (maximum 11x17) civil plans, including clearing and grading, road, drainage, erosion control, topography and utility plans.
4. **Drainage Report.** Please provide three (3) copies of the drainage report (or state that one will not be completed for this project).

The fee for this project is \$6,849.00. The fee is not required to begin review, but will be required prior to approval of the project.

**Other Permits Required:** The following additional permits may be required for this project. This project is not vested to the requirements of these permits until a separate complete application is submitted: Building Permit, Site Development Permit.

**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 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.



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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,

Erin Martindale  
Senior Planner

Enclosed: Master Land Use Application Form

cc: Original to Applicant  
File copy  
Correspondence copy