



CITY OF REDMOND
February 2008 Addendum to
Application Submittal Requirements
for
Binding Site Plan

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 116th 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 116th 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. 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 116th 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. Five (5) copies of a land survey prepared by a land surveyor licensed in the state of Washington
- 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:
BINDING SITE PLAN

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 **June 2006**.

I. APPLICABILITY

Binding Site Plans shall be allowed pursuant to RCW 58.17.035.

II. PROFESSIONAL PREPARATION

All Binding Site Plans shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the binding site plan materials.

III. 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 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. Two (2) copies of title report or plat certificates, labeled "title report" or "plat certificate" obtained no more than 90 days previous to application date.
- ___ E. Two (2) copies of topography map, labeled "Topography Map" showing contours at 2-foot intervals.
- ___ F. Explanation of any modification sought from code standards, labeled "Modification Sought from Code Standards".

- ___G. Two (2) copies of draft of covenants, conditions, and restrictions, labeled “CC & Rs” or any other restrictions that may apply and private easements where applicable if not expressly created within CC&R's:
 - 1. Utility easements/maintenance
 - 2. Common access
 - 3. Joint parking
 - 4. Provisions for maintaining:
 - a) common areas/open space
 - b) landscaping
 - c) drainage facilities
 - d) driveways/roadways
- ___H. Computation sheets, labeled “Computation Sheets” for precision and areas of all streets, lots, tracts, and the binding site plan boundary. Include a summation sheet for areas. The total of area of streets, lots and tracts must equal boundary.
- ___I. Existing and proposed utilities.
- ___J. One (1) 8 ½” x 11” reduced site plan (suitable for public notice purposes).
- ___K. A SEPA Application form, together with nine (9) copies of a City of Redmond SEPA Checklist. Complete responses must be provided to all questions.
- ___L. A Completed CAO/SEPA Fee Worksheet

IV. FORMAT

Ten (10) paper copies of the mylar are required for preliminary review. Please do not submit mylar(s). Mylars shall not be required until ready for final recording. All copies must be folded prior to submittal. All plans must be folded and grouped in sets (each set to include one of each type of plan-Architectural fold is preferred).

The paper copies shall include:

- ___A. Mylar sheet size of 18 x 24 inches with 2-inch margin at top.
- ___B. Name, City File number, proposed development name, section, township, range, City, County and State.
- ___C. Name and address of the developer, owner, builder, surveyor, engineer, architect, planner or other professionals involved.
- ___D. Legal description of the subject property (must agree with plat certificate or title report).
- ___E. Declaration by owners and those with vested interest in subject property.
- ___F. Plat covenants as they may apply.
- ___G. Restrictions as they may apply (reference any prior site plan review approval).
- ___H. Approvals and certificates for the:

1. City Engineer (provide space for engineer's seal)
2. City of Redmond Technical Committee
3. City of Redmond, Office of Finance, Director
4. King County Office of Assessments, County Assessor
5. King County Office of Assessments, Deputy Assessor

___ I. Recording Certificate

___ J. Acknowledgments

___ K. Modifications/revisions

___ L. Notation of Zoning

___ M. Total area: square feet/acres

___ N. Parking spaces

___ O. Building uses

___ P. Location of existing and proposed easements

___ Q. Location and size of any water courses, boundaries, or area, subject to inundation or storm water overflows and marshes

___ R. If the project is located within a floodplain, you must provide the Base Flood Elevation

___ S. Contain all other information as described by RCW 58.09.060 as revised.

___ T. The title block in the lower right corner to include:

1. The name of the development
2. The section, township, range, and tax lot numbers
3. City, county and state
4. City of Redmond file number

___ U. Notation of north point:

1. North arrow
2. Basis of bearing (recorded survey)
3. Washington North Lambert grid

___ V. Indication of perimeter boundary, lot and right-of-way lines with a notation of bearings (or azimuth from the north), distances, and curve data. The curve data must include:

1. Radius, central angle, arc length and tangents
2. Radial bearings for all:
 - a. Points of compounds curves B. reverse curves
 - b. The beginnings and/or ending of all non-tangent curves

- ___W. Delineation of:
1. Easements to be dedicated or reserved for public use
 2. Areas and facilities for the common use of residents with a notation for use
 3. Existing easements
- ___X. Location of all monuments found, set, and to be set. All corners must be monumented.
- ___Y. Dedication of right-of-way or declaration by the property owner together with a provision for his/her signature and the acknowledgment of a notary public.
- ___Z. Description of easement provisions.
- ___AA. Storm Drainage Covenant
- ___BB. Certification of the land surveyor that the binding site plan regulations have been complied with, that a proper survey was made, that the monuments will be set, and that lot and block corners will be correctly staked, together with provisions for his signature and seal.
- ___CC. Certification by the King County Finance Director and the City of Redmond Finance Department that no delinquent special assessments or property taxes exist within their respective jurisdictions together with provision of their signature.
- ___DD. Certification of approval by:
- The King County Assessor and deputy assessor as indicated by their signature
 - The City of Redmond Engineer as indicated by his seal and signature
 - The City of Redmond, Technical Committee, Director of Public Works, and Director of Planning and Community Development indicated by their signature
 - The City of Redmond, Office of Finance
- ___EE. Recording certificate
- With and indication of the time and date of recording
 - The volume and page of the county records in which recorded
 - Provisions for the signature of the King County Auditor.
- ___FF. Signature of all vested owners (notarized)

Covenants:

All lots within this Binding Site Plan are subject to the covenants recorded the _____ day of _____, 20____ under recording number records of King County, Washington.

Modifications/Revisions:

It is expected that modifications and revisions to this Binding Site Plan and its approved design plans, conditions of approval, and documents may be necessary and normal during the course of its development. The City of Redmond Technical Committee, which is composed of the Planning and Public Works Departments, shall review and take such action as they shall reasonably determine is consistent with applicable City policies and ordinances with respect to any proposed modification of

deviation from the approved Binding Site Plan and/or and documents attached thereto. The burden of proof to demonstrate why a modification or deviation is needed shall be placed on the applicant. At the discretion of the Technical Committee, proposed changes may be referred to the City of Redmond Design Review Board for this review. At the discretion of the Technical Committee, the applicant may be required to record a revised and approved plan or document. There shall be no modification to the lot geometry to this Binding Site Plan except provided in this section.

Land Surveyor's Certification

I hereby certify that the perimeter boundary of this Binding Site Plan as represented hereon is true and correct and is based on an actual survey and subdivision of section ____ township ____ north, range ____ east: W.M. that the courses and distances are shown correctly hereon; and that the perimeter boundary and interior lot corners will be staked correctly on the ground. Professional land surveyor, certificate number _____ .

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me personally known (or proved on the basis of satisfactory evidence) to be partner of _____, the partnership that he executed the within foregoing instrument, and acknowledged said instrument to be his/her free and voluntary act and deed, as partner therein mentioned.

Witness my hand and seal hereto affixed the day and year this certificate above written.

Notary Public in and for the State of
Washington, residing in _____
my commission expires: _____

PLATTING REQUIREMENTS REVISED 8/2002

Approval

Examined and approved this _____ day of _____, 20__

Engineer, City of Redmond

I hereby certify that this Binding Site Plan is duly approved by the City of Redmond Technical Review Committee.

Director of Public Works

Director of Planning and
Community Development

Office of Finance Certificate

I hereby certify that there are no delinquent special assessments, and all special assessments on any of the property herein contained, dedicated as streets or for other public use, are paid to date this _____ day of _____, 20__.

Director of Finance, City of Redmond

Assessor's Certificate

Examined and approved this _____ day of _____, 20__, Department of Assessments

King County Assessor

Deputy King County Assessor

Recording Certificate

Filed for record at the request of the City of Redmond this _____ day of _____, 20__ at _____ minutes past _____ and recorded in volume _____ of binding sites, pages _____ records of King County, Washington.

Manager

Superintendent of Records

PLATTING REQUIREMENTS

Dedication:

Know all persons by these presents that we, the undersigned, owners of interest of the lands subdivided, hereby declare this plat to be the graphic representation of the subdivision made hereby, do hereby dedicate to the City of Redmond Washington for use by the public forever, all roads and streets shown hereon, and dedicate the use thereof for all public purposes not inconsistent with the use thereof for public highway purposes, with the right to make all necessary slopes for cuts and fills in the original reasonable grading of said roads and streets, and the right to continue to drain such roads and streets over and across any lot or lots, where water may take a natural course.

In witness whereof, we set our hands and seals.

(Name of Dedicator)

Declaration

Known all men by these presents that we, the understand owners of interest in the land herein described do hereby make a Binding Site Plan pursuant to chapter 58.17 R.C.W. and declare this Binding Site Plan to be a graphic representation of same, and that said Binding Site Plan is made with the free consent and in accordance with the desire of the owners.

In witness whereof, we set our hands and seals.

(Name of Declarer)

Acknowledgments

State of Washington)

)SS.

County of _____)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me personally known (or proved on the basis of satisfactory evidence) to be partner of _____, the partnership that he executed the within foregoing instrument, and acknowledged said instrument to be his/her free and voluntary act and deed, as partner therein mentioned.

Witness my hand and seal hereto affixed the day and year this certificate above written.

Notary Public in and for the State of
Washington, residing in _____
my commission expires: _____