

# Application Requirements for Reasonable Use Exception I, II, & III



# **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**

A private property owner or public agency applying for relief from strict application of the

Critical Areas Ordinance regulations must submit an application for a Reasonable Use Exception.

#### 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 Cover Sheet & Site Plan (Cover Sheet A) must be named **Cover Sheet & Site 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

- Post Development (proposal)

Stormwater

3. Approximate sizing of

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

# III. GENERAL

The applicant shall check each of the following			Quality and Quantity Control systems.
items below to confirm that they are included in the application submittal package:			K. Mitigation Plan, if Type II or III (may be required for Type I), shall be prepared (see
	A. Completed <b>General Application Form</b> and <b>Project Contact Form</b> .		RZC Appendix 1: Critical Areas Reporting Requirements).
	B. Application Fees		L. Irrigation Plan, if Type II or III (may be
	C. Greenhouse Gas Emissions Worksheet, if Type II or III.		required for Type I), showing proposed locations and size of irrigation backflow preventers, water meters, and sprinklers.
	D. If SEPA Determination is required, please see the SEPA Application checklist for submittal requirements.		M. <b>Public Notice Site Plan</b> , if Type II or III, showing the following information on the site plan suitable for public notice:
	E. Critical Areas Report, if Type II or III and applicable, shall be prepared (see RZC Appendix 1: Critical Areas Reporting Requirements).		- Show proposed project
			- North Arrow
			- Street numbers and/or names adjacent
	F. Alternative Use Analysis, if Type II or III, must be conducted to determine if there is any feasible or reasonable on-site alternative to the proposed development with less impact (see Section IV).		to the project boundary
			- Project Name
			<ul> <li>Identify the boundaries of any critical areas</li> </ul>
	G. Decision Criteria Analysis and Response must address how the proposed application will meet decision criteria (see Section IV).		N. Public Notice Tree Preservation Plan, if Type II or III, showing the following information on the tree preservation plan suitable for public nations:
	H. Modification from Code Standard, if proposed and Type II or III, must be explained in detail.		public notice:
			- Show proposed project
	I. <b>ALTA Survey</b> , if Type II only (may be required for Type III).		<ul> <li>Highlight, in the shade of green, trees on the site designated to remain (trees that are NOT being removed)</li> </ul>
	J. <b>Stormwater Report</b> prepared by a registered Civil engineer including, if Type II or III:		- North Arrow
			<ul> <li>Street numbers and/or names adjacent to the project boundary</li> </ul>
	<ol> <li>Map of off-site areas draining on-site.</li> </ol>		- Project Name
	<ol> <li>Preliminary stormwater calculations of 6 months, 2 year, 10 year, 25 year and 100 year storm peak flow rates for:</li> </ol>		<ul> <li>Show an "X" over each tree proposed to be removed</li> </ul>
	- Pre Development (wooded or meadow site)		<ul> <li>Include a key stating that the "X" represents trees proposed to be removed.</li> </ul>

☐ O. Title Report providing the full title report

date for all parcels involved.

that is dated within 90 days of the submittal

#### IV. REASONABLE USE EXCEPTION DECISION CRITERIA

Pursuant to decision criteria of the Redmond Zoning Code, the applicant must provide in writing how the Reasonable Use Exception request satisfies each of the criteria listed below:

- A. No reasonable use with less impact on the critical area and the buffer is feasible and reasonable.
- B. There is no feasible and reasonable on-site alternative to the activities proposed. The application for an exception shall include an analysis of whether there is any practicable alternative on-site to the proposed development with less impact, including reduction or revision of project scope, phasing of project implementation, change in timing of activities, or related site planning considerations that would allow a project design with less adverse impacts to the critical areas.
- C. The proposed public project, as conditioned, will result in the minimum possible impacts to affected critical areas.
- D. The proposed public project does not pose an unreasonable threat to the public health, safety or welfare on or off the development proposal site and is consistent with the public interest.
- E. All reasonable mitigation measures have been implemented or assured.
- F. Any development permitted in the critical area is the minimum necessary to allow for reasonable use of the property.
- G. The inability to derive reasonable economic use is not the result of the applicant's actions.

## 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.

Provide plans labeled "Cover Sheet & Site Plan" and Landscape Plan (which includes all information on Cover Sheet A, 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.

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	SECTION COMPLETE?
□ a.	Show location and ground elevations of buildings related to the action, landscape areas, critical areas and other development features	parking areas,
II. LAN	IDSCAPE PLAN	SECTION COMPLETE?
□а	Identify the type, size and species of proposed plantings together location of all trees 4 inches or greater that will be removed.	with size, species and

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