



Notice of Incomplete Application

[Commercial Site Development Permit Information & Submittal Checklist](#)

Date 05-29-2026 Parcel #s 3624079101, 3624079103, 3624079039, 3624079100, and 3624079093
Application ID# FLOD26-0137

Thank you for submitting your permit application. At this time, we cannot accept your application because it is missing some required items, corrections, or additional information.

You will need to provide all the requested items within **30 days** from the date of this notice. If we do not receive these items within **30 days**, your application may be canceled, and you will need to submit a new application to continue with your project.

Please be aware there is a maximum of two incomplete application notifications. If you don't respond in full after the second incomplete application notification, your application will be canceled.

Resubmissions must be made as a single, complete package that fully addresses staff comments and requested for information. Submitting materials "piecemeal" may be considered incomplete and could result in cancellation after two Requests for Information (RFIs).

Steps to complete your application:

- Submit the items or re-submit corrected items that are checked or described on the following pages to Mybuildingpermit.com
- Click the links next to the checked items for more information and/or to download the required forms. Additional information may also be attached to this document where noted.
- For questions regarding the requested information or revisions, contact the applicable reviewer listed in the table below after consulting applicable reference materials.
- Failure to submit the items within **30 days** from the date of this notice may result in rejection of your application. If your application is rejected you will have to re-apply.

The parcels are located within a regulatory floodplain, FEMA 100-year floodplain, FEMA floodway, or contains a Flood Hazard Area, as defined by KCC 21A.06.475:	
☒	Flood Hazard Certificate
☐	Flood Plain Development Worksheet (now in MyBuildingPermit.com)
☐	Flood Plain Development Application
Engineering Review Comments- Flood Review	

Notice of Incomplete Application (continued)

☒	Please complete Section A of the Flood Hazard Certificate. Screen shot below. No structures or development are proposed within the determined floodplain. Section A submitted by: (printed name) Date: Department of Local Services, Permits Page 3 of 7 www.kingcounty.gov October 2024
☒	King County Surface Water Design Manual Section 4.4.2.2 Approximate Floodplain Study. Identify all flood hazard areas. The engineering plan, stamped by a licensed civil engineer, must show the proposed site is at least 10 feet above the ordinary high water elevation of the water feature(s) in question, or at least 2 feet above the downstream overflow elevation, whichever is less. Determine the approximate base flood elevation for each flood hazard area. Clearly show the base flood elevations for each flood hazard area on the engineering plans. Show the elevation of the project site in relation to the flood hazard areas.
☒	The portion of the site that is at or below the assumed base flood elevation must be delineated and designated as floodplain on the engineering plans. A notice on title in accordance with KCC21A.24 must be recorded for the site prior to flood permit issuance. The resubmission must meet all the requirements outlined in Section 4.4.2.2.
☐	If checked, see last page for additional comments