

# Application Requirements for **Binding Site Plan**



# **Part 1: Application Instructions**

#### INSTRUCTIONS

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425.556.2494 to schedule your appointment. Please see the linked **E-Track Portal webpage** (www.redmond.gov/e-track) for more information about user registration and electronic submittal.

## **APPLICABILITY**

Binding Site Plans shall be allowed pursuant to RCW 58.17.035.

#### SPECIAL NOTES

The submittal requirements below may change periodically. These submittal requirements are dated **January 2013**.

#### I. ELECTRONIC PLAN REVIEW SUBMITTAL STANDARDS

Electronic plans that do not meet the requirements below will fail and will result in the application being deemed incomplete and will not be reviewed until complete.

#### A. File Naming Standards:

**Bolded** items noted in Sections III, IV, and associated Cover Sheets indicate the naming convention in which the particular submittal must be named. For example, the General Application (Section III) must be named **General Application** and Cover Sheet & Site Plan (Cover Sheet A) must be named **Cover Sheet & Site Plan**.

## B. Plan Sheet Standards:

All plans must be drawn to scale, as specifically identified in the checklist, and each sheet shall state the scale.

## C. Acceptable File Types

All application materials shall be submitted in an electronic form (i.e. Flash Drive or CD). If submitting a CD, the CD should be permanently marked with the Project Name and submission date.

Plans: Plans must be submitted in a PDF format.

Documents: Calculations, reports and other supporting documents (non-drawing files) must be uploaded as a PDF.

D. <u>Plan Orientation:</u> 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

1. Map of off-site areas draining on-site.

2. Preliminary stormwater calculations of 6

months, 2 year, 10 year, 25 year and 100

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

## III. GENERAL

The applicant shall check each of the following			year storm peak flow rates for:
items below to confirm that they are included in the application submittal package:			<ul> <li>Pre Development (wooded or meadow site)</li> </ul>
	A. Completed <b>General Application Form</b> and <b>Project Contact Form</b> .		- Post Development (proposal)
	B. Application Fees		<ol><li>Approximate sizing of Stormwater Quality and Quantity Control systems.</li></ol>
	C. Greenhouse Gas Emissions Worksheet		I. Phasing Plan for projects proposed to be
	D. If SEPA Determination is required, please see the SEPA Application checklist for submittal requirements.		phased, please provide a phasing plan identifying the proposed timing of each phase and a clear delineation of those
	E. <b>Critical Areas Report</b> , if applicable, shall be prepared (see RZC Appendix 1: Critical Areas		improvements to be constructed for each phase.
	Reporting Requirements).		J. Transportation Certificate of Concurrency form must be filled out.
	F. CC&Rs with draft copies of covenants, conditions, and restrictions, or any other restrictions that may apply and private easements where applicable if not expressly created within CC&R's:		K. <b>Noise Study</b> may be required to analyze current and proposed noise levels as well as methods of attenuation. The study must be conducted by a noise specialist.
	1. Utility easements/maintenance		L. Mitigation Plan shall be prepared (see RZC
	2. Common access		Appendix 1: Critical Areas Reporting Requirements).
	3. Joint parking	П	M. Irrigation Plan showing proposed locations
	4. Provisions for maintaining:		and size of irrigation backflow preventers,
	a) common areas/open space		water meters, and sprinklers.
	<ul><li>b) landscaping</li><li>c) drainage facilities</li></ul>		N. <b>Public Notice Site Plan</b> showing the following information on the site plan suitable
			for public notice:
	d) driveways/roadways		- Show proposed project
	G. Computation Sheet submitted for precision and areas of all streets, lots, tracts, and the binding site plan boundary. Include a summation sheet for areas. The total area of streets, lots and tracts must equal boundary.		- North Arrow
			<ul> <li>Street numbers and/or names adjacent to the project boundary</li> </ul>
			- Project Name
	H. <b>Stormwater Report</b> prepared by a registered Civil engineer including:		- Identify the boundaries of any critical areas

☐ O. Public Notice Tree Preservation Plan showing the following information on the tree

preservation plan suitable for public notice:

- Show proposed project
- Highlight, in the shade of green, trees on the site designated to remain (trees that are NOT being removed)
- North Arrow
- Street numbers and/or names adjacent to the project boundary
- Project Name
- Show an "X" over each tree proposed to be removed
- Include a key stating that the "X"

P. Reason for Request Letter from applicant or
his/her representative explaining the reason
for requesting the proposed binding site plan.

- ☐ Q. **Title Report** or **Plat Certificate** providing the full title report that is dated within 90 days of the submittal date for all parcels involved.
- ☐ R. ALTA Survey may be required by the Technical Committee in certain circumstances.

## IV. FORMAT

For multi-sheet applications, the engineering site plan, architectural site plan and landscape plan shall all use the same base maps unless prior arrangements have been made. Additionally, a sheet index must be provided on the face of all plan sets.

A. Provide plans labeled "Cover Sheet & Site Plan" (which includes all information on Cover

Sheet A, attached).

B. Provide landscape and tree preservation plans labeled "Landscape Plan" and "Tree Preservation Plan" (which includes all information on cover Sheet B, attached).

# Part 2: Cover Sheet A (Plan Requirements)

#### INSTRUCTIONS

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.

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.

Please check each item below and write the applicable page # to confirm the item is included on the cover sheet & site plan.

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.

#### COVER SHEET & SITE PLAN

SECTION COMPLETE? □

GE	NER	AL INFORMATION
	a. #_	Name, proposed development name, section, township, range, City, County, and State. Page
		Name and address of the developer, owner, builder, surveyor, engineer, architect, planner, or ner professionals involved. Page $\#$
		Legal description of the subject property (must be in agreement with Plat Certificate or Title port). Page $\#$
	d.	Declaration by owner and those with vested interest in subject property. Page #
	e.	Plat covenants as they may apply. Page #
	f.	Restrictions as they may apply (reference any prior site plan review approval). Page #
	g.	Impervious surface allowed and proposed. Page #
	h.	Approvals and certificates for the:
		<ul><li>i. City Engineer (provide space for the engineer's seal) Page #</li></ul>
		ii. City of Redmond Technical Committee Page #
		iii. City of Redmond, Office of Finance, Director Page #
		iv. King County Office of Assessments, County Assessor Page #
		V. King County Office of Assessments, Deputy Assessor Page #
	i.	Recording Certificate. Page #
	j.	Acknowledgements. Page #
	k.	Modifications/revisions. Page #
	l.	Notation of zoning. Page #
	m.	Total area: square feet/acres. Page #
	n.	Parking spaces. Page #
	Ο.	Building uses. Page #
	p.	Location of existing and proposed easements. Page #
	q.	Location and size of any water courses, boundaries, or area, subject to inundation or storm

overflows and marshes. Page #\_\_\_\_

r. #_	If t	he project is located within a floodplain, you must provide the Base Flood Elevation. Page
S.	Сс	ntain all other information as described by RCW 58.09.060 as revised. Page #
t.	The	e title block in the lower right corner to include:
	i.	The name of the development
	ii.	The section, township, range, and tax lot numbers
	iii.	City, county, and state
	iv.	City of Redmond, Office of Finance, Director Page #
u.	No	tation of north point:
	i.	North arrow
	ii.	Basis of bearing (recorded survey)
	iii.	Washington North Lambert grid Page #
		lication of perimeter boundary, lot, and right-of-way lines with a notation of bearings (or the form the north), distances, and curve data. The curve data must include:
	i.	Radius, central angle, arc length, and tangents
	ii.	Radial bearing for all:
		1. Points of compound curves and reverse curves
		2. The beginning and/or ending of all non-tangent curves
W.	De	lineation of:
	i.	Easements to be dedicated or reserved for public use
	ii.	Areas and facilities for the common use of residents with a notation for use
	iii.	Existing easements Page #
Χ.	Lo	cation of all monuments found, set, and to be set. Page #
		dication of right-of-way or declaration by the property owner together with a provision for r signature and the acknowledgement of a notary public. Page #
Z.	De	scription of easement provisions. Page #
aa	١.	Storm Drainage Covenant. Page #
blo	mp	Certification of the land surveyor that the binding site plan regulations have been lied with, that a proper survey was made, that the monuments will be set, and that lot and corners will be correctly staked, together with provisions for his/her signature and seal. #
	par	Certification by the King County Finance Director and the City of Redmond Finance the that no delinquent special assessments or property taxes exist with their respective ctions to with provision of their signature. Page #
dd	١.	Certification of approval by:
	i.	The King County Assessor and deputy assessor as indicated by their signature
	ii.	The City of Redmond Engineer as indicated by his/her seal and signature
		The City of Redmond, Technical Committee, Director of Public Works, and Director of Inning and Community Development indicated by their signature
	iv.	The City of Redmond, Office of Finance Page #
ee	•	Recording certificate indicating:
	i.	The time and date of recording

$\ \square$ ii. The volume and page of the county records in which recorded
$\square$ iii. Provisions for the signature of the King County Auditor Page #
☐ ff. Signature of all vested owners (notarized). Page #
☐ gg. The following must be appended to the site plan.
COVENANTS
All lots within this Binding Site Plan are subject to the covenants recorded the day, 20 under recording number records of King County, Washington.
Modifications/Revisions
It is expected that modifications and revisions to this Binding Site Plan and its approved design plan conditions of approval, and documents may be necessary and normal during the course of development. The City of Redmond Technical Committee, which is composed of the Planning and Public Works Departments, shall review and take such action as they shall reasonably determine consistent with applicable City policies and ordinances with respect to any proposed modification deviation from the approved Binding Site Plan and/or and documents attached thereto. The burder of proof to demonstrate why a modification or deviation is needed shall be placed on the applicant At the discretion of the Technical Committee, proposed changes may be referred to the City of Redmond Design Review Board for this review. At the discretion of the Technical Committee, the applicant may be required to record a revised and approved plan or document. There shall be modification to the lot geometry to this Binding Site Plan except provided in this section.
LAND SURVEYOR'S CERTIFICATION
I hereby certify that the perimeter boundary of this Binding Site Plan as represented hereon is true and correct and is based on an actual survey and subdivision of section township nort range east: W.M. that the courses and distances are shown correctly hereon; and that the perimeter boundary and interior lot corners will be staked correctly on the ground. Professional lar surveyor certificate number
On this day of,
Witness my hand and seal hereto affixed the day and year this certificate above written.
Notary Public in and for the State of Washington, residing in my commission expires:
Di arrivo Di ovuera revis
PLATTING REQUIREMENTS  Approval
Approval Examined and approved this day of, 20

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Engineer, City of Redmond	
I hereby certify that this Binding Site Plan is dulg Review Committee.	y approved by the City of Redmond Technical
Director of Public Works	Director of Planning and Community Development
· · · · · · · · · · · · · · · · · · ·	special assessments, and all special assessments on any as streets of for other public use, are paid to date this
Director of Finance, City of Redmond	
Assessor's Certificate  Examined and approved this day of,	20, Department of Assessments
King County Assessor	Deputy King County Assessor
	Redmond this day of,
 Manager	Superintendent of Records
subdivided, hereby declare this plat to be hereby, do hereby dedicate to the City of R roads and streets shown hereon, and dedicat with the use thereof for public highway purpo and fills in the original reasonable grading of s	ve, the undersigned, owners of interest of the lands the graphic representation of the subdivision made Redmond Washington for use by the public forever, all e the use thereof for all public purposes not inconsistent oses, with the right to make all necessary slopes for cuts aid roads and streets, and the right to continue to drain t or lots, where water may take a natural course.
(Name of Dedicator)	

Declaration

Known all men by these presents that we, the understand owners of interest in the land herein described do hereby make a Binding Site Plan pursuant to chapter 58.17 R.C.W. and declare this Binding Site Plan to be a graphic representation of same, and that said Binding Site Plan is made with the free consent and in accordance with the desire of the owners.

In۱	witr	ness whereof, we set our hands and seals.
<del></del>		
(Na	ame	e of Declarer)
Sta	ite	owledgments of Washington) )SS.
Со	unt	)SS. ry of)
Sta pe	rsor	s day of,
Wit	nes	ss my hand and seal hereto affixed the day and year this certificate above written.
		Notary Public in and for the State of Washington, residing in my commission expires:
O۱	ISITE	TRAFFIC CIRCULATION (INCLUDING CONSIDERATION FOR THE FOLLOWING)
	a.	Backing zones (away from heavy use areas). Page #
	b.	Stacking/queuing of vehicles. Page #
	C.	Drop off zones. Page #
	d.	Parking areas, including stall delineation and dimensions. Page #
	e.	Truck/delivery areas with dimensions and turning radii. Page #
	f.	Parking layout (designed by a registered engineer for parking lots exceeding 200 spaces). Page #
PEC	DEST	RIAN/TRANSIT/BIKE ACCESS
	a.	Sidewalk locations. Page #
	b.	Bike rack locations. Page #
	C.	Pedestrian circulation within parking lot. Page #
	d.	Connections to adjacent properties. Page #
	e.	Public Safety features. Page #
	f.	Connection from parking to building entrances. Page #
	g.	All existing and proposed driveways, intersections and land channelization within 150 of the subject property.

	h.	Existing and proposed roadway improvements, including sidewalk, curb and gutter, tapers and street lights within 150 feet of the subject property.
Ex	STIN	ig and Proposed Utilities
	a.	Location and size of water facilities, including water meters and side sewers (Design Standards available at the Permit Center). Page $\#$
	b.	Location and size of sanitary sewer facilities (Design Standards available at the Permit Center). Page $\#$
	C.	Location and size of storm sewer facilities. Page #
	d.	Power, power poles, gas, telephone and cable. Page #
	e.	Fire hydrants. Page #
	f.	Vaults. Page #
	g.	Boxes. Page #
	h.	Underground duct runs. Page #
Ex	STIN	ig and Proposed Fire Information
	a.	Fire Department access and turnaround.
	b.	Fire hydrants.
Ex	STIN	ig and Proposed Grading
	a.	Profiles of existing or proposed road grades in excess of 10 percent. Page #
	b.	Show existing and proposed contour lines at 2-foot intervals. Page #
	C.	Designate steep slope areas (40% or steeper and 10-ft. vertical relief or more). Page #
	d.	Designate areas with greater than 8 feet of cut and/or fill, adjustment from the Technical Committee required. Page $\#$
	e.	Designate retaining walls and rockeries over 8 feet, adjustment from the Technical Committee required. Page $\#$

# Part 3: Cover Sheet B (Landscape & Tree Preservation Plans)

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.

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.

Please check each item below and write the applicable page # to confirm the item is included on the site plan.

I. Landscape Plan Section Complete?					
CONCEPTUAL DRAWING (INDICATING THE FOLLOWING IN ACCORDANCE WITH RZC CHAPTER 21.32, LANDSCAPING)					
☐ a. Existing vegetation to be retained. Page #					
☐ b. General location of proposed trees, shrubs and ground cover. Page #					
□ c. A plant schedule providing the scientific name, common name, size and spacing of each plant as well as specie alternatives for trees, shrub masses and ground cover. Page #					
$\ \square$ d. Vegetation for blank screening. Alternatives to blank wall screening/relief could include:					
☐ i. Material Differentiation					
☐ ii. Texture Pattern					
☐ iii. Color Variation. Page #					
☐ e. Parking/vehicle use area screening. Page #					
$\square$ f. 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. Page $\#$					
LOCATION, SQUARE FOOTAGE, PERCENTAGE, AND DIMENSIONS OF APPLICABLE LANDSCAPE AREAS					
□ a. Interior parking lot landscaping with computation of vehicle use areas. Page #					
☐ b. Linkage system landscaping - Downtown zone only. Page #					
☐ c. Perimeter landscaping and parking lot perimeter landscaping. Page #					
☐ d. Foundation planting. Page #					
☐ e. Minimum required and proposed site landscaping (percentage). Page #					
I. Tree Preservation Plan Section Complete?					

- Preliminary Tree Preservation Plan, labeled "Tree Preservation Plan" showing the surveyed location and drip line of all trees four (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. Page #\_\_\_\_
- Where stands of more than twenty-five (25) trees will not be disturbed, 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. Page #
- Each tree shown must be designated as removed, retained (**no** construction within 5 feet of the drip line), or impacted (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). Page #\_\_\_\_
- The five-foot drip-line setback shall also be shown for all trees proposed to be retained and impacted. Page #\_\_\_\_
- A tree health assessment, labeled "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).

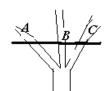
# Part 4: Guidelines for Demonstrating Conformance with Tree Protection Standards

**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 <u>Landscaping</u>.

**Measuring Trees (DBH)**: Single-Trunk Trees. Trees are measured according to their <u>D</u>iameter at <u>B</u>reast <u>H</u>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 <u>average</u> 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 <u>average</u> of the diameters of A, B, & C. So,  $DBH = (DBH_A + DBH_B + DBH_C)/3$ 

	Proposed Action and Brief Definition		
Type of Tree (DBH)	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 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	Tree Type Removal		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	