



CITY OF REDMOND
February 2008 Addendum to
Application Submittal Requirements
for
Master Planned Residential Development

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:

MASTER PLANNED RESIDENTIAL DEVELOPMENTS
(MPRD)

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. PURPOSE

The MPRD process should be used when large sites are to be developed in phases where coordination of public facilities is needed, when a master plan is needed to determine how best to develop the area, to integrate various uses, or when multiple ownerships are to be coordinated into a unified development. The MPRD process may also be appropriate where development issues are more complex, and a more comprehensive review and approval process is more appropriate (Refer to RCDG Section 20C.30.105 for further information regarding the MPRD processes). The conditions placed upon the MPRD approval must be complied with throughout each subsequent land use approval which implements the MPRD.

II. APPLICABILITY/REVIEW PROCESS

MPRD's are allowed only in residential (R) zones of the City. The primary use in an MPRD area shall be residential. However, where identified by the Comprehensive Plan, Neighborhood Commercial zones may also be included in an MPRD. Property included in an MPRD application must be under the same ownership or a signed development agreement must establish control over multiple ownerships.

An MPRD approval constitutes the City's acceptance of an overall project design and concept. Once the overall design is approved for a site, an applicant may then submit a PRD (Planned Residential Development), subdivision or binding site plan application(s). These subsequent applications are intended to show the City how a specific portion of the MPRD area will be developed. Applicants also have the option of requesting that the implementing PRD, subdivision or binding site plan review applications be processed concurrently with an MPRD to save time. For concurrent review, a separate application and submittal requirements for the subdivision or binding site plan must be provided with the application for an MPRD.

The Technical Committee, composed of the Departments of Planning and Public Works, reviews all MPRD plans for compliance with the State Environmental Policy Act and the Redmond Community Development Guide. The Design Review Board, a seven member board appointed by the Mayor and City Council also reviews the application for compliance with the Design Criteria outlined within RCDG Section 20C.30. The Technical Committee and Design Review Board then issue a recommendation to the Hearing Examiner based upon their review. The Hearing Examiner in turn, issues a recommendation to the City Council for final review and final action.

III. PROFESSIONAL PREPARATION

All components of the MPRD 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 MPRD application materials.

IV. 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
- D. One (1) 8 ½" x 11" reduced site plan suitable for public notice purposes.
- E. Three (3) copies of CAO Report (see 20D.140 to determine if applicable).
- F. Three (3) copies of a statement of the storm water management methods planned for the project including information on location and approximate sizing of stormwater quality and quantity control systems. A map of off site areas draining on site must also be provided.
- G. A SEPA Application form, together with nine (9) copies of a City of Redmond SEPA Checklist. Complete responses must be provided to all questions.
- H. A completed SEPA/CAO Fee Worksheet
- I. Depending upon the size of the project, seven (7) copies of a traffic study may be required. Please consult the Transportation Engineering Division Office.
- J. Ten (10) copies of the statement of site design and layout intent.
- K. Submittal of photographs of the site keyed to a site plan. (Maximum of 1 roll of 3½" x 5" print).
 - 1. Existing structures
 - 2. Pertinent site conditions
 - 3. Adjacent properties and structures
 - 4. Direction of access to the site
- L. Completed MPRD worksheet (please see attached worksheet).
- M. A written explanation of phasing, if applicable. Include time frames for construction of structures, utilities, roads, etc. (Information on phasing must also be provided on the site plan.)
- N. The completed School Concurrency Form is encouraged to be submitted at time of application, but not required. The form must be completed, however, prior to issuance of a SEPA Threshold Determination and/or prior to recommending approval for the proposal.

V. **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. Ten (10) sets of site plans (which includes all information on cover sheet A, attached). Completed Cover Sheet A must be attached.
- B. For large sites, ten (10) copies of a composite site plan showing the entire site on one 22"x34" sheet.
- C. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural Fold is required.



CITY OF REDMOND
MASTER PLANNED RESIDENTIAL DEVELOPMENT
REQUIREMENTS
COVER SHEET A - MASTER SITE PLAN

Ten (10) 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. A sheet index must also be provided.

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. Zoning and Comprehensive Plan designation of subject property. Page #___
 - ___b. Legal description and parcel number(s) of the subject property or properties. Page #___
 - ___c. Site size: gross and net (square feet and acres). Page #___
 - ___d. The range of allowed units (maximum and minimum) based upon underlying zoning of the subject property. Page #___
2. Onsite Traffic Circulation including consideration for the following:
- ___a. Street layout including proposed street widths. Page #___
 - ___b. Proposed access points to existing streets and highways. Page #___
 - ___c. General location of parking areas for uses other than single family. Page #___
 - ___d. Where coordination between utilities and streets is necessary, street and utility plans and profiles may be required for selected streets. Page #___
 - ___e. Proposed landscape medians or cul-de-sac planting within right-of-way(s). Page #___
3. Pedestrian/Transit/Bike Access:
- ___a. General location of sidewalks, trails (equestrian and multi-use) and bikeways. Page #___
 - ___b. General location of connections to adjacent properties. Page #___
4. On and off-site conditions, existing and proposed.
The following information shall be shown for the subject property and surrounding properties within fifty (50) feet of the subject property, including adjacent rights-of-way, unless otherwise noted. These items shall be prepared by a registered Civil engineer using 1990 City of Redmond datum. Future development applications implementing the MPRD must comply with the City of Redmond Design Standards unless modifications are approved.
- ___a. Existing and general locations of proposed property lines. Page #___
 - ___b. General locations of existing structures. Page #___
 - ___c. Proposed topography including identification of cuts, fills, retaining structures and rockeries greater than eight feet in height. Page #___
 - ___d. Existing topography at 2-foot contours based upon an actual field survey. Larger contour intervals may be allowed on steep sites. Spot elevations of existing and proposed conditions may be shown for flat sites with no more than 5 feet of total elevation change. Page #___
 - ___e. Existing or proposed roads in excess of 10 percent. Page #___
 - ___f. Show locations of existing easements and general locations of proposed easements. Page #___

- ___g. General location of proposed uses including residential, non-residential, parks and open spaces and private recreational areas. Page #_____
- ___h. General locations of proposed structures on adjoining properties within 50 feet of the subject property. Page #_____
- ___i. Existing and proposed roadway improvements, including sidewalk curb and gutter, tapers and street lights within 150 feet of the subject property. Page #_____
- ___j. All existing and proposed major access points, intersections and lane channelization within 150 feet of the subject property. Page #_____
- ___k. Existing critical areas, including critical wildlife habitats, geologic hazard areas, streams, wetlands, ponds and other surface water features and associated buffers, and flood prone areas. Page #_____

- ___l. If the project is located within a floodplain, you must provide the Base Flood Elevation. Page #_____

- ___m. Tree Preservation
 - Preliminary Tree Preservation Plan, labeled “Tree Preservation Plan” showing the surveyed location and drip line of all trees four (6) inches or greater in diameter at breast height (4½' above grade) within the site and for fifty (50) feet outside of the site. Individual trees shall be identified by size and species. Page #_____
 - Where stands of more than twenty-five (25) trees will not be disturbed, the applicant must depict the size and species name of each significant tree, with the drip line of the stand together with a note indicating the total number of significant trees within the stand. Page #_____
 - Each tree shown must be designated as removed, retained (**no** construction within 5 feet of the drip line), or impacted (trees proposed to remain, but have construction within the drip line or 5 foot drip line setback (only retained trees may be counted toward the 35% tree retention requirement)). Page #_____
 - The five-foot drip-line setback shall also be shown for all trees proposed to be retained and impacted. Page #_____
 - An arborist report, labeled “Arborist Report” prepared by a certified arborist shall be required for all trees on site that are 6 inches or greater in diameter. The tree health assessment shall include the information on the attached handout, and shall verify that all trees designated as retained are healthy trees.
 - Completion of Tree Preservation Summary Table (See Attached Table)

- ___n. Existing and proposed utilities:
 - ___i. Specific location and size of existing water facilities including water meters. Page #_____
 - ___ii. General location and size of proposed water facilities including water meters. Page #_____
 - ___iii. Specific location and size of existing sanitary sewer facilities including side sewers. Page #_____
 - ___iv. General location and size of proposed sanitary sewer facilities including side sewers. Page #_____
 - ___v. Specific location of existing storm water facilities. Page #_____
 - ___vi. General location of proposed storm water facilities. Page #_____

MASTER PLANNED RESIDENTIAL DEVELOPMENT WORKSHEET

(To be Filled Out by Applicant)

Location

1. Which neighborhood is the proposed development located within?
 - a. Bear Creek
 - b. Education Hill
 - c. Grass Lawn
 - d. North Redmond
 - e. Overlake
 - f. Sammamish Valley
 - g. S.E. Redmond
 - h. Willows/Rosehill

2. Is the subject property or a portion of the subject property within shoreline jurisdiction? Y/N

Zoning

3. Please indicate the zoning designation(s) of the subject property and indicate the total area (in square feet and acreage) within each zone.
 - a. Zone _____ Gross Area _____ sq. ft./_____ acres
 - b. Zone _____ Gross Area _____ sq. ft./_____ acres
 - c. Zone _____ Gross Area _____ sq. ft./_____ acres
 - d. Zone _____ Gross Area _____ sq. ft./_____ acres

Density

4. What is the minimum and maximum number of dwelling units allowed based upon the underlying zoning (pursuant to RCDG Section 20C.30.25-030 and 20C.30.25-040). Also indicate whether gross or net buildable area was used in calculating the minimum number of dwelling units.

5. Will density bonuses be applied as part of the proposal? If so, please describe. (Attach additional page if necessary.)

Housing Types

6. Please indicate all housing types which are a part of the proposal.

approximate # units

- a. _____ detached single family
- b. _____ attached single family
- c. _____ townhomes
- d. _____ manufactured housing
- e. _____ affordable housing

approximate # units

- f. _____ multi-plex housing
- g. _____ senior housing
- h. _____ mobile home parks
- i. _____ cottage housing
- j. _____ other _____

The following questions must be answered completely in order to determine which regulations are proposed to be modified. If there are no modifications sought for a particular standard, write "N/A" next to that item.

Minimum Average Lot Size

7. Required minimum average lot size of the underlying zone is _____ square feet.
8. Proposed average lot size is _____ square feet.
9. The gross area reduction below the minimum average lot size for the underlying zone is _____ square feet. (Example: The zone has a minimum avg. lot size of 3,500 square feet. Lot A is 3,000 square feet and Lot B is 2,500 square feet. The gross area reduction below the minimum average lot size = $(3500-3000)+(3500-2500)$ or 1,500 square feet).
10. What is the size (in square feet) of the smallest lot proposed? _____ square feet.

Minimum Lot Width Circle

11. Required minimum Lot Width Circle is _____ ft.
12. Proposed Lot Width Circle is _____ ft.

Maximum Impervious Area

13. The maximum impervious surface allowed for the underlying zone is _____%.
14. The proposed maximum impervious surface area for the development is _____%.

Maximum Structure Coverage

15. The maximum structure coverage allowed for the underlying zone is _____%.
16. The proposed structure coverage for the development is _____%.

Setbacks

17. Required front setback for the underlying zone is _____ ft.
18. Required rear setback for the underlying zone is _____ ft.
19. Required side street setback for the underlying zone is _____ ft.

Minimum Building Separation

20. Required building separation is _____ ft.
21. Proposed building separation is _____ ft.

Height

22. The maximum height of the underlying zone is _____ ft.
23. The proposed maximum height proposed is _____ ft.

Open Space

24. The minimum amount of open space required for the underlying zone is _____%.
25. The proposed amount of open space for the development is _____%.
26. The proposed amount of "recreational" open space is _____%.
27. The proposed amount of impervious and structure coverage within the proposed open space is _____%.

Modifications to street or utility standards

28. Please describe any modifications sought to street and utility standards. Please state applicable RCDG code section (attach additional pages if necessary).

Modifications to other standards

29. Please describe any modifications sought to other standards within the Redmond Community Development Guide. Please state the applicable RCDG code section (attach additional pages if necessary).

Decision Criteria

30. Pursuant to Redmond Community Development Guide Section 20C.30.105-040, Decision Criteria, the City may approve, or approve with modifications, an MPRD if the proposal meets the requirements of Section 20C.30.105 and the design of the proposed development achieves two or more of the following results:

- a. High quality architectural design, placement, relationship or orientation of structures
- b. Achieving allowable densities for the subject properties
- c. Providing housing types that effectively serve the affordable housing needs of the community
- d. Improving circulation patterns or the screening of parking facilities
- e. Minimizing the use of impervious surfacing materials
- f. Increasing open space or recreation facilities on site
- g. Landscaping, buffering, or screening in or around the proposed MPRD
- h. Providing public facilities
- i. Preserving, enhancing or rehabilitating natural features of the subject property such as significant woodlands, wildlife habitats or streams
- j. Incorporating energy efficient site design or building features
- k. Providing for an efficient use of infrastructure

Please provide a written explanation as to how the proposal meets two or more of the above criteria (attach additional pages if necessary).



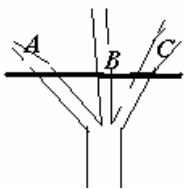
Guidelines for Demonstrating Conformance with Tree Protection Standards

Contact: For additional information regarding these guidelines, please contact the City of Redmond’s Department of Planning and Community Development at 425/556.2494 or your assigned project planner.

Description: This handout is intended to both summarize tree protection requirements and to provide a sample format for demonstrating compliance with code.

Summary of Regulations: The following table summarizes the regulations related to tree preservation in the City of Redmond. For more information, please refer to RCDG [20D.80 Landscaping and Tree Protection](#).

Measuring Trees (DBH): *Single-Trunk Trees.* Trees are measured according to their Diameter at Breast Height, or “DBH”. “DBH” is the diameter, measured straight across the tree trunk at 4.5’ above grade.

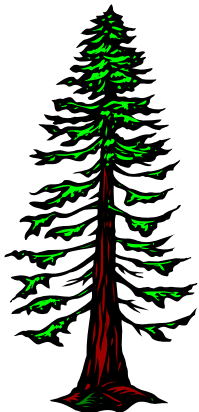


Multi-Trunk Trees. Where trees have more than one trunk or stem at 4.5’ and those stems come from the same “base”, the DBH for each stem at 4.5’ is measured. The DBH is then the average of the DBHs of each the stems at 4.5’ above the ground.

Example: In the picture to the left, where the horizontal dark line is at 4.5’ high, the DBH would be the average of the diameters of A, B, & C. So, $DBH = (DBH_A + DBH_B + DBH_C)/3$

	Proposed Action and Brief Definition		
Type of Tree (DBH)	Removal <i>(The tree is cut down/removed from the site.)</i>	Impacted <i>(The tree is left standing, but ground disturbance is occurring within 5’ of the tree’s dripline.)</i>	Retained <i>(The tree is left standing and ground disturbance is NOT occurring within 5’ of the tree’s dripline)</i>
Landmark (> 30’)	Prohibited , unless approved by an exception. A written exception request is required. Mitigation required, i.e. replacement trees at a ratio of 3:1, if exception is approved.	Prohibited , unless approved by an exception. A written exception request is required. Preferred over Removal.	Required for all Landmark Trees , unless exception is granted.
Significant (6” - 30’)	Regardless of the percentage of removed trees, mitigation, i.e. replacement trees at a ratio of 1:1, are required for each removed tree.	Encouraged over Removal.	35% of all Significant Trees Required.
Notes:	No more than 65% of healthy Landmark + Significant Trees may be removed , unless approved by an exception. If approved, then mitigation is required, i.e. replacement trees, at a ratio of 3:1 if exception is approved. <i>Tree Replacement Performance Bond required for each replacement tree. 3 year maintenance bond required after performance.</i>	<i>3-year Tree Replacement Performance Bond required for each replacement tree. The bond is used if an impacted tree dies and the applicant does not replace it.</i>	<i>5-year Tree Preservation Bond is required for each Retained Tree. The bond is used if an impacted tree dies and the applicant does not replace it.</i>

Arborist Report:



An Arborist Report shall document (1) the trees on site and (2) any off site trees that will be impacted by clearing or other improvements within 5 feet of its drip line. At a minimum, the arborist's report shall:

1. Describe the site in narrative and provide an aerial or site plan documenting the locations of tree stands.
2. Describe the methodology, which must be considered the best of available science, that was used to rate each and every tree. Describe how trees were tagged in the field.
3. Document through a table the following for each tree of 6" or greater in dbh: Tree Number, Species, DBH, Health, Comment on Health, and Proposed Action. The Tree Number is that number that is affixed to the tree in the field and is used to identify it on a surveyed map.
4. Provide a surveyed map locating each tree, numbering each tree with its identification number, illustrating each tree's dripline, and illustrating 5' from each tree's dripline. Symbols shall be used and described in a legend to distinguish the following groups: Unhealthy Trees to be Removed, Significant Trees to be Removed, Landmark Trees to be Removed, Significant Trees to be Impacted, Landmark Trees to be Impacted, Significant Trees to be Retained, and Landmark Trees to be Retained.
5. Recommend actions for impacted trees and general management, as appropriate.
6. Provide a map illustrating the locations of replacement trees.
7. Provide an exception request for any proposed action that would not comply with the tree protection standards, such as: removing a healthy landmark tree or having a retained tree count below the required 35%.

Summarizing Compliance with Code.

The following table provides you with the format that is required for summarizing a proposal's conformance with the City's tree protection regulations. The table must appear in the Arborist Report and on the Tree Preservation Plan, both of which are part of the application. **Please include the total number of trees that are 6" or greater and the number of unhealthy trees in the report.**

<i>Tree Type</i>	Proposed Action and Brief Definition			
	<i>Removal</i>	<i>Impacted</i>	<i>Retained</i>	<i>Total</i>
<i>Landmark (>30" dbh)</i>	<i>Number of removed landmark</i>	<i>Number of impacted landmark</i>	<i>Number of retained landmark</i>	<i>Total Landmark Trees</i>
	<i>% of Removed Landmark Trees of All Trees</i>	<i>% of Impacted Landmark Trees of All Trees</i>	<i>% of Retained Landmark Trees of All Trees</i>	<i>% Landmark Trees of All Trees</i>
<i>Significant (6" - 30")</i>	<i>Number of removed significant</i>	<i>Number of Impacted significant</i>	<i>Number of Retained significant</i>	<i>Total Significant Trees</i>
	<i>% significant removed of all significant trees</i>	<i>% Impacted of all significant</i>	<i>% Retained of all significant</i>	<i>% Significant Trees of All Trees</i>
<i>Totals</i>	<i>Number of Landmark + Significant Removed</i>	<i>Number of Landmark + Significant Impacted</i>	<i>Number of Landmark + Significant Retained</i>	<i>Total Number of ALL Trees</i>
	<i>% of removed of all Trees</i>	<i>% of Impacted of all Trees</i>	<i>% of Retained of all trees</i>	
<i>Replacement Trees</i>	<i># of Replacement Trees</i>	<i>N/A</i>	<i>N/A</i>	<i># of Replacement Trees</i>