



www.redmond.gov/LandUseForms

# PREP Applicant Memorandum of Understanding



Office Use Only			
DATE: _____	PROJ: _____	LAND: _____	ACCEPTED BY: _____
			Plan Type: _____

The purpose of PREP is to minimize the timeframes for approval of land use applications. In doing so, the PREP process is one whereby staff and the applicant work collaboratively, one on one with the Development Team in the development of the application prior to submittal. Under PREP, formal submittals are not accepted and considered complete, until they are code compliant.

Inherent in the success of this process is a mutual commitment by staff and the Development Team to provide responsive, thorough, and timely comments during development of the application. Through this commitment, staff is able to assist applicants in creating code-compliant submittals that will allow the City to issue a decision within the shortest possible timeframe. As such, the City requests that applicants choosing to utilize PREP sign this Memorandum of Understanding demonstrating their commitment to the PREP process.

1. **Description of Project** (please provide a brief description of the project including the zoning designation for the site, the site size, the proposed use, number of buildings and/or lots proposed):

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2. **Project Contacts**

**Applicant (Primary Contact) Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Civil Engineer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Architect Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Land Surveyor Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Arborist Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Geotechnical Engineer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Wildlife/Environmental Biologist Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Other Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

3. The following Development Services staff will serve as the primary contact throughout the review of the proposal:

**Project Planner Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Engineering/Transportation Reviewer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Water/Sewer Reviewer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Stormwater/Clearing and Grading Reviewer Name:** \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Fire Department Reviewer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_

4. **Review Timeframes:** The Development Team agrees to adhere to the three (3) 30 business day review cycles. Development Services staff agrees to provide feedback (as oral, written, and/or redlines) within 10 business days associated to any new information submitted.
5. The Development Team understands that if the Team cannot meet the three (3) 30 business day review cycles, they shall request, in writing, a one-time extension of 30 days. The Development Team understands that **only ONE extension shall be allowed**. If the Development Team cannot resubmit requested information with the extension period, the PREP process shall be terminated. In rare, specific circumstances, an extension period greater than 30 days may be granted, for example if the applicant is awaiting a decision from another agency with jurisdiction, or if the proposal relies upon negotiation with an adjacent property owner. In these cases, the applicant must demonstrate reasonable progress toward issue resolution. If and when the PREP process is terminated, the applicant may not reapply for the PREP process.
6. **Design Review:** The Development Team agrees that if Design Review Board approval is required, they shall attend as many meetings with the Design Review Board as is necessary until the Board is ready to recommend approval of the plans.
7. The Development Team understands that although Design Review Board review occurs concurrently with staff review, that staff review comments may require changes to the DRB submittal as design of the project progresses.
8. **Requests for Code Deviations/Flexibility:** The Development Team understands that deviations from or flexibility of code requirements are only allowed where the Redmond Zoning Code provides explicit authority for such deviations or flexibility. Therefore, the Development Team agrees that any request for flexibility or deviation from code requirements shall be made in writing, and shall only be made where there is code authority to provide the flexibility requested. For more information regarding the process to request a deviation from the code, please contact the project planner.
9. **Formal Submittal of Application:** The Development Team understands that prior to submittal of a complete application (formal submittal), at least one Coordination meeting must occur. For this meeting, the

applicant must prepare plans that show the project, as designed up to that point, in its entirety (site, civil, landscape, and architectural plans). The coordination meeting shall not take place any sooner than 10 business days after submittal of the plans.

10. The Development Team agrees and understands that a Submittal meeting is required prior to allowing submittal of the formal application. The purpose of this meeting is to verify that the project is code compliant, and that all applicable submittal requirements are provided as outlined in the applicable PREP submittal requirements checklist. The Submittal meeting shall not take place any sooner than 10 business days after submittal of the plans/materials.
11. The Development Team agrees that a formal, complete application must comply with the applicable PREP submittal requirements. If an applicant chooses to opt out of the PREP process early, and submit plans under the standard review process, (not determined code-compliant), then the applicant understands that **resubmittal fees may likely apply** due to the City's request for additional information.
12. **Vesting/Permitting Timeframes/Termination of PREP:** The Development Team and Development Services staff agree and understand that an application for Plat, Short Plat, or Binding Site Plan may need to be submitted for vesting purposes. In these cases, the PREP process shall be terminated, and the proposal/application shall undergo the standard review process.
13. The Development Team understands that PREP is a voluntary process to achieve code compliance prior to application intake and that the permitting timeframes required by the Redmond Zoning Code do not apply until such time as a complete application is submitted and accepted by the City.
14. The Development Team agrees that if at any time, they wish to terminate the PREP process and submit a complete application under the standard City review process, they will submit such request in writing and the PREP process shall be terminated at that time.

I understand and agree to the above terms regarding PREP.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date