

Chapter 5 Medium Project Requirements

5.1 Medium Project Submittal Requirements

Medium projects are required to develop site plans and a drainage report addressing all applicable items listed in the Application Checklist contained in Appendix D. Many items may not apply. Please contact the Development Services Stormwater Engineer for information specific to your project. Additional technical details of engineered plans are in Chapter 7 of this Stormwater Notebook.

5.2 Project Requirements for Medium Projects

Medium Projects are required to meet Minimum Requirements #1-5 of the 2005 Ecology Manual. Note that Chapter 2 of the Stormwater Notebook amends some of those requirements. Medium projects also have more strenuous requirements for construction stormwater pollution prevention, as outlined in Chapters 9 and 10.

5.3 Permit Process for Medium 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.

Table 5: Medium Project Requirements	
Responsible Party	Activity
Applicant	<p>I. Project Proposal</p> <ul style="list-style-type: none"> a. Prepare project submittal – see requirements below. b. Prepare SEPA Checklist (if required – Consult Stormwater Engineer prior to application). <ul style="list-style-type: none"> 1. If any work is proposed in a Critical Area the City will require the completion of the SEPA environmental checklist. The Technical Committee may require any project to complete the SEPA process. 2. Checklists are available at the Development Services Center. Redmond has modified the state standard checklist. Therefore, only a City of Redmond SEPA Checklist will be accepted. Complete the checklist to the best of your ability.

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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). (If SEPA is required, submit 8 copies of the General Application form.) b. One (1) set of plans and computations addressing Minimum Requirements #1 through #5, including the applicable information on the Application Checklist contained in Appendix D. c. Projects that require SEPA approval will be processed through the Technical Committee. Submit nine (9) copies of the SEPA document(s). d. Application fee.
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 with a Plan Review Checklist completed by the City.
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, the Plan Review Checklist 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.

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Responsible Party	Activity
Applicant	VI. Submit Original Plans for City Approval
City	VII. Plan Approval Plans are approved by signature and returned to the applicant or engineer for reproduction as required.
Applicant	VIII. Submittal of Permit Prints Submit three (3) sets of prints made from the signed plans to the Stormwater Engineer.
City	IX. Permit Preparation and Plan Distribution The Stormwater Engineer prepares the permit letter, signs it, calculates the remaining fee, and determines performance bonds per the standard list. The completed permit package is sent to the Development Services Center. The project engineer or applicant will be contacted by the Development Services Center when the permit is ready to be issued.
Applicant	X. Obtain Permit 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.
Applicant	XI. Pre-Construction Meetings 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>
Applicant	XII. Construction 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.

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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>
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>

5.4 Fees for Medium Projects

Fees for Medium Projects are based on the type and number of activities proposed. Fees are charged for plan review and City inspection. Current fee information is available from the Development Services Center.

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

Consult the Development Services Center to determine what actual costs you can expect based on the specifics of your project.

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