



CITY OF REDMOND
February 2008 Addendum to
Application Submittal Requirements
for
CAO Reasonable Use Exception

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)"
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- 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 REASONABLE USE EXCEPTION
PUBLIC PROJECT

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

A public agency applying for relief from strict application of the Critical Areas Ordinance regulations must submit an application for Reasonable Use Exception-Public Project.

II. PROFESSIONAL PREPARATION

Reasonable Use Exception-Public Project applications must be prepared professionally.

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

III. GENERAL

- ___ 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 1/2" x 11 sheet of paper
- ___ D. One (1) Completed SEPA Application Form and nine (9) copies of a completed City of Redmond SEPA Checklist with a complete response provided to all questions.
- ___ E. Completed SEPA/CAO Fee Worksheet
- ___ F. Explanation of the modification(s) sought from code standards.
- ___ G. Ten (10) copies plus one (1) 8 1/2" X 11" copy of a site plan, drawn to scale, showing location and ground elevations of buildings related to the action, parking areas, landscape areas, critical areas and other development features.
- ___ H. Three (3) copies of a Critical Area Report including all information outlined in RCDG Appendix 20D-2 for the applicable Critical Areas.

- _____I. An analysis of whether there is any practicable on-site alternative 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.
- _____J. An analysis of mitigation opportunities in order to evaluate whether the proposal minimizes the impact on the critical area.
- _____K. Reasonable Use Exception-Public Project must meet the following criteria for approval as defined in Section 20D.140.10-190 of the Redmond Community Development Guide. **The applicant must provide in writing how the request satisfies each of the criteria listed below.**

- 1. No reasonable use with less impact on the critical area and the buffer is feasible and reasonable; and**
2. 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 on-site alternative 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; and
3. The proposed public project, as conditioned, will result in the minimum possible impacts to affected critical areas; and
4. 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; and
5. All reasonable mitigation measures have been implemented or assured; and
6. Any development permitted in the critical area is the minimum necessary to allow for reasonable use of the property; and

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