



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:

DEVELOPMENT AGREEMENT

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.

Did this project have a Pre-Application meeting with the Technical Committee? Y N
If Yes, what was the most recent pre-app date? _____
What was the file # of the pre-app? _____

Did this project have a Pre-Application meeting with the Design Review Board? Y N
If Yes, what was the most recent pre-app date? _____
What was the file # of the pre-app? _____

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **May 2007**.

I. APPLICABILITY

A Developer Agreement is an agreement entered into between the City and individual property owners and/or developers. Developer Agreements usually identify the types and intensity of uses proposed, and are typically requested by property owners to provide certainty and predictability with respect to required mitigation, infrastructure and applicable regulations that will apply to identified properties over a certain period of time. Developer Agreements are not an instrument that allows deviation from code requirements.

II. PROFESSIONAL PREPARATION

An application for a Developer Agreement may be prepared by the owner or any owners representative. Materials that support the information in the proposed agreement such as Traffic Studies, Stormwater Reports etc must be prepared by the appropriate professional licenced in the State of Washington. A license stamp and/or registration number together with the appropriate signatures shall be required.

III. SUBMITTAL REQUIREMENTS

The applicant shall check each item below to confirm these items are included in the application submittal package:

- ___ A. Completed General Application Form and Project Contact Form
- ___ B. Five (5) copies of a completed SEPA Checklist and one (1) copy of a SEPA Application Form

- ___C. A completed SEPA/CAO Fee Worksheet
- ___D. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- ___E. Vicinity map with labeled streets and north arrow.
- ___F. Legal description of the area included for the proposed agreement
- ___G. Five (5) copies of a letter from the applicant or his/her representative explaining the reasoning/goals for the Development Agreement.
- ___H. If the property is located within a subdivision, short plat or binding site plan, Five (5) copies (no larger than 24" x 36") of the subject subdivision, short plat or binding site plan.
- ___I. Five (5) copies of a preliminary outline or list of the proposed components of the Development Agreement which may include but not be limited to: uses proposed and total square footage and/or residential units for each use, proposed infrastructure improvements to accommodate the proposal (including water, sewer, storm and transportation improvements and timing of construction), tree preservation information, public dedications proposed, phasing information, vesting provision, term of agreement, etc. A draft agreement is preferable, but not required.
- ___J. If prepared, five (5) copies of any studies or reports that have been completed to support the proposal (such as traffic study, stormwater report, critical area report etc)

o:\pcforms\Application Requirements\Development Agreement.doc
Rev. 2/2008