



**CITY OF REDMOND**  
**February 2008 Addendum to**  
**Application Submittal Requirements**  
**for**  
**Administrative Modification**

Please note that in addition to the submittal requirements listed on the standard form, the following items must be included in your application submittal in order to determine completeness for your application.

- I. For public notice purposes, where tree removal is proposed, please provide the following:
  - a. One 8 ½ x 11, black and white paper copy of the tree preservation plan meeting the following requirements:
    - The plan shall provide a minimum ¾-inch margin at the bottom.
    - The plan shall include a north arrow.
    - The plan shall identify street numbers and/or names (e.g. NE 116<sup>th</sup> St, Avondale Rd NE etc) adjacent to the project boundary.
    - The plan shall include the project name.
    - The plan shall show an “X” over each tree proposed to be removed.
    - The plan shall include a key stating that the “X” represents trees proposed to be removed.
  - b. One 8 ½ x 11 electronic copy of the tree preservation plan meeting the following requirements (Do **not** provide a disk or CD. Send in the format described):
    - The plan shall be in PDF format.
    - The plan shall highlight, in a shade of green, trees on the site designated to remain (trees that are not being removed).
    - The plan shall provide a minimum ¾-inch margin at the bottom.
    - The plan shall include a north arrow.
    - The plan shall include street numbers and/or names (e.g. NE 116<sup>th</sup> St, Avondale Rd NE etc) adjacent to the project boundary.
    - The plan shall include the project name.
    - The plan shall show an “X” over each tree proposed to be removed.
    - The plan shall include a key stating that the “X” represents trees proposed to be removed.
  - c. Prior to your intake appointment, the electronic copy shall be e-mailed to [PlannerOnCall@redmond.gov](mailto:PlannerOnCall@redmond.gov). In the e-mail subject heading, please state “Tree Preservation Plan for (project name)”
- II. For public notice purposes, please provide the following:
  - a. One 8 ½ x 11 black and white paper copy of the site plan meeting the following requirements:
    - The plan shall provide a minimum ¾ -inch margin at the bottom.
    - The plan shall include a north arrow.
    - The plan shall include street numbers and/or names (e.g. NE 116<sup>th</sup> St, Avondale Rd NE etc) adjacent to the project boundary.
    - The plan shall include the project name.
    - The site plan shall identify the boundaries of any critical areas.
  - b. One 8 ½ x 11 electronic copy of the site plan meeting the following requirements (Do **not** provide a disk or CD. Send in the format described):
    - The electronic copy shall include the same information noted in “a” above.
    - The site plan shall be in PDF format.
    - The site plan shall be in black and white.

- c. Prior to your intake appointment, the electronic copy shall be e-mailed to PlannerOnCall@redmond.gov. In the e-mail subject heading, please state "Site Plan for (project name)"
- III. If you answered "yes" to any of the four questions under item 3 on the attached submittal requirements, then a survey must be prepared by a registered land surveyor identifying items 3. A-I.
- IV. If an ALTA survey has been completed, please provide five copies of the ALTA survey. The Technical Committee may require completion of an ALTA survey in certain instances. If required, you will be notified of this requirement during review of your proposal.
- V. Number of required plan sets has been reduced for certain documents. Where there is a reference for a requirement of ten (10) sets, only five (5) sets are now required. Additionally, only five (5) copies of a SEPA checklist are required.

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Rev 2/08



**CITY OF REDMOND**  
**APPLICATION REQUIREMENTS FOR:**  
**ADMINISTRATIVE MODIFICATION**

**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 accepted 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 **June 2006**.

**I. APPLICABILITY**

Approval of an Administrative Modification is required to modify any final approval on a project granted pursuant to the Redmond Community Development Guide (RCDG), excluding all approvals granted by passage of an ordinance or resolution of the City Council and requests to revise a plat governed by RCDG 20F.40.150, Subdivision.

A proposed modification or addition will reviewed as an Administrative Modification, if the modification meets the following criteria:

- (a) No new land use is proposed;
- (b) No increase in density, number of dwelling units or lots is proposed;
- (c) No changes in location or number of access points is proposed;
- (d) No reduction in the amount of landscaping is proposed;
- (e) No reduction in the amount of parking is proposed;
- (f) No increase in the total square footage of structures to be developed is proposed; and
- (g) No increase in height of structures is proposed to the extent that additional usable floor space will be added.

A modification that does not meet the criteria above, but does not add more than the lesser of 10% or 6,000 square feet g.f.a, may be reviewed as an Administrative Modification.

The Technical Committee, composed of the Departments of Planning, Fire and Public Works, is the approval authority for Administrative Modifications and reviews the materials for compliance with the State Environmental Policy Act and the Redmond Community Development Guide.

## II. GENERAL

*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. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- C. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 ½" x 11 sheet of paper
- D. Completed SEPA/CAO Fee Worksheet.
- E. Three (3) copies of Critical Areas Report, labeled "CAO Report" (see RCDG 20D.140 to determine if applicable).
- F. A SEPA Application form, together with nine (9) copies of a City of Redmond SEPA Checklist. Complete responses must be provided to all questions.
- G. Photographs of the site keyed to a site plan. (Maximum of 1 roll of 3½" x 5" print).
  - 1. Existing structures
  - 2. Pertinent site conditions
  - 3. Adjacent properties and structures
  - 4. Direction of access to the site
- H. One (1) 8 ½" x 11" reduced site plan suitable for public notice purposes.

## III. PLANS AND 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.

- A. Ten (10) sets of site plans labeled "Site Plan" (which includes all information on cover sheet A, attached). Completed Cover Sheet A must be attached.
- B. Ten (10) sets of building elevations, floor plans and roof plans labeled "Building Elevations/Floor Plans and Roof Plans" (which includes all information on cover sheet B, attached), Completed Cover Sheet B must be attached.
- C. All plans must be folded and grouped in sets (each set to include one of each type of plan. Architectural fold is preferred.

## IV. DESIGN REVIEW

If applicable, the following items must be submitted at least 14 days prior to the Design Review Board meeting.

- A. Twelve (12) copies of a vicinity map that shows all properties and existing land uses within 500' of the subject property.
- B. Twelve (12) copies of a Statement of Design Intent on an 11"x 17" sheet of paper, consistent with the standards set forth in RCDG Chapter 20D.40, Design Standards. The statement should include text and conceptual drawings and should be based upon a well-defined concept which responds to the community goals and policies identified within Chapter 20D.40, Design Standards.

- C. Twelve (12) copies of an 11" x 17" sheet outlining all site requirements including front, street, rear and side setbacks, maximum height, maximum lot coverage of structures and/or impervious surface area, maximum FAR/density, minimum and maximum parking spaces and minimum landscaping requirement. This sheet shall be stapled to the front of the reduced plans described in item D below.
- D. Twelve (12) sets of 11"x17" site, elevations (including mechanical equipment screening), landscape plans, roof plan, floor plans, lighting plans (including cut sheets and photometrics) and contextual site plans (including existing and proposed buildings and their uses, pedestrian connections, open space areas and parking areas within 100 feet of the subject property) .
- E. For new construction or redevelopments, twelve (12) sets of 11"x17" perspectives showing proposed structures as viewed from public right-of-way, public trails or other public spaces. Perspectives should also show how the project relates to neighboring structures.
- F. One set of landscape plans only (not mounted on form board),at least 22"x 34" sheet size.
- G. One set of **colored** site, elevations, perspectives (showing neighboring structures), and landscape plans mounted on foam board. Elevations must show screening of roof top mechanical equipment. These may be provided at the meeting. Mounted set must ve be least 24"x36" in size.
- H. Photos of the subject and adjacent properties keyed to the contextual site plan required in item C above. Photos may be provided at the meeting.
- I. Final color and material boards to include all significant materials and colors for:
  - Exterior Finish (color chips, minimum of 4"x 4")
  - Windows/Frames
  - Doors/Frames
  - Trim, Flashings, etc.
  - Roofing (if visible), and rooftop mechanical equipment screening material

Material boards must be at least 24"x36" in size. Items must be labeled to correspond with elevation drawing labels.

**Ten (10) sets of site plans (labeled "Site Plan"), sheet size 22"x34" or smaller, drawn to 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.

**Please check each item below and write the applicable page # to confirm the item is included on the site plan.**

1. General Information:
- a. Legal description and parcel number(s) of the subject property. Page # \_\_\_\_\_
  - b. Proposed UBC construction type and proposed UBC occupancy classification(s). Page # \_\_\_\_\_
  - c. Site size: gross (square feet and acres). Page # \_\_\_\_\_
  - d. Dwelling units proposed (residential). Page # \_\_\_\_\_
  - e. Gross floor area, existing and proposed (non-residential). Page # \_\_\_\_\_
  - f. Open space/landscaping required and provided. Page # \_\_\_\_\_
  - g. Impervious surface allowed and proposed. Page # \_\_\_\_\_
  - h. Parking required, and provided. Page # \_\_\_\_\_
  - i. Building height allowed and proposed. Page # \_\_\_\_\_
  - j. If the project is located within a floodplain, you must provide the Base Flood Elevation. Page # \_\_\_\_\_

2. Onsite traffic circulation including consideration for the following:
- a. Parking layout, including stall delineation, dimensions, and aisle widths. Page # \_\_\_\_\_
  - b. Truck/delivery areas with dimensions and turning radii. Page # \_\_\_\_\_
  - c. Backing zones (away from heavy use areas). Page # \_\_\_\_\_
  - d. Fire Department access and turnaround. Page # \_\_\_\_\_
  - e. Stacking/queuing of vehicles. Page # \_\_\_\_\_
  - f. Drop off zones. Page # \_\_\_\_\_

3. Answer the following questions to determine what information is required on the plans.

1. Will the building footprint be expanded? Yes / No  
If yes, by how many square feet? \_\_\_\_\_
2. Will impervious surfaces be added? Yes / No  
If yes, what is it and how many square feet will be new? \_\_\_\_\_
3. Will there be new connections or modifications to existing utilities? Yes / No  
If yes, identify which utilities. \_\_\_\_\_
4. Will parking areas be modified, reduced, increased? Yes / No  
If yes, please describe changes. \_\_\_\_\_

If you answered no to **all** questions, only items "a" and "b" below must be shown on the site plan.

If you answered yes to **any** of the questions, all items below are required and shall be prepared by a registered, Professional Civil Engineer in accordance with **City of Redmond Design Standards** using 1990 City of Redmond datum for vertical and horizontal control.

Projects with existing non-conforming or substandard landscaping, utilities, or street improvements may need to be brought into conformance with current standards. Civil plans for those items may be required.

- \_\_\_ a. Existing and proposed property lines and building foot print. Page #\_\_\_
- \_\_\_ b. Distances between existing and proposed structures and property lines on the subject property . Page # \_\_\_
- \_\_\_ c. Dimensions and ground elevations of existing and proposed structure(s). Page #\_\_\_
- \_\_\_ d. Proposed topography including heights of proposed retaining structures and rockeries. Page #\_\_\_
- \_\_\_ e. Profiles of existing and proposed road grades in excess of 10 percent. Page #\_\_\_
- \_\_\_ f. Existing and/or proposed easements. Page #\_\_\_
- \_\_\_ g. Existing and/or proposed public or common use areas. Page #\_\_\_
- \_\_\_ h. Fences and other development features. Page #\_\_\_
- \_\_\_ i. Location of proposed modifications/additions on building foot print. Page #\_\_\_
- \_\_\_ j. Existing streams, wetlands, ponds and other surface water features and associated buffers, and flood prone areas. Page #\_\_\_
- \_\_\_ k. The location and drip line of all trees six (6)-inches or greater in diameter at breast height (4½' above grade) within 15 feet of the proposed addition, together with a notation as to which, if any, will be removed. Page #\_\_\_
- \_\_\_ l. Existing and proposed utilities:
  - \_\_\_ i. location and size of water facilities (Design Standards available at the Permit Center). Page #\_\_\_
  - \_\_\_ ii. location and size of sanitary sewer facilities (Design Standards available at the Permit Center). Page #\_\_\_
  - \_\_\_ iii. storm sewer. Page #\_\_\_
  - \_\_\_ iv. power. Page #\_\_\_
  - \_\_\_ v. gas. Page #\_\_\_
  - \_\_\_ vi. telephone and cable. Page #\_\_\_
  - \_\_\_ vii. fire hydrants, stand pipes, fire protection vaults, tanks or devices, and fire sprinkler supply mains. Page #\_\_\_
  - \_\_\_ viii. power poles. Page #\_\_\_
  - \_\_\_ ix. vaults. Page #\_\_\_
  - \_\_\_ x. boxes. Page #\_\_\_
  - \_\_\_ xi. underground duct runs. Page #\_\_\_
  - \_\_\_ xii. water meters. Page #\_\_\_
  - \_\_\_ xiii. side sewers. Page #\_\_\_
- \_\_\_ m. Proposed landscaping showing location of proposed trees, shrubs and groundcover together with proposed location of replacement trees, if required. Page #\_\_\_



**CITY OF REDMOND**  
**ADMINISTRATIVE MODIFICATION**  
**COVER SHEET B- BUILDING ELEVATIONS, FLOOR PLANS**  
**AND ROOF PLANS**

**Ten (10) sets of building elevations, floor plans and roof plans (labeled “Building Elevations/Floor Plans/Roof Plans”), sheet size 22"x34" or smaller drawn to architectural scale of 1/8" or 1/4" = 1' are required.**

**Applicant shall check each item below and write the applicable page # to confirm the item is included on the plans.**

- Plans have been stamped and signed by a licensed architect. Projects with total construction values less than \$50,000 are exempt from this requirement.
  
- 1. Building elevations of proposed modifications showing proposed colors and materials with shadows to clarify building massing. Please review the Redmond Community Development Guide Section 20D.140, Design Criteria. Elevations shall include the following:
  - \_\_\_ a. Doors and windows. Page #\_\_\_
  - \_\_\_ b. Mechanical equipment and penetrations (including louvers, vents, exhaust fans, meters, etc.). Page #\_\_\_
  - \_\_\_ c. Scuppers and downspouts. Page #\_\_\_
  - \_\_\_ d. Exterior lighting fixtures/surveillance devices. Page #\_\_\_
  - \_\_\_ e. Notes and graphic representation of exterior materials and architectural details. Page #\_\_\_
  - \_\_\_ f. Height of buildings measured in accordance with Section 20H. (RCDG). Page #\_\_\_
  
- 2. Floor plans including:
  - \_\_\_ a. On-grade floor plans. Page #\_\_\_
  - \_\_\_ b. Upper floor plans (if applicable). Page #\_\_\_
  - \_\_\_ c. Below grade parking plan (if applicable). Page #\_\_\_
  
- 3. Color and material boards to include all significant materials and colors for: \*
  - \_\_\_ a. Exterior finish.
  - \_\_\_ b. Windows/Frames.
  - \_\_\_ c. Doors/Frames.
  - \_\_\_ d. Trim, flashings, etc.
  - \_\_\_ e. Roofing (if visible).
  
- 4. One set of colored elevations.\*
  
- 5. Roof plans and rooftop mechanical equipment screening details including:
  - \_\_\_ a. Color. Page #\_\_\_
  - \_\_\_ b. Materials. Page #\_\_\_
  - \_\_\_ c. Height. Page #\_\_\_
  - \_\_\_ d. Sight angles within 500 feet. Page #\_\_\_
  
- 6. Exterior signage concept (for commercial buildings and multi-family housing).  
Page #\_\_\_

\*If the addition/modification matches the existing building colors and materials color photographs of the building will suffice.