

Application Requirements for Shoreline Substantial Development Permit



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 uses, activities, and development within the Shoreline Jurisdiction, including those exempt from the requirement to obtain a shoreline permit, must comply with RCW Chapter 90.58, the Shoreline Management Act, Chapter 173-26 of the Washington Administrative Code or its

successor, and the policies and regulations of the Redmond Shoreline Master Program.

Property within 200 feet of a Shoreline and not exempt under the Shoreline Master Program are subject to the Shoreline Substantial Development Permit. Shorelines with the City of Redmond are Bear Creek, Evans Creek, Sammamish River, and Lake Sammamish.

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. <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

☐ K. Public Notice Site Plan showing the

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

III. GENERAL

item	applicant shall check each of the following s below to confirm that they are included in application submittal package:	following information on the site plan suitable for public notice:
	A. Completed General Application Form and Project Contact Form.	Show proposed projectNorth Arrow
	s. Application Fees	 Street numbers and/or names adjacent to the project boundary
	C. Greenhouse Gas Emissions Worksheet	- Project Name
S	D. If SEPA Determination is required, please ee the SEPA Application checklist for ubmittal requirements.	 Identify the boundaries of any critical areas
□ E	T. Critical Areas Report, if applicable, shall be prepared (see RZC Appendix 1: Critical Areas Reporting Requirements).	L. Public Notice Tree Preservation Plan showing the following information on the tree preservation plan suitable for public notice:
	Joint Aquatic Resources Permit Application	 Show proposed project
	nust be completed.	- Highlight, in the shade of green, trees on
	6. Mitigation Plan shall be prepared (see RZC	the site designated to remain (trees that are NOT being removed)
	Appendix 1: Critical Areas Reporting Requirements).	- North Arrow
а	H. Irrigation Plan showing proposed locations and size of irrigation backflow preventers,	 Street numbers and/or names adjacent to the project boundary
	vater meters, and sprinklers.	- Project Name
р	Modification from Code Standard, if proposed, must be explained in detail.	 Show an "X" over each tree proposed to be removed
	. Stormwater Report prepared by a egistered Civil engineer including:	 Include a key stating that the "X" represents trees proposed to be removed.
	1. Map of off-site areas draining on-site.	☐ M. Cross Section showing existing and
	2. Preliminary stormwater calculations of 6 months, 2 year, 10 year, 25 year and 100 year storm peak flow rates for:	proposed ground elevations and height of structures, the Ordinary High Water Mark, and areas of Shorelines which are of Statewide Significance.
	 Pre Development (wooded or meadow site) 	□ N. Legal Description
	- Post Development (proposal)	☐ O. ALTA Survey may be required by the
		Technical Committee in certain
	Approximate sizing of Stormwater Quality and Quantity Control systems.	circumstances.

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 a lighting plan labeled "Lighting Plan" (which includes all information on cover Sheet C, 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.

I. COVER SHEET &	SITE PLAN
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SECTION COMPLETE? □

GE	NER	AL 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 #
Or	I AN	ID 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.

SH	ORE	LINE SITE PLAN REQUIREMENTS
	a.	Section, Township and Range to the nearest quarter. All applications for projects located in open water areas away from land shall provide a longitude and latitude location. Page #
	b.	Shoreline delineation/limits. Page #
	C.	Shoreline designation according to Master Program. Page #
	d.	Location and identification (classification) of all critical areas on site and their required buffers.
	e.	The Ordinary High Water Mark of all water bodies located adjacent to or within the boundary of the project. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline (reference Shoreline Master Program 20A.20 Ordinary High Water Mark). Page #
	f.	A delineation of all wetlands that will be altered or used as a part of the development. Page $\#$
	g.	A general indication of the character of the vegetation found on the site. Page #
	h.	Existing and proposed stormwater runoff system and peak flow rates. Page #
	i.	Volume, source and composition of any fill material that is placed on the site whether temporary or permanent. Page $\#$
	j.	Volume, composition and volume of excavated or dredged materials and proposed disposal area. Page $\#$
	k.	Typical cross-section or sections showing the following:
		☐ i. Existing ground elevations.
		☐ ii. Proposed ground elevation
		☐ iii. Height of existing and proposed structures
		□ iv. Ordinary High Water Mark
		□ v. Areas of shorelines which are of statewide significance Page #
	l.	Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project. Page #
II.	Tra	NSPORTATION PLAN SECTION COMPLETE?
	a.b.c.d.	ETRAFFIC CIRCULATION (INCLUDING CONSIDERATION FOR THE FOLLOWING) Backing zones (away from heavy use areas). Page # Stacking/queuing of vehicles. Page # Drop off zones. Page # Parking areas, including stall delineation and dimensions. Page # Truck/delivery areas with dimensions and turning radii. Page # Parking layout (designed by a registered engineer for parking lots exceeding 200 spaces). Page #
		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.
III.	Utı	LITY PLAN SECTION COMPLETE?
Ex	ISTIN	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 #
IV.	. Fir	E PLAN SECTION COMPLETE?
	а	Fire Department access and turnaround.
		Fire hydrants.
V.	Gr.	ADING 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)**. Files must be print ready, i.e. setup property for printing with title block, no data outside the print page area. The plans shall be drawn to an **engineering scale of 1" = 20' or larger** are required and shall be uploaded in landscape format in the horizontal position.

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 #					
$\hfill \Box$ 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 #				
$\hfill \Box$ d. Vegetation for blank screening. Alternatives to blank wall screening/re	lief 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 #					
\square 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 (Lighting Plans)

The lighting plans shall be **labeled as "Lighting Plans"**. These plans must be submitted in a **searchable PDF format (non-scanned)**. Files must be print ready, i.e. setup property for printing with title block, no data outside the print page area. The plans shall be drawn to **architectural scale of 1/8" or 1/4" = 1'** and shall be uploaded in landscape format in the horizontal position.

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.

1.	Lig	HTING PLAN SECTION COMPLETE?	
Ex	TERI	OR 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 #	
UP	ON	REVIEW OF THE ABOVE LIGHTING INFORMATION, THE TECHNICAL COMMITTEE MAY REQUEST THE FOLLOWING	
•		brief written narrative with accompanying plan or sketch demonstrating the objectives of the nting.	
•	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.		
•	pro	omputer generated photometric grid showing foot-candle readings every ten feet within the operty or site, and ten feet beyond the property lines, at a scales specified by the Technical ommittee. Iso-footcandle contour line style plans are also acceptable.	
•		ndscaping information that indicates mature tree size, shrubbery and other vegetation in order evaluate the long term and seasonal effectiveness of lighting or screening of lighting.	
•	Ac	ljacent, existing structures shall also be shown if within 10 feet of property line.	
	Pa	ge #	

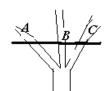
Part 5: Guidelines for Demonstrating Conformance with Tree Protection Standards

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 <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 Removed, 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	