Application Requirements for **Site Plan Entitlement (SPE)**

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

All building and construction permits require the review and approval of a site plan **except for:**

A. Detached single-family residential buildings.

B. Signs determined by the Code Administrator to comply with review criteria set forth in Redmond Zoning Code (RZC) Chapter 21.44.

C. Tenant improvements not encompassing modification to the exterior of an existing building.

The Technical Committee composed of the Departments of Planning, Public Works, Parks, and Fire reviews all site plans for compliance with the State Environmental Policy Act, Redmond Zoning Code, and other applicable codes, guides and policy documents.

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, V, 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 Transportation Plan (Cover Sheet A, II) must be named **Transportation 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. 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. General

The applicant shall check each of the following items below to confirm that they are included in the application submittal package:

☐ A. Completed **General Application Form** and **Project Contact Form**.

☐ B. Application Fees

☐ C. **Greenhouse Gas Emissions Worksheet**

☐ D. If SEPA Determination is required, please see the SEPA Application checklist for submittal requirements.

☐ E. **Critical Areas Report,** if applicable, shall be prepared (see RZC Appendix 1: Critical Areas Reporting Requirements).

☐ F. **Stormwater Report** prepared by a registered Civil engineer including:

1. Map of off-site areas draining on-site.
2. Preliminary stormwater calculations of 6 months, 2 year, 10 year, 25 year and 100 year storm peak flow rates for:
   - Pre Development (wooded or meadow site)
   - Post Development (proposal)
3. Approximate sizing of Stormwater Quality and Quantity Control systems.

☐ G. **Traffic Study** may be required depending upon the size of the project. Please consult with the Public Works Department.

☐ H. **Parking Analysis** may be required depending upon the size of the project. Please consult with the Planning Department.

☐ I. **Transportation Certificate of Concurrency** form must be filled out.

☐ J. **Noise Study** 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.

☐ K. **Mitigation Plan** shall be prepared (see RZC Appendix 1: Critical Areas Reporting Requirements).

☐ L. **Irrigation Plan** showing proposed locations and size of irrigation backflow preventers, water meters, and sprinklers.

☐ M. **Special Design Requirements** outlining special design requirements for specific districts, neighborhoods or uses.

☐ N. **Phasing Plan** for projects proposed to be phased, please provide a phasing plan identifying the proposed timing of each phase and a clear delineation of those improvements to be constructed for each phase.

☐ O. **Photographs** of the site keyed to a site plan showing existing structures, adjacent properties and structures, direction of access to the site, and all pertinent conditions of the property.

☐ P. **Public Notice Site Plan** showing the following information on the site plan suitable for public notice:

- Show proposed project
- North Arrow
- Street numbers and/or names adjacent to the project boundary
- Project Name
- Identify the boundaries of any critical areas

☐ Q. **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" represents trees proposed to be removed.

☐ R. **Title Report** providing the full title report that is dated within 90 days of the submittal date for all parcels involved.

☐ S. **Affordable Housing Agreement**, if required.

☐ T. **Transportation Management Plan**, if required.

☐ U. **ALTA Survey** may be required by the Technical Committee in certain circumstances.

IV. Design Review Board Meeting Materials

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.

The following **Design Review Board Materials** must be submitted at least 14 days prior to the Design Review Board meeting.

A. Vicinity map that shows all properties and existing land uses within 500' of the subject property.

B. Statement of Design Intent consistent with the standards set forth in RZC Chapter 21.58 through 21.62, Design Standards. 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, Design Standards.

C. Outline all site requirements including front, street, rear and side setbacks, maximum height, maximum lot coverage of structures and/or impervious surface area, maximum FAR/density, minimum and maximum parking spaces and minimum landscaping requirement.

D. Provide site, elevations (including mechanical equipment screening), landscape plans, roof plan, floor plans, lighting plans (including cut sheets and photometrics) and 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).

For 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.

F. Attach landscape plans. Do not mount on foam board.

G. One set of **colored** site, elevations, perspectives (showing neighboring structures), and landscape plans mounted on foam board. Elevations must show screening of roof top mechanical equipment. These may be provided at the meeting. Mounted set must be least 24"x36" in size.

H. 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.

I. Final color and material boards to include all significant materials and colors for:

- 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.

Material boards must be at least 24”x36” in size. Items must be labeled to correspond with elevation drawing labels.

Final Approval Projects Only

For projects ready for Final Approval, please submit a completed copy of the Design Standards Checklist that demonstrates compliance to Redmond’s Design Standards. Please work with your assigned planner when completing the checklist.

V. 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**”, **“Transportation Plan”**, **“Utility Plan”**, **“Grading Plan”**, and **“Fire 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).

C. Provide building elevations, floor plans, roof plans and lighting plans, labeled “**Building Elevations”**, **“Floor Plans”**, **“Roof Plans”**, **“Screening Plans”**, and **“Lighting Plan”** (which includes all information on Cover Sheet C, attached).

D. For large sites, provide a composite site plan, civil engineering plan, composite utility and a composite landscape plan showing the entire site. The plans shall be labeled **“Composite Site Plan”**, **“Civil Engineering Plan”**, **“Composite Utility Plan”** and **“Composite Landscape Plan”**.

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.

I. Cover Sheet & Site Plan — Section Complete? ☐

General Information

☐ a. Legal description and parcel number(s) of the subject property. Page #____

☐ b. Proposed UBC Construction type. Page #____

☐ c. Site size: gross and net (square feet and acres). Page #____

☐ d. Dwelling units allowed and proposed (residential). Page #____

☐ e. Gross floor area allowed and proposed (non-residential). Page #____

☐ f. Open Space/landscaping required and provided. Page #____

☐ g. Impervious surface allowed and proposed. Page #____

☐ h. Parking required, and provided. Page #____

☐ i. Building height allowed and proposed. Page #____

On and off-site Conditions (existing and proposed)

☐ a. Existing and proposed property lines and lots. Page #____

☐ b. 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.

☐ c. Proposed topography including heights of proposed retaining structures and rockeries

☐ d. Existing and/or proposed easements. Page #____

☐ e. Existing and/or proposed public or common use areas. Page #____

☐ f. Fences and other development features. Page #____

☐ g. Distances between existing and proposed structures on and off the subject property. Page #____

☐ h. Existing streams, wetlands, ponds and other surface water features and associated buffers, and flood prone areas. Page #____

☐ i. If the project is located within a floodplain, you must provide the Base Flood Elevation.

II. Transportation Plan — Section Complete? ☐

Onsite 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 #____

Pedestrian/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.

III. Utility Plan — Section Complete? ☐

Existing 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 #____

IV. Fire Plan — Section Complete? ☐

☐ a. Fire Department access and turnaround.

☐ b. Fire hydrants.

V. Grading Plan — Section Complete? ☐

☐ a. Profiles of existing or proposed road grades in excess of 10 percent. Page #____

☐ b. Provide a grading plan with 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 #____

☐ 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 #____

☐ 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 #____

II. 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: Cover Sheet C (Building Elevations and Floor, Roof, Screening, and Lighting Plans)

Building elevations, floor plans and roof plans shall be **labeled as "Building Elevations"**, **"Floor Plans"**, **"Roof Plans"**, **"Screening"** and **"Lighting 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'**.

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.

Applicant shall check each item below and write the applicable page # to confirm the item is included on the plans.

I. Building Elevations — Section Complete? ☐

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)

☐ a. Doors and windows. Page #____

☐ b. Mechanical equipment and penetrations (including louvers, vents, exhaust fans, meters, etc.). Page #____

☐ c. Scuppers and downspouts. Page #____

☐ d. Exterior lighting fixtures/surveillance devices. Page #____

☐ e. Notes and graphic representation of exterior materials and architectural details. Page #____

☐ f. Height of buildings measured in accordance with the definition in Section 20A.20.080. Page #____

☐ g. Provide a set of Colored elevations.

II. Floor Plans — Section Complete? ☐

☐ a. On-grade floor plans. Page #____

☐ b. Upper floor plans (if applicable). Page #____

☐ c. Below grade parking plan (if applicable). Page #____

III. Roof plans — Section Complete? ☐

Rooftop Mechanical Equipment Screening Details

☐ a. Color

☐ b. Materials

☐ c. Height

☐ d. Sight angles within 500 feet

Page #____

IV. Screening Plan — Section Complete? ☐

Dumpster Screening Details

☐ a. Colors, materials and height.

☐ b. On-grade utility enclosures.

☐ c. Screen type (wall or landscape).

☐ d. Noise attenuation.

Page #____

V. Lighting Plan — Section Complete? ☐

Exterior Lighting Plans

☐ a. Manufacturer specification sheets, cut sheets or other manufacturer information for all proposed lighting fixtures.

☐ b. The proposed location, mounting height, and aiming point of all exterior lighting fixtures.

☐ c. If building elevations are proposed for illumination, drawings shall be provided for all relevant building elevations showing the fixtures, the portions of the elevations to be illuminated, the luminance levels of the elevations, and the aiming point for any remote lighting fixture. Page #____

☐ d. Parking areas. Page #____

☐ e. Sidewalks/Pedestrian routes. Page #____

☐ f. Foot candle patterns to ensure no off-site glare or "dark" areas (for safety). Page #____

Upon review of the above lighting information, the Technical Committee may request the following

- A brief written narrative with accompanying plan or sketch demonstrating the objectives of the lighting.
- Photometric data, color rendering index (CRI) of all lamps (bulbs), and other descriptive information on the fixtures, and if applicable or required, designation as Illuminating Engineering Society of North America (IESNA) "cut-off" fixtures.
- Computer generated photometric grid showing foot-candle readings every ten feet within the property or site, and ten feet beyond the property lines, at a scales specified by the Technical Committee. Iso-footcandle contour line style plans are also acceptable.
- Landscaping information that indicates mature tree size, shrubbery and other vegetation in order to evaluate the long term and seasonal effectiveness of lighting or screening of lighting.
- Adjacent, existing structures shall also be shown if within 10 feet of property line.

Page #____

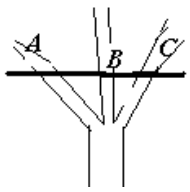
Part 5: Guidelines for Demonstrating Conformance with Tree Protection Standards

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.

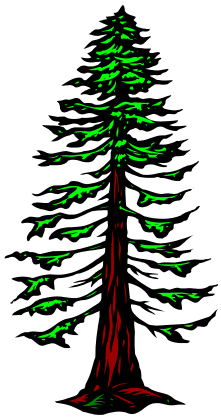


Multi-Trunk Trees. Where trees have more than one trunk or stem at 4.5' and those stems come from the same "base", the DBH for each stem at 4.5' is measured. The DBH is then the **average** of the DBHs of each the stems at 4.5' above the ground.

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**

	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 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