



**CITY OF REDMOND**  
**February 2008 Addendum to**  
**Application Submittal Requirements**  
**for**  
**CAO Exception for Streets and/or Utilities**

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](mailto:PlannerOnCall@redmond.gov). In the e-mail subject heading, please state “Site Plan for (project name)”

- III. 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.
- IV. 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:**  
**CAO Exception for Streets and/or Utilities**

Project \_\_\_\_\_

Date \_\_\_\_\_

**Please note** that the submittal requirements noted below may change periodically. To assure that you have the most current requirements, please contact the City of Redmond Development Services Center at 425-556-2494. These submittal requirements are dated **June 2006**.

Applications delivered by courier or by mail **will not be accepted**.

All plans **must** be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

**I. PROFESSIONAL PREPARATION**

CAO Exception applications must be prepared professionally. All plans/reports must include the applicable stamp and signature.

The applicant shall check each item below to confirm the item is included in the application. The application packet shall include the following:

**II. GENERAL**

- \_\_\_ A. Completed General Application Form.
- \_\_\_ B. Application Fees.
- \_\_\_ C. One copy of an 8-1/2" x 11" vicinity map suitable for public notice purposes.
- \_\_\_ D. One copy of an 8-1/2" x 11" site layout plan suitable for public notice purposes.
- \_\_\_ E. Completed Project Contact Form
- \_\_\_ F. Nine (9) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions.
- \_\_\_ G. Completed SEPA/CAO Fee Worksheet
- \_\_\_ H. Ten (10) copies of a site plan, no larger than 22" x 34" drawn to an engineering scale of 1" = 20', showing:
  - 1. Location of buildings related to the action
  - 2. Location and dimensions of proposed street and/or utility proposed within the Critical Area
  - 3. Parking areas, landscape areas, and other development features.
  - 4. Site topography drawn at 2-foot contours
  - 5. Any proposed mitigation needed to reduce or eliminate the impact to the Sensitive Area.

6. If the site is within a floodplain, the Base Flood Elevation must be shown.

\_\_\_\_H. The applicant must provide in writing and graphical depiction how the request satisfies each of the criteria listed below:

1. The proposed street and/or utility must be identified in an adopted plan as of October 1, 1997, such as the Comprehensive Plan, Capital Facility Plan, Transportation Improvement Plan or other Utility Facility Plan
2. The applicant must demonstrate that alternative locations for the street and/or utility have been considered which avoid impact to the landslide hazard areas and are determined to be economically or functionally infeasible.
3. The applicant must demonstrate that if no other feasible alternative exists, other than locating the street and/or utility within a Class IV Landslide Hazard area, that the impact to such area has been minimized by limiting the magnitude of the proposed construction to the extent possible.

\_\_\_\_I. Submittal of three (3) copies of a Geotechnical Evaluation identifying the risks of damage from the proposal, both off site and on site. The evaluation must include an analysis of whether the proposal will increase the risk of occurrence of the potential geologic hazard, and must identify measures to eliminate or reduce risks.

The above noted items must be submitted to the City of Redmond Development Services Center in its entirety prior to any application considered to be complete. Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

Please Note: In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference with the Technical Committee. Application submittal requirements for pre-application meetings are available at the Development Services Center or on-line. Conferences are scheduled in person at the Development Services Center and are only scheduled when all pre-application meeting submittal requirements have been submitted.

\_\_\_\_\_  
Applicant or Representative

\_\_\_\_\_  
Date