



CITY OF REDMOND
February 2008 Addendum to
Application Submittal Requirements
for
Conditional Use Permit-Change of Use Only

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. 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. Only five (5) copies of a SEPA checklist are required.

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Rev 2/08



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
CONDITIONAL USE PERMIT
Change of Use (no exterior modifications)

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 **March, 2007**.

I. APPLICABILITY

A Conditional Use Permit is required for new construction, or conversion of existing buildings, for a use which is identified in the applicable Permitted Use Chart as being classified as a Conditional Use.

The Technical Committee, composed of the Departments of Planning and Public Works, reviews all applications for compliance with the State Environmental Policy Act and the Redmond Community Development Guide.

II. PROFESSIONAL PREPARATION

All components of the Conditional Use Permit 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 Conditional Use Permit application 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 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
- 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. Depending upon the size of the project, seven (7) copies of a traffic study may be required. Please consult the Transportation Development Services Division of Public Works.
- H. A completed SEPA/CAO Fee Worksheet

- I. Five (5) copies of a written explanation of the change of use including a detailed description of the use(s) proposed, the total square footage which the new use(s) will occupy, the previous use of the building, hours of operation for the proposed use, description of adjacent uses on the site and description of any modifications to the building necessary to accommodate the proposed use.
- J. Five (5) copies of a written analysis of the Conditional Use Permit Decision Criteria in RCDG 20F.40.40-040.
- K. Three (3) copies of a written analysis of compliance with parking requirements. This analysis should include detailed information relative to the total building square footage and existing parking spaces on the subject property together with a breakdown of the square footage of each use on the site and its associated parking requirement.
- L. If the proposed use requires that the number of spaces provided must be adequate to accommodate the peak shift, then a parking usage analysis shall be prepared for the proposed use to determine the parking needs for the proposed use. This analysis should include a comparison to similar facilities, preferably of similar size. The written analysis must demonstrate that there is sufficient parking on site to meet the requirements of the existing uses on site, together with the proposed use's parking requirements.
- M. In order to determine whether off-site street improvements and/or stormwater improvements are required, please provide three (3) copies of the valuation of the proposed improvements to the building and the valuation of the existing structure.
- N. Submittal of photographs of the site keyed to a site plan. (Maximum of 1 roll of 3½" x 5" print.) showing existing structures, adjacent properties and structures, direction of access to the site and all pertinent conditions of the property.
- O. One (1) 8 ½" x 11" reduced site plan suitable for public notice purposes.

IV. 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. Five (5) sets of site plans (which includes all information on cover sheet A, attached).
- B. Five (5) sets of floor plans and roof plans (which includes all information on cover sheet B, attached) identifying specific locations of uses within the building
- C. For large sites, five (5) copies of a composite site plan showing entire site on one 22"x34" sheet.
- D. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.



CITY OF REDMOND
CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS
COVER SHEET A - SITE PLAN

Five (5) sets of site plans (labeled “Site Plan”), sheet size 22"x34" or smaller, drawn to an 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.

- Plans have been stamped and signed by the appropriate professional.
- 1. General Information:
 - ___ a. Legal description and parcel number(s) of the subject property. Page # ___
 - ___ b. Proposed UBC Construction type. Page # ___
 - ___ c. Site size: gross Page # ___
 - ___ d. Dwelling units allowed and proposed (residential). Page # ___
 - ___ h. Parking required, and provided. Page # ___
- 2. Onsite Traffic Circulation including consideration for the following:
 - ___ a. Backing zones (away from heavy use areas). Page # ___
 - ___ b. Fire Department access and turnaround. Page # ___
 - ___ c. Stacking/queuing of vehicles. Page # ___
 - ___ d. Drop off zones. Page # ___
 - ___ e. Parking areas, including stall delineation . Page # ___
 - ___ f. Truck/delivery areas. Page # ___
- 3. Pedestrian/Transit/Bike Access:
 - ___ a. Sidewalk locations. Page # ___
 - ___ b. Bike rack locations. Page # ___
 - ___ c. Pedestrian circulation within parking lot. Page # ___
 - ___ d. Connections to adjacent properties. Page # ___
 - ___ e. Public Safety features. Page # ___
 - ___ f. Connection from parking to building entrances. Page # ___

For the subject property the following information shall be shown. These items shall be prepared by a registered Civil engineer in accordance with **City of Redmond Design Standards**, using 1990 City of Redmond datum for vertical and horizontal control:

- On and off-site conditions (existing)
 - ___ a. Existing property lines and lots. Page # ___
 - ___ b. Dimensions of existing structure(s). Page # ___
 - ___ c. Existing public or common use areas. Page # ___
 - ___ d. Fences and other development features. Page # ___
 - ___ e. Distances between existing on and off the subject property. Page # ___
 - ___ f. All existing driveways, Page # ___
 - ___ g. location of water and sewer facilities, Page # ___
 - ___ h. location storm sewer facilities. Page # ___
 - ___ j. fire hydrants. Page # ___



CITY OF REDMOND
CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS
COVER SHEET B - FLOOR PLANS, ROOF PLANS

Five (5) sets of floor 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.

- 1. Plans have been stamped and signed by a licensed architect.
- 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. If new rooftop mechanical equipment is proposed, roof plans and rooftop mechanical equipment screening details including:
 - ___ a. Color
 - ___ b. Materials
 - ___ c. Height
 - ___ d. Sight angles within 500 feet
Page #___

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