CITY OF REDMOND
PREP APPLICATION REQUIREMENTS FOR:

CONDITIONAL USE PERMIT

Project Name: _____
Project Contact Name: _____
PREP File Number: PRE_____
Submittal Date:_____

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **September 2007.**

I. Intake Procedure:

Staff will review the submittal package at a pre-scheduled presubmittal meeting to ensure that each item below is included in the application, and that the application is a code compliant application. Applications that are not code compliant and/or incomplete will not be accepted.

II. General Requirements

An * denotes a form that may be found on the internet at www.redmond.gov.

The items below should be used as a checklist through the PREP process, guiding the applicant in the preparation/fulfillment of the application requirements. The applicant shall note a "Y " when the items have been provided for Staff review in the PREP process, and Staff shall note "C", "I", or "N" depending on their findings/analysis.

***C**=Complete/Code Compliant*
***I**=Incomplete/Non code compliant*
***N**=Not Applicable*

	Draft Provided by Applicant Y/N	C/I/N Verified by Staff
A. Completed General Application Form* and Project Contact Form*		
B. Application Fees*		
C. Pre-Application Information including dates of most recent pre-application meetings for both DRB and Technical Committee (needed for fee credits) and pre-application file number(s).		
D. Completed CAO/SEPA Fee Worksheet*		
E. One copy of an 8-1/2" x 11" site layout plan (suitable for public notice)		
F. Five (5) 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. If the project is determined to be exempt from SEPA, the SEPA checklist is not required, however, **you must provide a completed SEPA Application Form**		
G. Two (2) copies (3 copies if project is covered by BROTS agreement) of a Traffic Impact Analysis including all information as shown on Att. B		

H.	Three (3) copies of a Preliminary Stormwater Report prepared by a registered Civil Engineer, containing all information shown in Attachment C		
I.	Three (3) copies of CAO (Critical Areas Ordinance) Report which contains all applicable information within Appendix 20D-2 of the Redmond Community Development Guide		
J.	Three (3) copies of a CAO mitigation report/plan demonstrating/describing compliance with the Critical Areas Ordinance (RCDG 20D.140)		
K.	Two (2) copies of a Wildlife Report containing all information identified in RCDG Appendix 20D-2.		
L.	Two (2) copies of a tree health assessment, labeled "Tree Health Assessment" 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 also verify that all trees designated as retained are healthy trees.		
M.	Two (2) copies of a Title Report (dated within 90 days of the submittal date) for all parcels involved		
N.	For all projects proposed to be phased, please provide the phasing plan identifying the proposed timing of each phase and a clear delineation of those improvements to be constructed for each phase.		
O.	Three (3) copies of an A.L.T.A. Survey of all properties included within the proposal.		
P.	Provide two (2) copies of a description of sustainability elements included in the proposal such as L.I.D. measures, Built Green elements, proposed LEED certification etc.		
Q.	Five (5) copies of a written analysis demonstrating compliance with the Conditional Use Permit Criteria under RCDG 20F.40.40-040 1-8.		
R.	Completed Attachment D, Staff Approval for Scheduling Intake		

III. Formatting Requirements

The formatting requirements below must be met unless otherwise stated.

A.	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.		
B.	All plan sets shall be submitted on **sheet sizes no larger than 22x 34 unless otherwise noted**.		
C.	All plans must be drawn at an engineering scale no smaller than 1" = 20' (or 1"-5' vertical scale where required) unless otherwise indicated or approved by staff.		
D.	All plans must make a distinction between existing and proposed features/improvements.		
E.	A sheet index must be provided on the face of all plan sets.		
F.	Applicable contact names/phone/address and e-mail shall be provided on each plan sheet.		
G.	North Arrow and scale bar must be shown in the same location on each page of the plan sets.		
H.	Each page of the plans sets shall include a legend indicating the symbols used on that page (one legend on front of plan set is not acceptable)		
I.	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 the application materials.		
J.	For phased projects, depiction of all improvements proposed within each phase must be delineated on all plan sets		
K.	Stormwater Plans shall conform to the standards in the Stormwater Notebook		
L.	All plan sets must be collated and folded (architectural fold preferred)		
M.	Additional sets or copies of plans/reports etc shall not be accepted above and beyond the number identified. For example, 5 sets of the Site Plan are required, but only 2 sets of a tree preservation plan are required. In this case, two SEPARATE tree preservation plans should be prepared and kept separate from the Site Plan set.		

III. Site Plan

Five (5) copies of a Site Plan, drawn to a scale of no smaller than 1" = 20' sheet size no larger than 22" x 34" showing the following information for the subject property:

A. Cover Sheet Information		
1. Project Name (show on every page)		
2. Section, Township, Range		
3. Tax Parcel Number(s)		
4. Legal description and parcel number(s) of the site		
5. Notation of existing zoning classification		
6. Small scale vicinity map relating the proposed development to existing streets, other developments and significant land features within ¼ mile of the subject property.		
7. Name, address, phone number and e-mail address of the owner, developer, builder, surveyor, engineer (s), architect, land planner, arborist and all other professionals involved		
8. Sheet Index for Plan Set		
9. Proposed IBC construction type		
10. Site Size, gross and net (square feet and acres)		
11. Dwelling units allowed and proposed (residential)		
12. Gross floor area allowed and proposed (non residential)		
13. Open space/landscaping required and provided		
14. Impervious surface allowed and proposed		
15. Parking required and provided		
16. Building height allowed and proposed		
17. Notation of water and sewer source		
B. Plan Information		
1. For large sites, include a composite site plan showing the entire site on one sheet at a scale appropriate to the sheet size.		
2. Pedestrian/Transit/Bike Access including:		
-Sidewalk locations		
-Bike rack locations		
-Pedestrian circulation within parking lots		
-Pedestrian and/or vehicular connections to adjacent properties		
-Public safety features		
-Connections from parking to building entrances		
3. On site traffic circulation including consideration for the following:		
-Backing zones (away from heavy use areas)		
-Fire Department Access Turnaround		
-Stacking/queuing of vehicles		
-Drop off zones		
-Parking areas including stall delineation, compact stall labels (if compact stalls are proposed) and dimensions (in accordance with RCDG 20D.130.10-030), travel aisle widths, ADA accessible spaces including single stall width and/or double stall widths, and distance to building (parking plan must be designed by a registered engineer for parking lots exceeding 200 spaces).		
-Truck/delivery areas with dimensions and turning radii		
4. Location and size of above ground electrical transformers and emergency generators.		

5. The following information shall be shown for the subject property and surrounding properties within fifty (50) feet of the subject property unless otherwise noted, including adjacent rights of way. **These items shall be prepared by a registered Civil Engineer in accordance with City of Redmond Design standards using 1990 City of Redmond Vertical Datum and Horizontal Control.**		
On and off site conditions, existing and proposed		
a. Existing and proposed property lines and lots (including bearings and distances) and lot numbers		
b. Dimensions and ground elevations of existing and proposed structure(s)		
c. Existing and/or proposed easements including any off site easements that bear a direct relationship to the project.		
d. Existing and/or proposed common use areas		
e. Fences and other development features		
f. Distances between existing and proposed structures on and off the subject property		
g. Existing Critical Areas, including streams, wetlands, frequently flooded areas, fish and wildlife habitat conservation areas, wellhead protection zones, landslide hazard areas, erosion hazard areas, seismic hazard areas, ponds and other surface water features, and associated buffers. Plans must demonstrate compliance with RCDG 20D.140, Critical Areas.		
h. Location of any State Shorelines and their associated wetlands. Plans must demonstrate compliance with RCDG 20D.150, Shoreline Regulations.		
i. If project is within a floodplain, the base flood elevation must be shown using NAD 83-91. If the property contains a FEMA Floodway, it must be shown as well.		
j. Profile information on roadways including existing and proposed grade: utilities including preliminary pipe size and manhole depths..		
k. Plan view information shall indicate and identify all existing and proposed features, utilities, street improvements and paving and other features that will affect layout feasibility of the project. Information shall include opposite side of street frontages and extend to at least 150 feet off site. Show all features within 20 feet of property line. Utilities include water, sewer, telephone, cable, television, gas, power, etc.		
l. Plans shall include adjacent plat/parcel information including plat name and lot number and tax lot parcel number		
m. Right of Way including bearings and distances		
n. Streets, edge of pavement or curb and sidewalk (both sides), centerline and name shown		
o. Topography-based upon field survey (dashed lines for existing and solid lines for proposed) at 1 or 2 foot contours (slopes 40% or greater may be shown with 5-foot contours)		
p. A separate map (alternate scales acceptable) showing off site areas that drain on site and all features within 20 feet of all property lines.		
q. Utilities (including water, sewer, telephone, cable television, gas, power, etc)		
r. All proposed and existing utility easements with dimensions labeled		
s. All setbacks including building setbacks and setbacks in accordance with geotechnical recommendations		
t. Internal public and private streets including:		
-Right of Way and easements required/provided		

-Typical Street Section(s) meeting street classification		
-Street width(s) required/provided		
-Sidewalk width(s) required/provided		
-Bicycle lane(s) required/provided		
-Surfacing required/provided		
-Existing ground to 15 feet beyond the right of way line		
-Cul de sac length and dimensions		
-Horizontal curve standards including curve radius provided, tangent distances provided and stopping site distance provided. (See Appendix 20D-3 for standards)		
-Profile: Elevations labeled every 50 feet, vertical curve data including stopping site distance for grade, algebraic difference in slope and minimum VC length provided. (See Appendix 20D-3 for standards)		
u. Frontage improvements including:		
-Right of way dedications and easements provided		
-Typical street section(s)		
-Street width(s) provided		
-Sidewalk width(s) and planter strip(s) provided		
-Bicycle lane(s) provided		
v. Driveways including:		
-Minimum/maximum width allowed		
-Width provided		
-All driveways shown within 150 feet of proposed site (including off site, both sides of the street)		
-Driveway to driveway spacing at minimum 150 feet		
-Angle at intersection of street		
-Emergency Access Requirements		
w. Intersections including:		
-Site distance triangles		
-Horizontal alignment		
-Min 150 ft offset from near edge of adjacent intersections		
-Approach landings		
-Minimum curb radius provided		
5. Requirements for Clearing, Grading and Stormwater Management		
a. Plans shall conform to RCDG Section 20E.90.10-080 and the standards in the Stormwater Technical Notebook.		
b. Plan Review		
i. Profiles of storm drainage systems are required at locations where construction conflicts are possible and could create feasibility issues. Note that the minimum vertical clearance is 12 inches except for sanitary sewer where the minimum clearance is 18 inches (storm drain above sewer).		
-Existing and proposed grades and utility inverts		
-Drop structures only allowed per approval of Stormwater Engineer		
ii. Plan view information shall show the existing and proposed features, utilities, retaining walls (including height), street improvements/paving, and other features.		
iii. Show proposed grading including the following:		
-Limit cuts and fills to 8 feet		
-Limit walls to 8 feet		
-Proposed grading no steeper than 3 to 1		
-If grading within 25 feet of steep slope (40%) provide a geotechnical report		
-Where lots are lower than the adjacent roadway storm drain system show roof and footing drain collection system.		

iv. Safe 100 Year Flow Conveyance – the 100 year storm flow shall not impact any buildings.		
v. Horizontal clearance- 5 feet from all other utilities and structures, and 8 feet from trees (street trees may be closer than 8' with root barrier)		
vi. Rockeries/retaining walls-shall not cross or be near storm drain pipes, except where no alternatives exist. Any crossing of a wall shall be perpendicular to the wall and special construction techniques including steel casings may be required. No rockeries allowed over roof or footing drains.		
vii. Easements with labeled width. Public easements have 20-foot min width. No obstructions allowed in easements.		
viii. Footing/foundation drains and roof drains shall be connected to the storm drain system (shown as stubbed to lots only for plats)		
ix. Roof drains-shall be connected to the stormdrain system		
c. Requirements for Stormwater Management Facilities		
i. Underground Detention		
-Runoff determination-per 2005 DOE Manual, for the design storms as established by the Technical Committee review.		
-Area draining to SWM system, Bypass and Compensation areas		
-Detention volume computation-show volume required and volume provided.		
-Inverts-show for all pipes entering and leaving control structure or vault		
-Maintenance vehicle access-required to both ends of detention pipes and two accesses to vaults (one near control structure)		
-Provide an easement a minimum of 1:1 slope from bottom of storm vault or 5 feet, whichever is more. Public storm pipes require a 20 foot minimum width easement.		
-Fire Hydrant-within 100 feet of detention pipe systems 4 feet in diameter or larger, and for all vault systems over 1000 cubic feet of total volume may be required.		
ii. Infiltration		
-Soil permeability tests or gradation per 2005 DOE-two tests minimum or one for every 5000 square feet of infiltration system bottom area.		
-Excavation or boring-is required in the trench area to a minimum depth of 4 feet below the bottom of the trench. Infiltration not feasible if evidence of ground water or bedrock/hard pan		
-Infiltration bed-all infiltration system should be a minimum of 3 feet above the seasonal high water mark, bedrock, hardpan and impermeable layer.		
-Setbacks		
-Minimum 500 feet from drinking water wells and springs, septic tanks and drain fields		
-Minimum 10 feet from NGPE and property line		
-Down spout infiltration system-shall be designed with overall project for typical lot with individual homes		
-Infiltration system location-may not be located in an area previously used as a sediment trap		
-Inflow to an infiltration system-must first pass through a water quality BMP. Disturbed areas shall not drain to the infiltration system.		
-Maximum trench length-100 feet		
-Provisions for the 100 year overflow path required		
-Maximum ponding-in an open infiltration basin is 3 feet for the		

maximum storm entering the basin (not to exceed the 100 year-this includes headwater to pass storm flow out any overflow) 1 foot of free board is required to the top of the structure.		
-Basin side slopes-shall not exceed 3:1		
iii. Biofiltration (See DOE Manual, Volume V, Chapter 9)		
-Required length-200 feet minimum (may be reduced to 150 feet for redevelopment projects only).		
-Designed storm- 6 month-24 hour storm, high flow bypass required unless otherwise designated.		
-Maximum velocity- 1.0 fps for the design storm		
-Swale slope- 6% maximum. For slope greater than 2.5%, check dams must be provided		
-Setbacks-no buildings or trees within 8 feet of the normal high water		
-Vehicle access-required for all biofilters for maintenance		
-Cross section-show dimensions, design flow depth and 1-foot minimum free board		
-Swales/Trenches-including, grading, slope, spot elevations (a minimum of every 50 feet and at both ends), bottom width, side slopes, and lining.		
iv. Wetpond/Detention Facilities		
-Setbacks-10 foot minimum away from structures and ROW, and 50 feet minimum away from steep slope (15% or greater)		
-Length/Width ratio-minimum of 3.0 (preferred)		
-Interior slope-maximum of 3H:1V (preferred) 2:1 below water surface ok		
-Permanent Pool-minimum of 6 months 24 hour release		
-Berm embankment-maximum of 6 foot high (preferred)		
-Toe of embankment-minimum of 55 feet from ROW		
-Multi-celled-minimum of 2 cells (preferred)		
-Emergency Overflow-for open pond, shall be separated from pond outlet		
-5' wide safety bench set at 1' depth around perimeter of pond.		
v. Underground Detention		
-Runoff determination-per 2005 DOE Manual.		
-Area draining to SWM system, Bypass and Compensation areas		
-Detention volume computation-show volume required and volume provided.		
-Inverts-show for all pipes entering and leaving control structure or vault		
-Maintenance vehicle access-required to both ends of detention pipes and two accesses to vaults (one near control structure)		
-Easement-5' minimum around all public detention systems (20 foot minimum width)		
-Fire Hydrant-within 100 feet of detention pipe systems 4 feet in diameter or larger, and for all vault systems over 1000 cubic feet of total volume may be required.		
6. Requirements for Water and Sewer		
a. The project engineer for the development shall submit a written review of the project to evaluate its compliance with the City's General Sewer Plan. Criteria shall include basin boundaries, service to adjacent properties, the ability to serve all properties within and beyond the development by gravity and the capacity of the sewer system to accommodate the proposed development. If changes are proposed to the General Sewer Plan as a part of the development, an application for a General Sewer Plan Amendment shall be submitted prior to or concurrent with the Entitlement application. Evaluation		

of the capacity of the sewer system shall rely initially on a review of the data in the General Sewer Plan. Should the General Sewer Plan indicate a capacity problem, physical investigations of the system shall be required which may include inspections of the manholes and videotaping of the sewer mains to determine current system surcharging and system deficiencies as well as flow monitoring to gauge current sewage flows infiltration. Prior to City approval of civil drawings, the project's pro rata share of the cost of any necessary system improvements shall be determined in writing by the Water and Sewer CIP Planning Group and paid by the applicant		
b. The project engineer for the development shall submit a written review of the project to evaluate its compliance with the City's Water System Plan. Criteria for this review shall include verification of the property water system pressure zone and confirmation that all proposed water services will be within City requirements for water pressure. Acknowledgement shall be made of any fire flow deficiencies and mitigation proposed for the project. Analysis shall be provided of how the existing or proposed water system shall provide redundancy of domestic and fire flows per City standard and industry norms. For projects within the North Redmond neighborhood, written notification from the City that the existing Tolt connection has sufficient remaining capacity to supply the project must be submitted with the preliminary plat application.		
c. Existing and proposed utility easements, rights of way and other easements that bear a direct relationship to the project.		
d. Existing utilities: The location and size of water and sanitary sewer facilities (water meters, side sewers etc), storm sewer facilities, power, gas, telephone and cable, fire hydrants, power poles, vaults, boxes and underground duct runs in or adjacent to the proposal.		
e. Proposed utilities: The location and size of water and sanitary sewer facilities (water meters, side sewers, etc.) storm sewer facilities, power, gas, telephone and cable, fire hydrants, power poles, vaults, boxes and underground duct runs in or adjacent to the proposal.		
f. Location and disposition of any wells, septic tanks, drainfields and related easements in or within 150 feet of the proposed project.		
g. New water and sewer mains located within paved areas where reasonably feasible.		
h. Paved access to all sanitary sewer manholes is provided. Curve radii minimum of 25 feet inside, 45 feet outside. Maximum 18% grade.		
i. Water and sewer mains in easement areas show 10 feet easement on either side of main. Minimum spacing of 10 feet between water and sewer and 5 feet to all other utilities must be demonstrated to be obtainable		
j. Retaining walls, rockeries and other structures are excluded from utility easement areas.		
k. PRV stations shown where required to create water system pressure zones consistent with the Water System Plan and maintaining system operating pressures under 100 psi.		
l. PRV station shall be shown to scale and shall include adequate area for construction and maintenance as well as vehicular access in a soft-surface area consistent with the City's design and construction standards.		
m. Required sewage pump stations to serve the project, patterned after existing City pump stations, with preliminary sizing calculations.		
n. Existing trees within 8 feet of new or existing water and sewer mains shall be shown as "removed" on the tree preservation plan.		
o. Indicate the source of domestic water for all properties within 150 feet of the proposed project and all associated construction.		
p. Submit a hydrogeologist's report of the likely impacts to, and		

proposed monitoring of and mitigation in the event of demonstrated impacts to water wells serving properties for which the water source has been identified		
q. Required off site easements for utilities		
r. For utilities proposed to cross critical areas indicate the proposed means of construction for the crossing (e.g. open-cut, microtunneling etc) and whether a critical areas exemption will be required to be obtained for the construction.		
7. Requirements for Fire Department		
a. Emergency Vehicle Access Roadway Requirements: Emergency vehicle access roadways are the approved combination of public streets, private streets, private access tracts, and site access roads, lanes, alleys, and designated structures which provide access to Fire Department personnel, vehicles, and equipment for the purpose of providing emergency firefighting, physical and health hazard response, certain systems responses, and emergency medical response to buildings and commercial and residential facilities under all circumstances. This section provides general emergency vehicle access roadway requirements. An emergency vehicle access roadway may be designated as a fire lane for marking purposes.		
i. Minimum unobstructed surface width shall be 20 feet		
ii. Minimum unobstructed height shall be 13'6"		
iii. Minimum interior turning radii shall be 25 feet, and exterior turning radii shall be 45 feet		
iv. Portions of some turnaround designs shall have a minimum 28-foot interior radius. See RCDG Appendix 20D-3 for illustrations.		
v. The minimum load bearing surface of an access roadway shall meet the compaction and load bearing requirements of the Engineering Department for a 77,000 pound vehicle and adequate point loading characteristics for both wheel systems and outrigger systems (45,000 lbs over 24"x24" pad)		
vi. The surface shall be an all weather driving surface, typically asphalt or concrete (see City Standard Specifications). Alternate surfaces must have the approval from Engineering and the Fire Department.		
vii. The access surfaces shall be in place and able to support the weight of Fire Department vehicles prior to the delivery, use, or storage of combustible building materials to or at the site except small amounts used for concrete forms.		
viii. Roadways shall be within 150 feet of all portions of the exterior walls of a structure or facility. Courtyards may be required to provide access when designated by the Fire Marshal.		
ix. Roadways shall be within 50 feet of 25% of the exterior		
x. Dead ends shall be no longer than 150 feet, unless a turnaround is provided to City of Redmond Standards		
xi. Fire lanes must be marked per Redmond Fire Department Standards		
xii. The emergency vehicle access roadway shall have a maximum grade of 10%. If offsite access grades or on site grades are 10% or more, a design (plan and profile of the proposed roadways must be submitted showing the extent and degree of overage in order to determine if mitigation is possible, and if so, what may be required. If approved, mitigation shall include at a minimum that all structures be fire sprinklered. Additional mitigation may also be necessary.		
xiii. Loading and unloading areas are not allowed in Fire Lanes.		
xiv. Design of an "Emergency Vehicle Use Only" access must be		

approved by the Fire Department		
xv. Where a gate is desired for an emergency vehicle access roadway they shall be strobe activated electric gates with key and manual overrides, and must have the approval of the Redmond Fire Marshal and the Technical Committee.		
xvi. Obstruction of fire lanes for security or other reasons must be approved by the Fire Marshal. Only gate or post systems and locks approved by the Fire Marshal may be used.		
xvii. All portions of an emergency vehicle access roadway not in a public right of way, including turnarounds and Emergency Vehicle Operations Areas, shall be maintained in an approved and recorded Emergency Vehicle Access Easement		
b. City Approved Fire Protection Systems		
i. An approved fire alarm system will be required for one or more of the following reasons:		
-An approved alarm panel and means of transmission is required for monitoring of the sprinkler system		
-New buildings 3000 gross square feet or more(unless R-3 single family) require an approved fire alarm system		
-Existing buildings 6000 gross square feet or more (unless existing R-1) require an approved fire alarm system		
-Special hazards, occupancies or situations may also require an approved fire alarm system		
-Hood and duct extinguishing systems shall be supervised and monitored as a separate zone by the alarm system.		
-Duct detectors shall be supervised on a separate supervisory zone.		
-An alarm system may be required, in concert with other fire protection systems, by the Fire Marshal as mitigation for substandard conditions		
-Single station smoke detection is required in all residential occupancies.		
ii. An approved automatic fire sprinkler system will be required for one or more of the following reasons:		
-Buildings with gross square footage of 3,000 square feet or more		
-All residential occupancies built under the IBC		
-Any building with a calculated occupant load over 200 with an assembly occupancy		
-Access grades 10% or greater to or within a project site may require mitigation that will include a requirement for an approved fire sprinkler system in every building.		
-Where calculated fire flow demand for a non sprinklered building exceeds the available water or exceeds 3500 gpm.		
-Certain hazardous occupancies and/or storage situations require an approved fire sprinkler system		
-Commercial additions where the structure after the addition exceeds 5000 gross square feet require an approved fire sprinkler system.		
iii. Standpipes shall be installed as directed and in conformance with Redmond Fire Department Standards.		
-Interior standpipes are required per the IBC, in large buildings, in buildings of 3 stories or more, as part of mitigation for a deficiency in other required fire protection, or as directed by the Fire Department.		
-Exterior standpipes may be required when vehicles access is impossible or inadvisable in the opinion of the Fire Department and an exterior supply is needed.		
c. City approved water supply and hydrants		

i. Water System improvements shall be consistent with the City of Redmond Water Plan		
ii. Residential areas shall be master planned to provide a minimum of 1500 gpm		
iii. Most commercial areas shall be master planned to provide a minimum 3500 gpm		
iv. Hydrants must be capable of providing sufficient fire flow to meet the required flow of the project as calculated by the Fire Marshal		
v. Any one hydrant shall be capable of providing a minimum of 1500 gpm and any two or three hydrants (depending upon demand) flowing simultaneously shall be capable of providing the demand flow.		
vi. A fire flow report may be required. This report may consist of:		
-Results of a functional flow test performed by a fire protection consultant.		
-The test shall record pitot guage readings for all ports opened, flow calculations for each port flowed, static and residual pressure readings, location of the test (identify specific hydrants used and what each was used for), calculated flow at 20 psi residual, and a flow graph		
-A hydraulically modeled fire flow estimate from the City of Redmond Water Utility. This flow estimate shall be the gallons per minute available at 20 psi residual for the maximum instantaneous peak.		
-The water pressure zone(s) shall be identified. Any peculiarities of the water supply system at the location should also be noted.		
vii. Hydrants shall be located in relation to the building or area they serve.		
viii. The Fire Marshal may consider existing hydrants within 300 feet of a single family residential project as providing some portion of coverage.		
ix. Maximum hydrant spacing is 300 feet on center for commercial, multi-family, or single family residential 6,000 square feet or more.		
x. Maximum hydrant spacing is 600 feet on center for surface parking lots, and single-family residential 6000 square feet or more.		
xi. Where structures on a dead end street access are over 150 feet from a hydrant, an additional hydrant may be required within 150 feet and placed in relation to the overall development and existing hydrant layout.		
xii. Proposed hydrant and FDC locations and existing hydrant locations shall be shown. Hydrant locations must be coordinated with and approved by both the water supplier and the Redmond Fire Department		
xiii. Hydrants shall be no closer than 12' to a carport, garage, building or dumpster. Planter islands or peninsulas for hydrants require a minimum diameter of 8 feet. Four feet is to be maintained between face of curbs and fire protection equipment and if applicable between hydrants, FDCs and PIVs. If closer to the curb, approved protective posts are required.		
xiv. Hydrants, FDCs and PIVs should be a minimum of 40 feet from other structures and on the opposite side of the access from the building they serve, unless approved otherwise.		
xv. FDCs and PIVs shall be located adjacent to a hydrant, unless approved otherwise.		
xvi. Bollards are required around natural gas meters if the driving		

surface is within 20 feet. Placement shall be per Redmond Fire Department Standards		
xvii. If a phasing plan is proposed, the plan must indicate limits of construction/occupancy, types and locations of barriers, traffic patterns, parking, and phasing of utilities, as well as a plan for maintaining uninterrupted service and access		
xviii. Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within five feet of combustible walls, openings, or combustible roof eaves line. Exception is granted for areas containing dumpsters or containers protected by an approved automatic sprinkler system.		
xix. At least one designated elevator compartment shall have a minimum of 4' by 7' clear interior for emergency medical service, patient transport equipment where there are greater than 2 levels.		

IV. Fire Protection Plan (2 Copies)

In order to assist in the review of Fire Department requirements and to create a source of information of importance to inspections and emergency response, the following features of the proposed development, as applicable, shall be shown together on a minimal number of plan sheets (as a separate plan set from the Site Plan set).

A. For consistent identification sheets shall be labled as "Fire Protection Plan" or **FP-1** etc.		
B. General Site Layout (1:20 to 1:40 scale or as otherwise allowed)		
-Property Lines		
-Adjacent Rights of Way (ROW)		
-Exterior walls of buildings		
-Buildings or structures to remain		
-Labeled location of entry and egress points		
-Access roadways		
-Surface parking areas		
-Loading/unloading/delivery zones		
-Locations of fire lane signs and markings		
-Locations of gate systems, if applicable		
-Finished topography at 2-foot intervals		
-Designated fire lanes (exclude parking-allow 8' for parking width		
-Turnarounds and overhang areas		
C. EVOAs (Emergency Vehicle/Operation Areas: 20' x 50' extension of access		
D. Radii shall be labeled and the driving area of the emergency vehicle access shall be shown in a half tone or similarly. (This will coincide with the Emergency Vehicle Access Easement where other than in the ROW)		
E. A scaleable vicinity map showing the involved parcel(s) and their relation to adjoining parcels, and nearest Rights of Way, overlaid with accurate location of the King County Street grid in one block increments (i.e., 104th Ave. NE, 105th Ave. NE, NE 85th St. NE 86th St.		
F. Water supply and Fire Protection features including all fire hydrant location, Fire Department Connections (FDCs) labeled for the building served, Post Indicator Valves (PIVs) labeled for the building served, Standpipe Connections (STPCs) labeled with the approximate location of their discharge, and Standpipe Discharges (STPDs). Note: any dry line shall be footnoted with the approximate gallonage required to fill it.		
G. For commercial/multifamily, if a building is fire sprinklered, note the location of the direct exterior access door to the Fire Sprinkler Riser Room.		
H. Indicate the location, size, and material for all underground fire sprinkler		

	system supply piping.		
I.	For commercial or multifamily buildings, if a building has a fire alarm system, note the location of the Fire Alarm Panel, as being in the riser room, and any remote annunciators.		
J.	The location of exterior gas meters and notation as to protection		
K.	For commercial or multifamily buildings, the approximate location of elevators and stairways in the building and a notation if they do not serve all floors and if they provide access to the roof.		
L.	For commercial or multifamily buildings provide a table showing the gross square footage per floor and total per building		
M.	For commercial/multi-family buildings, provide a table indicating all Building Code Uses, and Construction Types per building		
N.	Provide a detail of proposed address signage.		

IV. <u>Landscape Plan</u>

Three (3) copies of a Landscape Plan drawn to a scale of no smaller than 1" -20'
Demonstrating compliance with RCDG 20D.80 including the following:

A.	A conceptual drawing indicating the following:		
	-Existing vegetation to be retained		
	-General location of proposed trees, shrubs and groundcover		
	-A plant schedule providing the scientific name, common name, size and spacing of each proposed plant as well as specie alternatives for trees, shrub masses and groundcover		
	-Vegetation for blank wall screening. Alternatives to blank wall screening/relief could include building material differentiation, texture pattern or building color variation		
	-Parking/vehicle use area screening		
	-Proposed location and species of replacement trees required. Replacement trees shall be designated as such on the plan and be distinguished from other landscape trees.		
B.	Location, square footage, percentage, and dimensions of applicable landscape areas including: -Interior parking lot landscaping with computation of vehicle use area -Linkage system landscaping (for Downtown only) -Perimeter landscaping and parking lot perimeter landscaping -Foundation planting -Minimum required and proposed total site landscaping (%)		

V. Tree Preservation Plan

Two (2) copies of a Tree Preservation Plan drawn to a scale of no smaller than 1" -20'
Demonstrating compliance with RCDG 20D.80.20 including the following:

A.	Surveyed location and drip line of all trees six (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.		
B.	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.		
C.	Each tree shown must be designated as removed, retained (**no** construction/clearing 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). **Note: do not count trees off site toward the required 35%.**		
D.	The five-foot drip-line setback shall also be shown for all trees proposed to be retained and impacted.		
E.	Location of all proposed water, sewer and storm lines must be shown		
F.	Clearing limits for any improvements within 20 feet of retained or impacted trees must be shown.		
G.	The Tree Preservation Plan shall include the completed Tree Preservation Summary Table, demonstrating compliance with Tree Preservation Requirements (Attachment A)		

VI. Building Elevations, Floor Plans and Roof Plans

These plans may be provided on 24" x 36" sheet size.
Two (2) sets of building elevations, floor plans and roof plans drawn to an Architectural scale of 1/8" or 1/4" = 1' including;

A.	Front, rear and side building elevations of proposed structures with labels identifying proposed colors and materials with shadows to clarify building massing. Plans must demonstrate compliance with RCDG 20D.40, Design Standards and should be consistent with DRB conditions relayed through the DRB pre-aps held for the project. Elevations shall include the following:		
	-Doors and windows		
	-Mechanical equipment and penetrations (including louvers, vents, exhaust fans, meters etc)		
	-Scuppers and downspouts		
	-Exterior lighting fixtures/surveillance devices		
	-Notes/graphic representation of exterior materials and architectural details.		
	-Height of buildings measured in accordance with the definition within the RCDG		
B.	Floor plans including: on grade floor plans, upper floor plans (if applicable) and below grade parking plan including parking stall and aisle dimensions.		
C.	Roof plan and rooftop mechanical equipment screening details including colors, materials, height, and sight angles within 500 feet.		
D.	Dumpster screening details including colors, materials, height, on grade utility enclosures, screen type (wall or landscape) and noise attenuation		
E.	Exterior lighting plans demonstrating compliance with RCDG 20D.90 including: general site lighting and fixture detail, including height, parking areas, building (wall/soffets), sidewalks/pedestrian routes, fixture types and locations and foot candle patterns to ensure no off-site glare or dark areas		
F.	Exterior signage concept (for commercial and multi-family buildings)		
G.	Adjacent, existing structures shall also be shown if within 10 feet of a property line.		

VII. Design Review Board Requirements

A.	Twelve (12) copies of a vicinity map that shows all properties and existing land uses within 500 feet of the subject property.		
B.	Twelve (12) copies of a Statement of Design Intent on an 11" x 17" sheet of paper, consistent with the standards set forth in RCDG Chapter 20D.40 Design Standards. The statement should include text and conceptual drawings and should be based upon a well defined concept which responds to the community goals and policies identified within Chapter 20D.40, Design Standards.		
C.	Twelve (12) copies of an 11" x 17" sheet outlining all site requirements including front, street, rear and side setbacks, maximum height, maximum lot coverage of structures and/or impervious surface area, maximum FAR/density, minimum and maximum parking spaces and minimum landscaping requirement. This sheet shall be stapled to the front of the reduced plans described in item 4 below.		
D.	Twelve (12) sets of 11" x 17" site plans, elevations (including mechanical equipment screening), landscape plans, roof plan, floor plans, lighting plans (including cut sheets and photometrics) and contextual site plans (including existing and proposed buildings and their uses, pedestrian connections, open space areas and parking areas within 100 feet of the subject property). Scale should be large enough to easily read architectural details/materials/massing etc.		
E.	For new construction or redevelopments, twelve (12) sets of 11" x 17" perspectives showing proposed structures as viewed from public right of way, public trails or other public spaces. Perspectives should also show how the project relates to neighboring structures. Scale should be large enough to easily read architectural details/materials/massing etc.		
F.	Two (2) sets of landscape plans only (not mounted on foam board), at least 22" x 34" sheet size.		
G.	One set of colored site, elevations, perspectives (showing neighboring structures), and landscape plans mounted on foam board. Elevations must show screening of roof top mechanical equipment. These may be provided at the meeting. Mounted set must be at least 24" x 36" in size. Scale should be large enough to easily read architectural details/materials/massing etc.		
H.	Photos of the subject and adjacent properties keyed to the contextual site plan required in 4 above. Photos may be provided at the meeting.		
I.	Color and material boards to include all significant materials and colors for: Exterior finish (color chips, minimum of 4" x 4"), Windows/Frames, Doors/Frames, Trim, Flashings, etc, Roofing (if visible), and rooftop mechanical equipment screening material. Material Boards must be at least 24" x 36" in size. Items must be labeled to correspond with elevation drawing labels.		

Attachment A

TREE PRESERVATION SUMMARY TABLE

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 in diameter and the number of unhealthy trees in the report.*** *This table should NOT include trees that are outside the subject property lines.*

	Proposed Action and Brief Definition			
Tree Type	***Removal[1]***	***Impacted[2]***	***Retained[3]***	***Total***
Landmark (>30" dbh)	*Number of removed landmark*	*Number of impacted landmark*	*Number of retained landmark*	*Total Landmark Trees*
	% of Removed Landmark Trees of All Trees	*% of Impacted Landmark Trees of All Trees*	*% of Retained Landmark Trees of All Trees*	*% Landmark Trees of All Trees*
Significant (6" - 30")	*Number of removed significant*	*Number of Impacted significant*	*Number of Retained significant*	*Total Significant Trees*
	% significant removed of all significant trees	*% Impacted of all significant*	*% Retained of all significant*	*% Significant Trees of All Trees*
Totals	*Number of Landmark + Significant Removed*	*Number of Landmark + Significant Impacted*	*Number of Landmark + Significant Retained*	*Total Number of ALL Trees*
	% of removed of all Trees	*% of Impacted of all Trees*	*% of Retained of all trees*	
Replacement Trees	*# of Replacement Trees*	*N/A*	*N/A*	*# of Replacement Trees*

1. *Removed = trees to be cut down*
2. *Impacted = trees to remain on site, but have construction and/or clearing within 5 feet of the drip line*
3. *Retained = no construction and/or clearing within 5 feet of the drip line of the tree.*

Attachment B
Requirements for Traffic Impact Analysis

OUTLINE OF REQUIRED ELEMENTS

PHASE ONE - Trip Generation Study/Traffic Modeling

In Phase One of the traffic analysis process, the traffic consultant is required to submit a technical memorandum summarizing the forecasted trip generation for the proposed project, along with justification for the methodology used in the forecast. This memorandum is then reviewed by the City and possibly by other affected public agencies. Upon approval of the trip generation estimate a determination will be made if the project is subject to transportation concurrency review in accordance with section 20D.210.10 of the Redmond Community Development Guide. If applicable, the applicant shall submit a request for a certificate of concurrency. The project applicant will be required to pay for the traffic modeling that is part of the concurrency evaluation.

PHASE TWO - Formal Scoping/Preparation of Traffic Impact Analysis

Phase Two of the transportation impact analysis process entails scoping of the analysis and preparation of the report by the transportation consultant. Once the traffic modeling is complete, the applicant's consultant should contact the City to set up a meeting to formally scope the transportation impact analysis. The analysis will be based primarily on the outline presented on the following pages. The specific list of intersections that will need to be reviewed in the transportation impact analysis will be developed from the trip assignment for the project. Depending upon the size and character of the proposed project, certain elements of this outline may be reduced in scope or eliminated. However, other items may also be added if special issues relating to transportation exist on the project.

I. INTRODUCTION

A. Location of Project Site
1. On local vicinity map.
2. In relation to other major uses or landmarks.
3. In relation to the adjacent street system.

B. Description of Proposed Project or Action
1. Proposed land use and/or character of project.
2. Size of project (square feet, number of units, number of employees, etc.)
3. Number of parking spaces provided.
4. Number and location of accesses to street system.
5. Anticipated project phasing, if applicable.

C. Scope of Analysis/Organization of Report
1. Specific issues analyzed.
2. General layout of transportation report.

D. Additional Information Required

_____

_____

II. EXISTING CONDITIONS

A. Definition of Study Area for Analysis

1. All signalized intersections impacted by 20 or more project generated trips in the PM peak hour (total one-way trips through the intersection).
2. Intersection of site accesses with street system.
3. Unsignalized intersections as directed by the City.

B. Physical Characteristics of Study Area Street System

1. Streets within study area.
   a. Number of lanes (typical and at intersection).
   b. Street and shoulder widths.
   c. Posted speed limit.
   d. Approximate street grades.
   e. Other geometric features.

2. Non-motorized & Transit facilities
   a. Location of sidewalks and trails within the area
   b. Residential projects should identify walk routes to schools within 1 mile radius.
   c. Location of bike lanes within the area
   d. Location of transit facilities within the area

3. Key intersections in study area.
   a. Traffic Control (signals, signs, etc.).
   b. Turn restrictions.
   c. Lane alignment.
   d. Sight distance restrictions.

C. Operational Characteristics of Study Area Street System

1. Traffic Volumes
   a. Average weekday traffic volumes (AWDT) on streets.
   b. PM peak hour turning movement volumes at key intersections.
   c. Schematic of street system showing AWDT and PM turning movements.
2. Traffic Operations
   a. Level of service at all signalized intersections using Circular 212 Critical Volume Sum methodology. Summary table should include level of service ranking from A to F, and critical volume sum for intersection.
   b. Level of service at all unsignalized intersections using Highway Capacity Manual (Special Report 209). Summary table should include level of service ranking from A to F, and reserve capacity for each critical movement.
   c. Warrant analysis of unsignalized intersections as determined by the City.
   d. 85th percentile speed on streets.

D. Traffic Accident History within Study Area

1. Three-year accident summary at all key intersections. Include accident diagrams.
   - Intersection accident rates shall be stated in million entering vehicles (MEV) = (annual # of accidents X 10^6)/ (annual traffic entering)

- Accident rates for street sections shall be stated in million vehiche miles travels (MVM) = (annual # of accidents X 10^6)/ (annual vehicle-miles of traveled)
- Vehicle-miles = AADT x 365 days/year x section length

2. Identification of problem areas and accident trends.

E. Parking Demand/Supply

1. Existing location and supply.
2. Existing use characteristics (demand, turnover, etc.).

F. Additional Information Required

_____

_____

_____

III. FORECASTED CONDITIONS

A. Forecast of Non-Project Traffic Volumes

1. Forecast year
   a. Year of project build out.

2. General traffic volume growth.
   a. Annual percentage growth in traffic volumes (typically 2%).

3. Specific traffic volume growth.
   a. Trip generation from other planned developments.
   b. Diversion of traffic due to planned street improvements.

B. Forecast of Project Generated Traffic Volumes

1. Trip Generation
   a. ITE Trip Generation (7th Edition) or City approved methodology.
   b. Breakdown of new, pass-by and diverted trips.

2. Mode Split
   a. Proportion of trips via SOV, HOV, walking, bicycle, or other modes.

3. Trip Assignment
   a. Assignment of project trips to specific travel routes as per the short-term trip assignment provided by the City of Redmond traffic model (if used for concurrency testing).

   b. Show all streets and intersections impacted by 20 or more trips in the PM Peak Hour. Show other intersections as directed by the City.

C. Analysis of Forecast Year Traffic Operations With and Without Project

1. Level of Service
   a. All signalized intersections using Circular 212 Critical Volume Sum methodology. Summary table should include level of service ranking from A to F, and critical volume sum for intersection.

b. All unsignalized intersections using Highway Capacity Manual (Special Report 209). Summary table should include level of service ranking from A to F, and reserve capacity for each critical movement.
c. All project accesses to street system using applicable methodology outlined above.
d. Schematic of street system showing AWDT and PM turning movements.

2. Project Specific Mitigation: Use the following guidelines in determining whether mitigation is required at specific intersections:
   a. If the intersection will operate at LOS-D or better in the forecasted year with the proposed project, no mitigation is required.
   b. If the intersection will operate at LOS-E/F in the forecasted year with the proposed project, and the addition of the project traffic decreases the LOS, mitigation may be required to alleviate project impacts. For signalized intersections, the consultant should then use the HCM 209 methodology to assess potential physical improvements to improve the operation of the impacted intersection. The City will review these potential improvements and may require their construction to mitigate project impacts.

D. Safety Condition within Study Area

1. Analysis of safety problems identified in Existing Conditions section.
2. Residential projects should coordinate with the City and Lake Washington School District to identify gaps or hazards for school walk routes.
3. Options available to reduce or eliminate safety problems.
4. Analysis of entering and stopping sight distance at project accesses and along street frontage(s).

Note: The design speed is used in any analysis shall be 10 mph over the posted speed limit unless otherwise approved by the City.

E. Parking Demand/Supply

1. Proposed parking supply.
2. Analysis of expected parking demand.
   a. ITE Parking Generation (2nd Edition) or City approved methodology.
3. Comparison of supply/demand to City Code Requirements.

F. Additional Information Required

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_____

IV. SUMMARY OF ANALYSIS AND MITIGATION

A. Executive Summary of Transportation Impact Analysis

B. Summary of Impacts and Project Specific Mitigation

INFORMATION PROVIDED BY THE CITY

Information which is part of the City of Redmond's traffic data base can be found on the City's web site at: http://www.redmond.gov/insidecityhall/publicworks/transportation/trafficcounts.asp or can be made available to the applicant within one week of a written request to Deby Canfield (Fax # 425-556-2808). Additional information required for the study will need to be acquired at the applicant's expense. The City will provide the following information if it is available:

-Current AWDT information (current shall mean within one year of the study date).
-Current PM peak hour counts (current shall mean within one year of the study date).

Attachment C
Requirements for Preliminary Stormwater Report

Follow the format provided in the 2001 Department of Ecology Stormwater Management Manual for Western Washington.	
1. Describe the proposed development	
2. State how the site currently drains	
3. Provide brief description of the downstream conveyance system	
4. Drainage Basin Map including the following:	
-North arrow	
-Scale (larger engineering scale may be used where appropriate)	
-Title block	
-Property lines	
-Proposed and Existing Contours	
-Proposed Storm Drainage Inlets	
-Existing Storm Drainage	
-Drainage Area to SWM Facility	
-Offsite Areas Draining Onsite	
-Flow Path for Time of Concentration Computations	
-Legend of Symbols	
-Road and Stream Names	
5. Drainage Calculations:	
- Rainfall Intensity (KCSWM Manual Fig. 3.5.1C - 3.5.1I)	
-6 month - 24 hr	
-Pre-developed Condition	
-Pervious area	
-Pervious area land use	
-Impervious area	
-Impervious area land use	
-Drainage calculation results	
-Post Developed Conditions	
-Pervious area	
-Pervious area land use	
-Impervious area	
-Impervious area land use	
-Drainage calculation results	
6. Quantity Control	
-Release rate(s) half of pre 2 yr. for post 2 yr., pre 10 yr. for post 10 yr. and pre 50 yr. for post 50 yr.	
-Storage volume required	
-Storage volume provided	
-Quantity control facilities	
7. Quality Control	
-Water quality volume required (6 month -24 hour)	
-Treatment volume provided	
-Quality control facilities	

Attachment D
Staff Approval for Scheduling Formal Application Intake Meeting for *PREP* Project
(to be completed by City review staff)

This form is to be completed at the end of the PREP process. Upon completion of this form by the City review staff, the applicant may schedule an intake appointment by calling 425-556-2494. The applicant must bring this form (original) to the appointment to bypass the review for completion. In order to ensure a smooth intake process, please have your filing fees estimated by a Planner prior to your appointment. Please note this form is NOT required for submittal of plans for a PREP Kick-Off Meeting. Please refer the PREP Pre-Application Form if you are just beginning the PREP Process.

The following project has been reviewed for completeness of the PREP submittal requirements and may be accepted by the Development Services Center:
Title:_____
Development #_____
Pre-Ap #(S)_____

Review Group	Signature of Reviewer
Engineering/Transportation:	
Planning:	
Stormwater/Clearing and Grading:	
Water/Sewer:	
Fire:	