

CHAPTER 4 SMALL PROJECT REQUIREMENTS

4.1 Small Project Submittal Requirements

The detail required for plans submitted for small projects is extremely variable, from very simple, hand-drawn plans, to detailed engineering drawings and reports. Request a meeting with the Stormwater Engineer to discuss your project specifics.

In general, the plans and narratives submitted shall include:

1. Written description outlining proposed activity.
2. Existing contours (information may be available from the City), shown as dashed lines, or spot elevations.
3. Sketch showing proposed activity.
4. Owner information – name, address and contact.
5. Project and Site information – title, tax parcel or address.
6. Existing utilities – identify type and size (information may be available from the City).
7. Identify slopes 40% or greater.
8. Location and drip lines of trees 6 inch caliper or greater (measured 4 feet above existing grade. (Only those trees to be cleared or trees within 50 feet of cleared areas need to be specifically designated).
9. Existing surface waters (streams, lakes, wetlands, etc.). Proposed drainage (flow arrows).
10. Proposed retaining walls/rockeries (indicate approximate heights).
11. Disturbed area – approximate (identify on the plan and label quantity in square feet).
12. Proposed contours – show as solid lines, or finished grade spot elevations at a minimum.
13. Proposed utilities – identify.

Note that if the project triggers State Environmental Policy Act (SEPA) thresholds, the permitting process will be more complex. Examples of SEPA thresholds include:

- Projects include stormwater pipes greater than 12 inches in diameter.
- Projects are located in Critical Areas (See RZC 21.64) such as:
 - Wetlands
 - Wetland buffers
 - Streams
 - Stream buffers
 - Critical wildlife habitat areas
 - Steep slopes
 - FEMA Floodways
 - Wellhead Protection Zones 1, 2, and 3

Contact the Development Services Center at 425.556.2473 or the Development Services Division at 425.556.2760 for further information about critical areas.

4.2 Small Project Construction Stormwater Pollution Prevention Requirements

Small Projects are required to meet Minimum Requirement #2 - Construction Stormwater Pollution Prevention, as described in the 2005 Ecology Manual. Small project proponents are also required to review Chapter 10 of this Stormwater Notebook to determine additional requirements for construction monitoring, TESC, and seasonal construction suspension.

In addition to those requirements, the following shall apply:

- It shall be the responsibility of the contractor to obtain street use and other related permits prior to any construction.
- It shall be the responsibility of the contractor to verify the correct locations of utilities to avoid damage or disturbance.
- Keep project impacted off-site streets clean at all times. Use sweepers; flushing streets shall not be allowed.
- Tie impervious surfaces (roof, streets, driveways, etc.) to completed drainage system as soon as possible.
- The City will order stoppage of work and will order sampling and analysis of stormwater discharges if stormwater controls do not meet standards described in this Stormwater Notebook.

4.3 Permit Process for Small Projects

The following is an overview of the steps and requirements for projects that require only a Clearing/Grading and Stormwater Management approval (and no other approvals). Projects requiring other permits may have additional steps and requirements. Consult the Development Services Center for additional guidance.

Responsible Party	Activity
Applicant	I. Project Proposal <u>Prepare project submittal</u> – see requirements above.

Table 4: Small Project Requirements	
Responsible Party	Activity
Applicant	<p>II. Complete and Submit Applications</p> <p>All the following must be completed and submitted to the Stormwater Engineer for review for the application to be considered complete. Only complete applications will be processed.</p> <ul style="list-style-type: none"> a. One (1) copy of a completed General Application form (found in Appendix B of the Stormwater Notebook and available at the Development Services Center). b. One (1) set of plans and computations including the applicable information on the application requirements checklist.
City	<p>III. City Review Process</p> <ul style="list-style-type: none"> a. The project engineer or applicant will be contacted when the review is complete. b. The plans and computations are red-lined and one (1) set of each is returned to the applicant.
Applicant	<p>IV. Revision and Resubmittal, if Required.</p> <ul style="list-style-type: none"> a. Revise plans per the City's comments. b. Resubmit the last set of red-lined prints and computations and one (1) set of revised plans and computations as stated above.
City	<p>V. Review of Revised Plans</p> <ul style="list-style-type: none"> a. Once all comments have been satisfactorily addressed, the City will proceed with plan approval. b. The project engineer or applicant will be contacted.
Applicant	<p>VI. Submit Original Plans for City Approval.</p> <ul style="list-style-type: none"> a. Submit three (3) sets of prints to the Stormwater Engineer for approval.
City	<p>IX. Permit Preparation and Plan Distribution</p> <p>The Stormwater Engineer prepares the permit letter, signs it, calculates the remaining fee, and determines performance bonds per the standard list. The project engineer or applicant will be contacted when the permit is ready to be issued.</p>

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Applicant	<p>X. Obtain Permit</p> <p>When applicant is notified that the permit is ready to issue, applicant needs to come to the Development Services Center and pay any remaining fees and post required bonds. The Permit Letter is then issued.</p>
Applicant	<p>XI. Pre-Construction Meetings</p> <p>After plan approval and after submitting permit prints, applicant may be required to contact the Construction Division and schedule a Pre-Construction Meeting. Contact the Construction Division at 425.556.2723 for the date, time, and location (the inspector may have the meeting at the site). In addition to permit issuance, <u>construction may not begin before having a Pre-Construction Meeting (unless waived by the Construction Division)</u>.</p>
Applicant	<p>XII. Construction</p> <p>The applicant shall complete all activities identified in the approved plans to meet City of Redmond standards. As items are completed, and at appropriate times during construction (i.e., before utilities are buried) the applicant shall notify the City inspector assigned to the project at the Preconstruction Conference that elements are ready for inspection. Failure to notify the City of readiness for inspection in a timely manner may result in the requirement to remove and replace buried or hidden elements.</p>
City	<p>XIII. Release of Performance Bonds</p> <p>Performance bonds remain in full force and effect until 1) the obligations secured are fully performed to the satisfaction of the City's inspectors; 2) a bond guaranteeing maintenance of all improvements for a guarantee period have been submitted to the City; and 3) the City has released the bonds in writing.</p>
City	<p>XIV. Cancellation of Non-Issued Permits</p> <p>a. The permit is only valid for a designated time. It may be to the applicant's benefit to wait until construction is ready to begin before picking up the permit.</p> <p>b. The permit will be held for a maximum six (6) months without issuance (unless specifically stated otherwise in the conditions of approval) but will then be nullified after this period if not picked up. The permit application would have to be started again, from the beginning, if the project is still desired. A new application may be required by the Public Works Department.</p>

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Responsible Party	Activity
Applicant	<p>XV. Permit Extension Request – (Optional)</p> <p>a. If the proposed work cannot be completed within the time covered by the permit an extension may be granted. Additional fees for inspection and renewal are required for extension.</p> <p>b. <u>The applicant must submit a written extension request to the Stormwater Engineer at least two (2) working days before the expiration of the permit.</u></p>

4.4 Fees for Small Projects

Fees are charged for plan review and City inspection. Current fee information is available from the Development Services Center.

- Small project fees often include but are not limited to:
 - Small & Simple Projects: Review
 - Small & Simple Projects: Inspection

Performance security may be required prior to issuance of a permit. Security requirements are determined after application.