

When is a Land Use Permit Required?

Questions? Contact the Planner on Call at <u>PlannerOnCall@Redmond.gov</u> or 425-556-2494

A Land Use Permit is typically required for the following actions:

- Any public, semi-public or private proposal for new construction or exterior modification to a building or site including multi-family, commercial, industrial, utility construction.
- Expansion or remodeling of structures, parking or landscaping.
- Subdivision of land or modification to property boundaries.
- Interior tenant improvements that propose additional square footage (such as a mezzanine) or that propose a use classified as a special use or conditional use.
- Approval of Master Plans.
- Proposed development within Shoreline Jurisdiction.
- Construction or installation of telecommunication facilities.
- Modifications to historic landmarks.
- Proposed variances or modifications to adopted regulations such as site requirements, critical areas regulations and shoreline regulations.

Below is a list of categories of various actions and the potential Land Use Permit Requirements.

Subdivision of Land or Modification to Property Line or Boundary*

- <u>Preliminary Plat (Type III Process):</u> For subdivision of land into 10 or more lots.
- Short Plat (Type II Process): For subdivision of land into 9 or fewer lots.
- Binding Site Plan (Type II Process: Typically used for subdivision of nonresidential land where applicable site requirements such as parking, landscaping and setbacks are applied on a project-wide basis, rather than on a per-lot basis.
- <u>Boundary Line Adjustment: (Type I Process):</u> Used to modify or eliminate a property line in such a manner as to not create a new buildable lot or lots.

*Other related permits may apply, see below.

<u>Construction or Addition/site modification of multi-family or non-residential development</u> (such as commercial, industrial, retail, institutional, public, semipublic, utility etc)*

- Administrative Modification (Type II Process): For actions where no new land
 use, increase in density, changes in location or number of access points,
 reduction in landscaping or parking, increase in square footage or structure or
 increase in height is proposed, except that a modification that does not add more
 than the lesser of 10% or 6,000 square feet may be reviewed as an
 Administrative Modification.
- <u>Site Plan Entitlement</u> (Type II Process): Required for any public, semi-public or private proposal for new construction or exterior modification to a non single family building or site, where the proposed use is classified as a permitted use in the applicable permitted use chart. Proposals at or below certain thresholds may be reviewed as an Administrative Modification (see above)
- <u>Special Use Permit</u> (Type II Process): Required for new construction or change of use to a use that is classified as a Special Use in the applicable Permitted Use Chart.
- <u>Conditional Use Permit</u> (Type IV Process): Required for new construction or change of use to a use that is classified as a Conditional Use in the applicable Permitted Use Chart.
- <u>Essential Public Facility</u> (Type IV Process): Required for construction of a use classified as an Essential Public Facility such as an airport, state education facilities, state and local correctional facilities, state or regional transportation facilities, solid waste handling facilities etc.

*Other related permits may apply, see below:

Other Related Land Use Permits that May Be Required:

Work within a Designated Shoreline Area:

If your proposal is located within the designated Shoreline Jurisdiction, it is likely you will need one of the Shoreline-related permits below:

- Shoreline Substantial Development Permit (Type II Process): required for most new construction or development within the Shoreline Jurisdiction
- Shoreline Exemption Permit (Type I Process): Typically for work within the Shoreline jurisdiction where total cost or fair market value does not exceed \$5,000; or includes normal maintenance and repair of a legal structure.
- Shoreline Conditional Use Permit(Type III Process): For uses proposed within Shoreline Jurisdiction classified as a Conditional Use in the Shoreline Master Program
- Shoreline Variance(Type III Process): Required for certain variations to site requirements prescribed in the City's Shoreline Master Program

Designated Historic Landmarks:

If your proposal includes the alteration, addition, demolition or moving of a historic landmark, or the designation of a site or building as a historic landmark, a Certificate of Appropriateness (COA) is required. Your proposal may require a Level I, II or III COA depending upon the nature and extent of the proposal.

Vacation of an Existing Plat, Short Plat, Binding Site Plan or Right of Way Vacation:

Vacation of any land division will require a Plat Vacation (Type V Process). Vacation of Right of Way will require approval of a Right of Way Vacation (Type V Process).

Modification to a Previous Land Use Permit Approval:

Generally, if the proposed modification meets the thresholds listed above for an Administrative Modification, it may be reviewed as an Administrative Modification. If the proposal exceeds or does not meet the criteria, a new application must be filed. Modifications to recorded plats must obtain Plat Alteration approval (Type V Process).

Construction or Installation of a Telecommunication Facility

Depending upon the location and type of facility proposed, a Telecommunication Facility Permit (Type I process), Special Use Permit (Type II Process) or Conditional Use Permit may be required.

Modification to Adopted Regulations or Policies

Modifications to adopted Zoning Code Regulations/Map and Comprehensive Plan Policies/Map require review and approval of a Development Guide Amendment (Type VI Process). Proposed modifications to the City's zoning map may only require a Type IV Process if the proposed zone is within the same Comprehensive Plan Land Use Classification as the current zone.

Approval of Master Plans

Approval of a Master Plan is allowed in all zones for projects of 3 acres or more (or 50 dwelling units for single family). Master Plans are required in the Overlake Village Subarea for projects 3 acres or larger (optional for less than 3 acres), and for development of R-12 zoned land within the Southeast Redmond Neighborhood. Master Plans may be approved through the Type II, III,

IV or V Process depending upon the specific proposal.

If you have questions about Land Use Permit requirements or process, please contact the Planner On Call at

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