



Application Requirements for Administrative Modification



INSTRUCTIONS

To submit an application, an appointment with the [Planner on Call](#) (425.665.2494) is required, please see the [Land Use Permit website](#) for additional information.

All applications are to be submitted online through the E-Track Portal. For more information about user registration and electronic submittal, please see the [E-track Portal webpage](#).

APPLICABILITY

A proposed modification or addition will be reviewed as an Administrative Modification. See

the [Administrative Modification Webpage](#) for more information.

Approval of an Administrative Modification is required to modify any final approval on a project granted pursuant to the Redmond Zoning Code (RZC), excluding all approvals granted by passage of an ordinance or resolution of the City Council and requests to revise a plat governed by [RZC 21.74, Land Division](#). See [RZC 21.76.060 Post-Approval Actions](#) for more details.

The application will be reviewed by City staff for compliance with the State Environmental Policy Act, Redmond Zoning Code, and other applicable codes. The Technical Committee, will then be the decision authority.

I. ELECTRONIC PLAN REVIEW SUBMITTAL STANDARDS

Plans that do not meet the requirements below will be deemed **incomplete**. Incomplete applications will not be reviewed until all requirements have been met as outlined.

A. File Naming Standards:

Submittal Checklist shall be named as shown below:

- **General Application**
- **Design Review Materials**
- **Plan Set**
- **Report_ReportName**
- **SEPA_DocumentName**
- **Deviation_DeviationRequested**

B. Plan Set Standards:

All plans must be drawn to scale, as specifically identified in the checklist, and

each sheet shall state the scale.

Plans sets shall be submitted as one complete document. Individual pages will not be accepted.

C. Acceptable File Types

Plan sets, calculations, reports and other supporting documents must be submitted in a PDF format.

D. Plan Orientation: All plans must be uploaded in "Landscape" format in the horizontal position.

II. PROFESSIONAL

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is

applicable, as well as the signature, shall be provided on the face of the application materials.

III. FORMAT

For the coversheet & site plan, transportation plan, grading plan, fire plan, utility plan and landscape plan shall all use the same base maps, unless prior arrangements have been made.

- A. All plans must make a distinction between existing and proposed features and/or improvements.
- B. A sheet index must be provided on the face of all plan sets
- C. Applicable contact names, phone, address and e-mail shall be provided on each plan sheet.
- D. North Arrow and scale bar must be shown in the same location on each page of the plan sets
- E. Each page of the plans set shall include a legend indicating the symbols used on the page (one legend on front of plan set is not acceptable)
- F. Provide the following plans sets as **three individual PDF files**. The individual plan pages shall be titled and numbered as bulleted pointed below under each of their respective plan set headings.

“Plan Set”

- Coversheet
- Site plan
- Transportation Plan
- Utility Plan
- Grading Plan
- Fire Plan
- Landscape Plan
- Tree Preservation Plan

“Architectural Plan Set”

- Building Elevations
- Floor Plans
- Roof Plans
- Lighting Plans

“Composite Plan Set”

- Composite Site Plan
- Composite Landscape Plan
- Composite Utility Plan
- Civil Engineering Plan

IV. GENERAL

The applicant shall check each of the following items below to confirm that they are included in the application submittal package. If there are requirements in the checklist that may not be required for the scope of work, obtain confirmation from City review staff using this checklist.

Pg #	Design Review Board Materials	Not required (Staff use only)	Staff sign off (staff use only)
	<p>The Design Review Board meets at 7PM on the 1st and 3rd Thursday of each month to review land use projects. Please work with your assigned project planner when scheduling a meeting with the Design Review Board.</p> <p>The following Design Review Board Materials <u>must be submitted at least 14 days prior</u> to the Design Review Board meeting.</p>		

Pg #	Design Review Board Materials	Not required (Staff only)	Staff sign off (staff only)																																																								
	Vicinity map -- shows all properties and existing land uses within 500' of the subject property																																																										
	Statement of Design Intent consistent with the standards set forth in RZC Chapter 21.58 through 21.62, <u>Design Standards</u> . The statement should include text and conceptual drawings and should be based upon a well-defined concept which responds to the community goals and policies identified within Chapter 21.58 through 21.62, <u>Design Standards</u> .																																																										
	<p>Outline all site requirements</p> <table border="1" data-bbox="180 552 1123 1066"> <thead> <tr> <th colspan="4">Site requirements</th> </tr> <tr> <th></th> <th>Requirement per RZC</th> <th>Existing</th> <th>proposed</th> </tr> </thead> <tbody> <tr> <td>Setbacks:</td> <td></td> <td></td> <td></td> </tr> <tr> <td> Front</td> <td></td> <td></td> <td></td> </tr> <tr> <td> Side</td> <td></td> <td></td> <td></td> </tr> <tr> <td> Street</td> <td></td> <td></td> <td></td> </tr> <tr> <td> Rear</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maximum Height</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max. Lot Coverage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max. Impervious Surface</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max. FAR/ density</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Min. Parking Requirement</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max. Parking Requirement</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Min. Landscape Requirement</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Site requirements					Requirement per RZC	Existing	proposed	Setbacks:				Front				Side				Street				Rear				Maximum Height				Max. Lot Coverage				Max. Impervious Surface				Max. FAR/ density				Min. Parking Requirement				Max. Parking Requirement				Min. Landscape Requirement					
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	Elevations (including mechanical equipment screening)																																																										
	Landscape plans																																																										
	Roof plan																																																										
	Floor plans																																																										
	Lighting plans (including cut sheets and photometrics)																																																										
	Contextual site plans (including existing and proposed buildings and their uses, pedestrian connections, open space areas and parking areas within 100 feet of the subject property)																																																										
	Perspectives: new construction or redevelopments, provide perspectives showing proposed structures as viewed from public right-of-way, public trails or other public spaces. Perspectives should also show how the project relates to neighboring structures.																																																										
	Photos of the subject and adjacent properties keyed to the contextual site plan required in the aforementioned item D. Photos may be provided at the meeting.																																																										

Pg #	Design Review Board Materials	Not required (Staff only)	Staff sign off (staff only)
	Project Board: One set of colored site, elevations, perspectives (showing neighboring structures), and landscape plans mounted on foam board (minimum of 24" x 36"). Elevations must show screening of roof top mechanical equipment. These may be provided at the meeting.		
	Material boards to include all significant materials and colors for: <ul style="list-style-type: none"> • Exterior Finish (color chips, minimum of 4"x 4") • Windows/Frames • Doors/Frames • Trim, Flashings, etc. • Roofing (if visible) and rooftop mechanical equipment screening material. <p>Material boards must be at least 24"x36" in size. Items must be labeled to correspond with elevation drawing labels.</p>		

Pg #	General	Not required (Staff use only)	Staff sign off (staff use only)
	General Application Form		
	Project Contact Form		
	Greenhouse Gas Emissions Worksheet		
	Previously Approved Plan Set		
	Previously Approved Staff Report		
	SEPA Checklist		
	SEPA Application		
	SEPA CAO Worksheet		
	Critical Areas Report , if applicable, shall be prepared (see RZC Appendix 1: Critical Areas Reporting Requirements).		
	Cover Sheet and Site Plan		
<p>INSTRUCTIONS</p> <p>All plans must be submitted in a searchable PDF format (non-scanned). The plans shall be drawn to an engineering scale of 1" = 20' or larger are required.</p> <p>All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.</p> <p>Please check each item below and write the applicable page # to confirm the item is included on the cover sheet & site plan.</p> <p>For the subject property and surrounding properties within fifty (50) feet of the subject property unless otherwise noted, including adjacent rights-of-way, the following information shall be shown. These items shall be prepared by a registered Civil engineer in accordance with City of Redmond Design Standards, using 1990 City of Redmond datum for vertical and horizontal control.</p>			

Pg #	Cover Sheet and Site Plan	Not required (Staff only)	Staff sign off (staff only)																																																								
	Legal description and parcel number(s) of the subject property																																																										
	Proposed UBC Construction type																																																										
	Site size: gross and net (square feet and acres)																																																										
	Site Requirements <table border="1" data-bbox="180 422 1123 940"> <thead> <tr> <th colspan="4">Site requirements</th> </tr> <tr> <th></th> <th>Requirement per RZC</th> <th>Existing</th> <th>proposed</th> </tr> </thead> <tbody> <tr> <td>Setbacks:</td> <td></td> <td></td> <td></td> </tr> <tr> <td> Front</td> <td></td> <td></td> <td></td> </tr> <tr> <td> Side</td> <td></td> <td></td> <td></td> </tr> <tr> <td> Street</td> <td></td> <td></td> <td></td> </tr> <tr> <td> Rear</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maximum Height</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max. Lot Coverage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max. Impervious Surface</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max. FAR/ density</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Min. Parking Requirement</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max. Parking Requirement</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Min. Landscape Requirement</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Site requirements					Requirement per RZC	Existing	proposed	Setbacks:				Front				Side				Street				Rear				Maximum Height				Max. Lot Coverage				Max. Impervious Surface				Max. FAR/ density				Min. Parking Requirement				Max. Parking Requirement				Min. Landscape Requirement					
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	Dwelling units allowed and proposed (residential)	Table example:																																																									
	Open Space/landscaping-existing, proposed, minimum Code requirement	<table border="1" data-bbox="789 1020 1208 1182"> <thead> <tr> <th colspan="3">Impervious surface</th> </tr> <tr> <th>Existing</th> <th>Proposed</th> <th>Maximum (per RZC 21.xx.xxx)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Impervious surface			Existing	Proposed	Maximum (per RZC 21.xx.xxx)																																																		
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	Impervious surface-existing, proposed, maximum Code requirement																																																										
	Parking- existing, proposed, minimum, maximum																																																										
	Building height-existing, proposed, maximum																																																										
	ON AND OFF-SITE CONDITIONS (EXISTING AND PROPOSED)																																																										
	Existing and proposed property lines and lots																																																										
	Existing topography at 2-foot contours based upon an actual field survey. Larger contour intervals may be allowed on steep sites. Spot elevation of existing and proposed conditions may be shown for flat sites with no more than 5 feet of total elevation change.																																																										
	Existing topography within 50 feet of the project limits																																																										
	Proposed topography including heights of proposed retaining structures and rockeries																																																										
	Existing and/or proposed easements																																																										
	Existing and/or proposed public or common use areas																																																										
	Fences and other development features																																																										
	Distances between existing and proposed structures on and off the subject property																																																										

Pg #	Cover Sheet and Site Plan	Not required (Staff only)	Staff sign off (staff only)
	Existing streams, wetlands, ponds and other surface water features and associated buffers, and flood prone areas		
	If the project is located within a floodplain, you must provide the Base Flood Elevation		
	Transportation Plan		
	ONSITE TRAFFIC CIRCULATION (INCLUDING CONSIDERATION FOR THE FOLLOWING)		
	Backing zones (away from heavy use areas)		
	Stacking/queuing of vehicles		
	Drop off zones		
	Parking areas, including stall delineation and dimensions		
	Truck/delivery areas with dimensions and turning radii		
	Parking layout (designed by a registered engineer for parking lots exceeding 200 spaces)		
	PEDESTRIAN/TRANSIT/BIKE ACCESS		
	Sidewalk locations		
	Bike rack locations		
	Pedestrian circulation within parking lot		
	Connections to adjacent properties		
	Public Safety features		
	Connection from parking to building entrances		
	All existing and proposed driveways, intersections and land channelization within 150 of the subject property		
	Street lights within 150 feet of the subject property		
	Composite Utility Plan		
	EXISTING AND PROPOSED UTILITIES		
	Location and size of water facilities, including water meters and side sewers (Design Standards available online).		
	Location and size of sanitary sewer facilities (Design Standards available online)		
	Location and size of storm sewer facilities (Design Standards available online)		
	Power, power poles, gas, telephone and cable		
	Fire hydrants		
	Vaults		
	Boxes		
	Underground duct runs		
	Fire Plan		
	Fire Department access and turnaround		
	Fire hydrants		

Pg #	Landscape Plan	Not required (Staff use only)	Staff sign off (staff use only)																					
	CONCEPTUAL DRAWING (INDICATING THE FOLLOWING IN ACCORDANCE WITH RZC CHAPTER 21.32, LANDSCAPING)																							
	Existing vegetation to be retained																							
	General location of proposed trees, shrubs and ground cover																							
	Square footage of landscape area																							
	Ecological Score (if over 500 sf landscaping is required) See RZC 21.32.060																							
	A plant schedule providing the following: <table border="1" data-bbox="180 569 1247 716"> <thead> <tr> <th>Symbol</th> <th>Quantity</th> <th>Scientific Name</th> <th>Common Name</th> <th>Size</th> <th>Spacing</th> <th>Specie Alternatives</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Symbol	Quantity	Scientific Name	Common Name	Size	Spacing	Specie Alternatives																
Symbol	Quantity	Scientific Name	Common Name	Size	Spacing	Specie Alternatives																		
	Vegetation for blank screening (if applicable). Alternatives to blank wall screening/relief could include: <ul style="list-style-type: none"> • Material Differentiation • Texture Pattern • Color Variation 																							
	Parking/vehicle use area screening																							
	Proposed location and species of replacement trees required. Replacement trees shall be designated as such on the plan and be distinguished from other landscape trees.																							
	LOCATION, SQUARE FOOTAGE, PERCENTAGE, AND DIMENSIONS OF APPLICABLE LANDSCAPE AREAS																							
	Interior parking lot landscaping with computation of vehicle use areas																							
	Linkage system landscaping - Downtown zone only																							
	Perimeter landscaping and parking lot perimeter landscaping																							
	Foundation planting																							
	Minimum required and proposed site landscaping (percentage)																							
	Tree Preservation Plan																							
	Tree Preservation Plan showing the surveyed location and drip line of all trees six (6) inches or greater in diameter at breast height (4½' above grade) within the site and for fifty (50) feet outside of the site. Individual trees shall be identified by size and species																							
	Where stands of more than twenty-five (25) trees <u>will not be disturbed</u> , the applicant must depict the size and species name of each significant tree, with the drip line of the stand together with a note indicating the total number of significant trees within the stand.																							

Pg #	Tree Preservation Plan	Not required (Staff use only)	Staff sign off (staff use only)
	<p>Each tree shown must be designated as:</p> <ul style="list-style-type: none"> • <i>Removed</i> • <i>Retained</i> (no construction within 5 feet of the drip line); or • <i>Impacted</i> (trees proposed to remain, but have construction within the drip line or 5 foot drip line setback. Only retained trees may be counted toward the 35% tree retention requirement) 		
	The five-foot drip-line setback shall also be shown for all trees proposed to be retained and impacted		
	Show note for tree protection requirements, include detail		
	Tree Health Assessment prepared by a certified arborist shall be required for all trees on site that are 6 inches or greater in diameter. The tree health assessment shall also verify that all trees designated as retained are healthy trees.		
	Completion of Tree Preservation Summary Table (Attached)		
	Building Elevations		
	<p>Building elevations, floor plans, and roof plans shall be labeled as “Building Elevations”, “Floor Plans”, and “Roof Plans”. These plans must be submitted in a searchable PDF format (non-scanned). The plans shall be drawn to architectural scale of 1/8" or 1/4" = 1'.</p> <p>All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.</p>		
	<p>FRONT, REAR, AND SIDE BUILDING ELEVATIONS OF PROPOSED STRUCTURES (SHOWING PROPOSED COLORS AND MATERIALS WITH SHADOWS TO CLARIFY BUILDING MASSING; PLEASE REVIEW THE RZC CHAPTER 21.58-21.62, DESIGN STANDARDS)</p>		
	Doors and windows		
	Mechanical equipment and penetrations (including louvers, vents, exhaust fans, meters, etc.)		
	Scuppers and downspouts		
	Exterior lighting fixtures/surveillance devices		
	Notes and graphic representation of exterior materials and architectural details		
	Height of buildings measured in accordance with the definition in RZC 21.78, <u>Definitions</u>		
	Provide a set of colored elevations		
	Floor Plans		
	On-grade floor plans		
	Upper floor plans (if applicable).		
	Below grade parking plan (if applicable).		

Pg #	Roof Plans	Not required (Staff use only)	Staff sign off (staff use only)
	Color		
	Materials		
	Height		
	Sight angles within 500 feet		
	Miscellaneous		
	Any additional submittal requirements as required by City Staff		

[SP1]

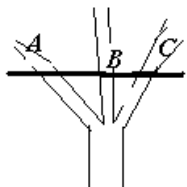
Guidelines for Demonstrating Conformance with Tree Protection Standards

Contact: For additional information regarding these guidelines, please contact the City of Redmond's Department of Planning and Community Development at 425.556.2494 or your assigned project planner.

Description: This handout is intended to both summarize tree protection requirements and to provide a sample format for demonstrating compliance with code.

Regulations Summary: The following table summarizes the regulations related to tree preservation in the City of Redmond. For more information, please refer to RZC Chapter 21.32 Landscaping.

Measuring Trees (DBH): Single-Trunk Trees. Trees are measured according to their **D**iameter at **B**reast **H**eight, or "DBH". "DBH" is the diameter, measured straight across the tree trunk at 4.5' above grade.



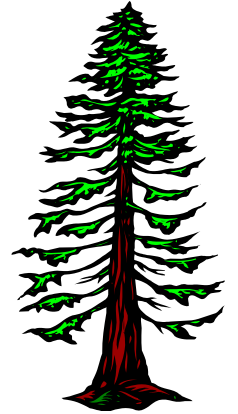
Multi-Trunk Trees. Where trees have more than one trunk or stem at 4.5' and those stems come from the same "base", the DBH for each stem at 4.5' is measured. The DBH is then the **average** of the DBHs of each the stems at 4.5' above the ground.

Example: In the picture to the left, where the horizontal dark line is at 4.5' high, the DBH would be the **average** of the diameters of A, B, & C. So, **DBH = (DBH_A + DBH_B + DBH_C)/3**

Type of Tree (DBH)	Proposed Action and Brief Definition		
	Removal (The tree is cut down/removed from the site.)	Impacted (The tree is left standing, but ground disturbance is occurring within 5' of the tree's dripline.)	Retained (The tree is left standing and ground disturbance is NOT occurring within 5' of the tree's dripline)
Landmark (> 30")	Prohibited , unless approved by an exception. A written exception request is required. Mitigation required, i.e. replacement trees at a ratio of 3:1, if exception is approved.	Prohibited , unless approved by an exception. A written exception request is required. Preferred over Removal.	Required for all Landmark Trees , unless exception is granted.
Significant (6" - 30")	Regardless of the percentage of removed trees, mitigation, i.e. replacement trees at a ratio of 1:1, are required for each removed tree.	Encouraged over Removal.	35% of all Significant Trees Required.
Notes	No more than 65% of healthy Landmark + Significant Trees may be removed , unless approved by an exception. If approved, then mitigation is required, i.e. replacement trees, at a ratio of 3:1 if exception is approved. Tree Replacement Performance Bond required for each replacement tree. 3 year maintenance bond required after performance.	3-year Tree Replacement Performance Bond required for each replacement tree. The bond is used if an impacted tree dies and the applicant does not replace it.	5-year Tree Preservation Bond is required for each Retained Tree. The bond is used if an impacted tree dies and the applicant does not replace it.

Arborist Report: An Arborist Report shall document (1) the trees on site and (2) any off site trees that will be impacted by clearing or other improvements within 5 feet of its drip line. At a minimum, the arborist's report shall:

- Describe the site in narrative and provide an aerial or site plan documenting the locations of tree stands.
- Describe the methodology, which must be considered the best of available science, that was used to rate each and every tree. Describe how trees were tagged in the field.
- Document through a table the following for each tree of 6" or greater in dbh: Tree Number, Species, DBH, Health, Comment on Health, and Proposed Action. The Tree Number is that number that is affixed to the tree in the field and is used to identify it on a surveyed map.
- Provide a surveyed map locating each tree, numbering each tree with its identification number, illustrating each tree's dripline, and illustrating 5' from each tree's dripline. Symbols shall be used and described in a legend to distinguish the following groups: Unhealthy Trees to be Removed, Significant Trees to be Removed, Landmark Trees to be Removed, Significant Trees to be Impacted, Landmark Trees to be Impacted, Significant Trees to be Retained, and Landmark Trees to be Retained.
- Recommend actions for impacted trees and general management, as appropriate.
- Provide a map illustrating the locations of replacement trees.
- Provide an exception request for any proposed action that would not comply with the tree protection standards, such as: removing a healthy landmark tree or having a retained tree count below the required 35%.



Summarizing Compliance with Code: The following table provides you with the format that is required for summarizing a proposal's conformance with the City's tree protection regulations. The table must appear in the Arborist Report and on the Tree Preservation Plan, both of which are part of the application. **Please include the total number of trees that are 6" or greater and the number of unhealthy trees in the report.**

Proposed Action and Brief Definition				
Tree Type	Removal	Impacted	Retained	Total
Landmark (>30" dbh)	Number of removed landmark	Number of impacted landmark	Number of retained landmark	Total Landmark Trees
	% of Removed Landmark Trees of All Trees	% of Impacted Landmark Trees of All Trees	% of Retained Landmark Trees of All Trees	% Landmark Trees of All Trees
Significant (6" - 30")	Number of removed significant	Number of Impacted significant	Number of Retained significant	Total Significant Trees
	% significant removed of all significant trees	% Impacted of all significant	% Retained of all significant	% Significant Trees of All Trees
Totals	Number of Landmark + Significant Removed	Number of Landmark + Significant Impacted	Number of Landmark + Significant Retained	Total Number of ALL Trees
	% of removed of all Trees	% of Impacted of all Trees	% of Retained of all trees	
Replacement Trees	# of Replacement Trees	N/A	N/A	# of Replacement Trees