

Chapter 6 Large Project Requirements

6.1 Project Classification

See Chapter 3 for project classification.

6.2 Project Requirements for Large Projects

Large Projects are required to meet Minimum Requirements #1 through #9 as detailed in Chapter 2 of the Stormwater Notebook. There are also more strenuous requirements for construction stormwater pollution prevention outlined in Chapters 9 and 10 of the Stormwater Notebook.

6.3 Permit Process for Large 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 6 - Large Project Requirements	
Responsible Party	Activity
Applicant	<p>I. Project Proposal</p> <ul style="list-style-type: none"> a. <u>Prepare Project Plans</u> – an Application Checklist for Project Plan preparation is found in Appendix D. Large projects are subject to Minimum Requirements #1 through #9. b. Prepare SEPA Checklist <ul style="list-style-type: none"> 1. All Large Projects are required to submit a SEPA Checklist. The Technical Committee will determine if the proposed activity requires formal SEPA process review. 2. SEPA 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 shall be completed and submitted 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, also available at the Development Services Center). b. Eight (8) sets of Project Plans including the applicable information on the application requirements checklist in Chapter 10. c. Submit nine (9) copies of the SEPA document(s). d. Application fee.
City	<p>III. City Review Process</p> <p>All Large Projects are processed through the Technical Committee. The Committee reviews the proposed project in concept and makes the SEPA determination. The Committee prepares a letter of conditions to be addressed during preparation of final construction drawings.</p>
Applicant	<p>IV. Construction Plan Preparation</p> <ul style="list-style-type: none"> a. Prepare construction drawings based on the letter containing the conditions of approval from the Technical Committee and on Redmond's design standards. b. Submit three (3) sets of revised plans and supporting calculations to the Development Services Center (include a copy of the Technical Committee letter of conditions). c. Pay construction drawing review fee at the Development Services Center.

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City	<p>V. Construction Plan Review</p> <ul style="list-style-type: none"> a. Plans are reviewed in house and with City's contracted consultant. b. The project engineer or applicant will be contacted when the review is complete. c. 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>VI. Revision and Resubmittal</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 three (3) sets of revised plans and computations.
City	<p>VII. 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>VIII. Submit Original Plans for City Approval</p> <p>Submit original plans to the City for approval along with the final the calculations/report that accurately describes the drainage system and function. Plans shall be reproducible Mylar.</p>
City	<p>IX. Plan Approval</p> <p>Appropriate City staff sign plans and returns them to applicant or engineer.</p>
Applicant	<p>X. Submittal of Permit Prints</p> <p>For Clear and Grade Applications only: Submit six (6) sets of prints prepared from the signed plans to the Stormwater Engineer.</p> <p>Otherwise, submit prints to Engineering Division.</p>

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Responsible Party	Activity
City	<p>XI. Permit Preparation and Plan Distribution</p> <p>The Stormwater Engineer completes the permit, signs it, calculates the remaining fee, and determines bonds. The completed 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.</p>
Applicant	<p>XII. 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:</p> <ul style="list-style-type: none"> a. Pay any remaining fees and post required bonds, and b. Receive the permit.
Applicant	<p>XIII. Pre-Construction Meetings</p> <p>After plan approval and after submitting permit prints, applicant shall 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). <u>In addition to permit issuance, construction may not begin before having a Pre-Construction Meeting.</u></p>
Applicant	<p>XIV. 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>XV. 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>

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City	<p>XVI. 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 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.</p>
Applicant	<p>XVII. 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 Development Services Center at least two (2) working days before the expiration of the permit.</u></p>

6.4 Fees for Large Projects

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

Large project fees often include but are not limited to:

- Large Projects: Review
- Large Projects: Inspection

There may be additional review fees related to project-specific items. For example, vaults must be designed for appropriate soil, groundwater, and surface loadings. Separate review and permits are required from the Building Department. 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.

6.4.1 Provide Accurate As-Built Drawings

As-built records of the storm drainage system are maintained by the City. Help make sure the records are correct when project information is provided by submitting accurate as-built drawings when a project is completed. Before acceptance of improvements an as-built plan shall be prepared by a Professional Land Surveyor or Civil Engineer, licensed in the State of Washington. The as-built plan shall include accurate locations, elevations, and sizes of all constructed features. As-built documents will bear the signature, stamp, and date of the licensed Land Surveyor preparing them. Visit the Development Services Center for a description of the as-built process.