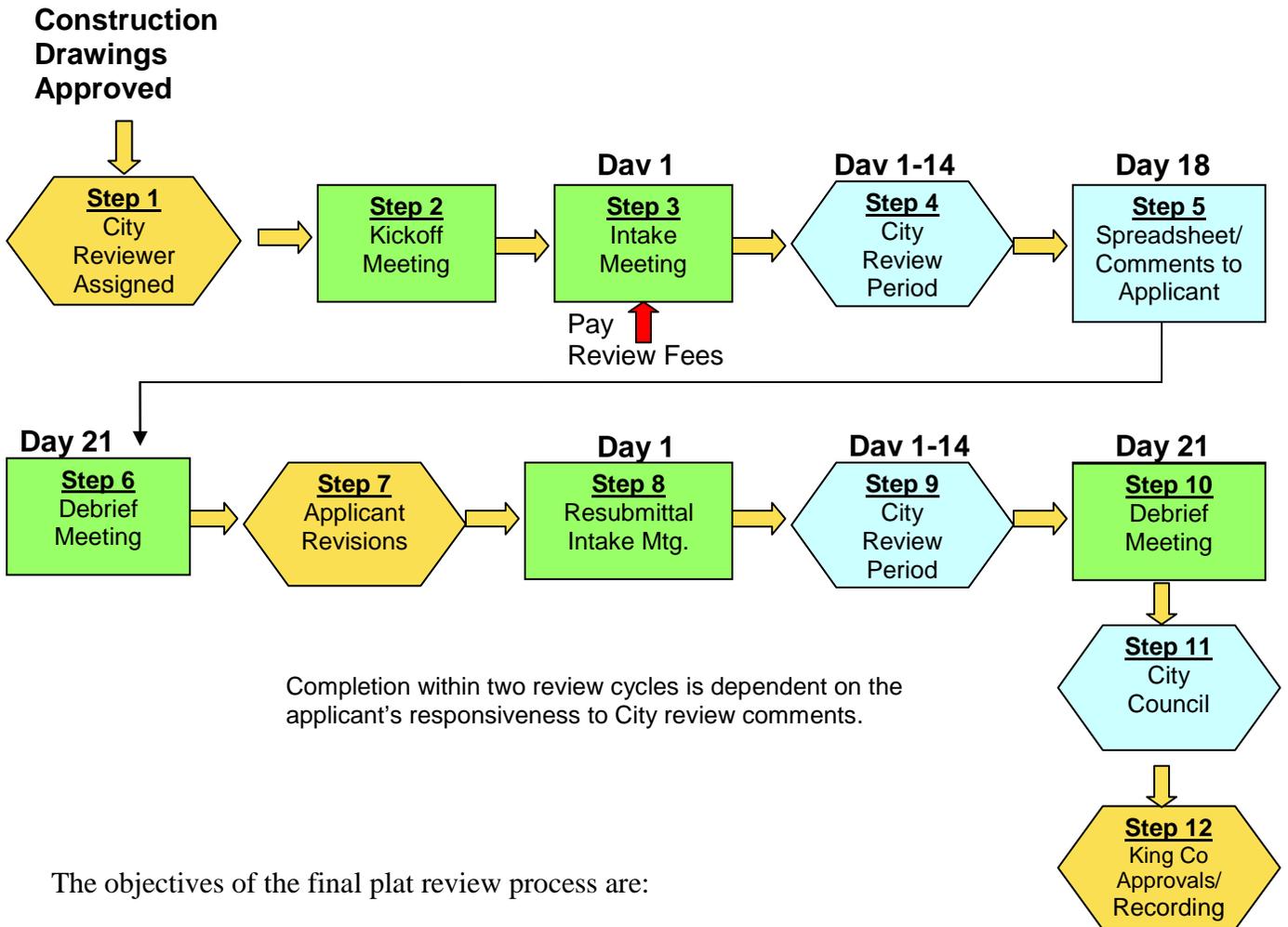




## Final Plat for Recording Review Process



The objectives of the final plat review process are:

- a. Approve compliant drawings that satisfy conditions of project approval.
- b. Ensure that you, the applicant, have a clear understanding of the City's expectations for drawings in general and specific approval conditions.
- c. Provide an opportunity for you to reach agreement with the City on key layout features ahead of formal intake.
- d. Limit the number of review cycles needed for approval to two cycles.
- e. Provide a predictable review schedule.

1. **City Reviewer** : A staff reviewer from City's Development Services Center will review your final plat and be your direct point of contact. When you are ready to begin preparation of your final plat submittal package, please contact Pat Lyga at (425) 556-2747 or e-mail [plyga@redmond.gov](mailto:plyga@redmond.gov) to set up a Kick-off Meeting.
2. **Kick-off Meeting**: The City Reviewer will contact you (the applicant) to arrange a kick-off meeting for your final plat review. This kick-off meeting includes you (applicant and applicant's final plat team), the City Reviewer and other key personnel that may be reviewing your plans (utilities, stormwater, fire, transportation, construction inspection, and planning).

At this meeting we will discuss and explain the City's final plat submittal intake requirements and the intake checklist that is applied. Your team is encouraged to ask clarifying questions at this time. After the meeting, you are encouraged to contact attendees for clarifying information while preparing for submittal. An expectation is set that our goal is to have an approvable product within two review cycles.

3. **Application Intake Meeting**: When your plans satisfy the final plat intake checklist, contact the City Reviewer who will arrange a final plat intake meeting. Please bring the Final Plat Application, the Intake Requirements checklist, all applicable items listed on the Intake Requirements checklist, and final plat review fees (and peer review fees if applicable). Fee information can be found online at:

<http://www.redmond.gov/insidecityhall/permitting/pdf/BldgFees/PWUserFeesCurrent.pdf>

Do not submit material prior to the intake meeting.

**Note:** You should contact appropriate City staff, **prior to submission**, if there are any questions regarding submittal requirements. Marking a checklist item as "Not Applicable" or "N/A" without first checking with staff **will likely result in the submittal being rejected**.

At the intake meeting, your City Reviewer and the project Planner will use the checklist to confirm that all required plan depictions and supporting documents are provided. Staff is encouraged to ask you clarifying questions during the intake to facilitate their review.

If your submittal package is accepted, the First review begins and it is considered Day 1 of the City's review period.

If your submittal omits any checklist items or project specific conditions identified in the preliminary plat approval, your submittal will be rejected. The City Reviewer will document and explain the deficiencies to you and will return all of your submittal to you. Contact your City Reviewer to arrange another intake when you are ready.

4. **City Review Period:** Once the checklist is satisfied, City staff evaluates your plans for compliance with applicable standards and satisfaction of final plat approval conditions. The Reviewer(s) will redline any compliance issues on the set of plans and document comments in a spreadsheet.
5. **City Comments Delivered to Applicant:** The comment spreadsheet will be e-mailed to you and the redlined plans may be picked up at the front counter of the Development Services Center by Day 18. Comments and Redlines are provided prior to the Debrief Meeting to allow you to consider the comments and formulate any questions or proposed solutions in time for the Debrief Meeting.
6. **Debrief Meeting:** At Day 21, the debriefing meeting is held between your design team and the City Reviewer. The City Reviewer will provide a brief overview of the comments, noting the items of most significance, and respond to your questions or ideas. Any resolutions to comments you reach are documented on the applicable marked-up plans that you received prior to the meeting (which you must bring with you). Later, at second-cycle intake, you must demonstrate you have responded to each comment indicated with an R (for required). Staff may also include optional markups indicated with a P (preference) or C (consider); such comments are advisory in nature for your consideration and are not required changes for plan approval.
7. **Applicant Revisions:** Revise your plans as required, responding in full to all required (R) comments. Indicate in the consolidated spreadsheet how you responded to each comment. You may contact the reviewer if you have any questions or want feedback on an approach. Once you have addressed all required comments, contact your Reviewer to arrange for your second-cycle (resubmittal) intake meeting
8. **Resubmittal Cycle:** The second-cycle intake will be identical to first-cycle intake. However, instead of using the intake checklist, the comment spreadsheet will be used by the City to verify you have responded to all required (R) comments. Once you've fully responded the *second-cycle* begins. If any comments are not addressed, omissions will be documented and explained to you, and your plans will be returned for correction and rescheduling as in Step 3.
9. Your City Reviewer repeats Steps 4 and 5, providing you with any remaining comments and markups by Day 18, as before.
10. **Second Debrief Meeting:** You and your City Reviewer attend a second-cycle debrief meeting on Day 21. This meeting is to allow you to ask any questions on the comments received. At the meeting you will also be briefed on the required City Council approval process of the final plat. If comments were minimal, your City Reviewer will notify you that the final plat may be presented to City Council for approval subject to certain conditions. If there are comments which must be addressed prior to sending it to City Council, the City Reviewer will require you to address all comments and resubmit prior

to proceeding to the City Council Approval Process. The City Reviewer will notify you when you are authorized to submit mylars.

**Construction Completed or Bonding Required:** Prior to final plat approval, the applicant shall either have completed construction of the final plat or shall post a bond for work not yet completed per RZC 21.76.090(F).

**Additional Review Cycles:** If non-compliance remains in your plans that cannot be rectified without a *third- cycle* review, these comments will be noted and explained as in Step 6. You will revise the plans as in Step 7 and resubmit as in Step 8. The City will review and comment as in Steps 9 and 10. The City may ask you to participate in a diagnosis meeting to determine why extra cycles were necessary to help improve the process or the checklist.

11. **City Council Approval Process:** All final plats must be approved by an ordinance issued by City Council. The City Reviewer will make arrangements for the final plat to be reviewed by City Council. This involves preparing a technical report with staff recommendations and scheduling the final plat on a City Council agenda. At a public meeting, City Council will determine whether to approve the final plat ordinance. If approved, City Council will authorize the Mayor to sign the final plat subject to any conditions imposed by the ordinance. The City Reviewer will gather the necessary City official signatures. The City Reviewer will contact you when the mylars are ready for pickup.
12. **King County Approvals and Recording:** You must then submit the approved Final Plat to the King County Department of Assessments and the King County Treasurer/Finance Director for approval. After all signatures have been gathered, you must submit the final plat to the King County Recorder for recording.
13. Once the plat has been recorded, please provide a copy of the recorded document to City of Redmond Building Division in order to file for building permits on the new lots.

Thank you for your preparations to make the final plat review process successful. These steps greatly reduce the total time and iterations necessary to approve your plat/short plat and reduce delays to your project from other projects in queue.

Please let us know what you think of our process by contacting your City Reviewer or the PW Development Services Manager at 425-556-2861.