



**CITY OF REDMOND**  
**February 2008 Addendum to**  
**Application Submittal Requirements**  
**for**  
**Certificate of Appropriateness**

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 (Level 1 Certificate of Appropriateness is exempt from this requirement):
  - 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 (Level 1 Certificate of Appropriateness is exempt from this requirement):
  - 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 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. One (1) copy of a SEPA application form and five (5) copies of a SEPA checklist are required.

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Rev 2/08



**CITY OF REDMOND**  
**APPLICATION REQUIREMENTS FOR:**  
**CERTIFICATE OF APPROPRIATENESS**

**An appointment must be scheduled to submit your application to the Permit 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.**

**Please note** that the submittal requirements below may change periodically. These submittal requirements are dated **June 2006**.

**I. PURPOSE**

The Certificate of Appropriateness process should be used when the following actions are proposed to a historic landmark property:

- Restoration and repair (not considered ordinary maintenance)
- Alterations
- Additions
- Demolition
- Excavation

Exceptions are allowed for ordinary repairs, emergency repair work, normal excavations of new graves in a cemetery and certain interior improvements. (See 20F.40.32-030 Exceptions)

**II. APPLICABILITY/REVIEW PROCESS**

The Certificate of Appropriateness process is established to ensure against the loss of historic significance to historic landmark properties. It further ensures that prior to consideration of a demolition that alternatives have been explored and the mitigation, if appropriate, is required.

The Certificate of Appropriateness process may be a Level I, II, or III depending upon what action is proposed. It ranges from an administrative decision by the Technical Committee to a full Landmarks Commission hearing. For information concerning which process applies refer to RCDG Section 20F.40.32.

**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. A written explanation project description which includes:
  - The location and current condition of the feature.
  - Information about the original design and materials of the feature, if known, including the date of construction.
  - A complete description of the proposed alterations along with a discussion on the reason for the proposed intervention and reason for choosing the proposed alternative.
  - Specific information about materials. (i.e. metal roofing, paint colors, or plantings)

For excavation proposals provide a plan approved by a qualified archeologist. For demolition proposals, provide an explanation of the need for demolition including any structural or economic considerations.

NOTE: Features of significance vary for each landmark property, but most often include all of the building exterior, highly distinctive portions of the interior, outbuildings, and elements of the site itself such as original elevations or landscape elements. To verify what elements of a project should be discussed on an application, it is recommended you meet with historic preservation planning staff.

- C. Photographs of current condition and, if possible, historic photos that are helpful in determining the original appearance. Drawings as applicable.
- D. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 ½" x 11 sheet of paper

IF APPLICABLE: (It is suggested that you check with the Historic Preservation Planner for this determination prior to submission of application)

- E. A SEPA Application form and checklist
- F. Completed SEPA/CAO Fee Worksheet