



**CITY OF REDMOND**  
**February 2008 Addendum to**  
**Application Submittal Requirements**  
**for**  
**Right of Way Vacation**

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 116<sup>th</sup> St, Avondale Rd NE etc) adjacent to the project boundary.
    - The plan shall include the project name.
    - The plan shall show an “X” over each tree proposed to be removed.
    - The plan shall include a key stating that the “X” represents trees proposed to be removed.
  - b. One 8 ½ x 11 electronic copy of the tree preservation plan meeting the following requirements (Do **not** provide a disk or CD. Send in the format described):
    - The plan shall be in PDF format.
    - The plan shall highlight, in a shade of green, trees on the site designated to remain (trees that are not being removed).
    - The plan shall provide a minimum ¾-inch margin at the bottom.
    - The plan shall include a north arrow.
    - The plan shall include street numbers and/or names (e.g. NE 116<sup>th</sup> St, Avondale Rd NE etc) adjacent to the project boundary.
    - The plan shall include the project name.
    - The plan shall show an “X” over each tree proposed to be removed.
    - The plan shall include a key stating that the “X” represents trees proposed to be removed.
  - c. Prior to your intake appointment, the electronic copy shall be e-mailed to [PlannerOnCall@redmond.gov](mailto:PlannerOnCall@redmond.gov). In the e-mail subject heading, please state “Tree Preservation Plan for (project name)”
- II. For public notice purposes, please provide the following:
  - a. One 8 ½ x 11 black and white paper copy of the site plan meeting the following requirements:
    - The plan shall provide a minimum ¾ -inch margin at the bottom.
    - The plan shall include a north arrow.
    - The plan shall include street numbers and/or names (e.g. NE 116<sup>th</sup> St, Avondale Rd NE etc) adjacent to the project boundary.
    - The plan shall include the project name.
    - The site plan shall identify the boundaries of any critical areas.
  - b. One 8 ½ x 11 electronic copy of the site plan meeting the following requirements (Do **not** provide a disk or CD. Send in the format described):
    - The electronic copy shall include the same information noted in “a” above.
    - The site plan shall be in PDF format.
    - The site plan shall be in black and white.
  - c. Prior to your intake appointment, the electronic copy shall be e-mailed to [PlannerOnCall@redmond.gov](mailto: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:**  
**RIGHT-OF-WAY VACATION**

**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? \_\_\_\_\_

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

**I. APPLICABILITY/BACKGROUND**

Applicants requesting a vacation of right-of-way shall submit all of the information required below.

**II. PROFESSIONAL PREPARATION**

All Right-of-Way vacations shall be prepared by the appropriate professional(s), licensed in the State of Washington. A license stamp or registration number, whichever is applicable, shall be provided on the face of Right-of-Way Vacation application materials.

The applicant shall check each item below to confirm the item is included in the application.

A Right-of-Way application packet shall include the following:

**III. GENERAL**

\_\_\_ A. Completed General Application Form and Project Contact Form.

\_\_\_ B. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).

\_\_\_ C. Completed SEPA Application form

\_\_\_ D. Completed SEPA/CAO Fee Worksheet

\_\_\_ E. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 ½" x 11 sheet of paper, showing location of right of way involved.

\_\_\_ E. Ten (10) copies of a map showing street and property boundary lines and relationship to adjacent properties together with existing and proposed utilities and utility easements.

\_\_\_ F. Standard Petition forms containing signatures of at least two-thirds of the property owners whose property abuts the portion of the right-of-way to be vacated (Standard Petition form available at the Development Services Center or on-line).

\_\_\_ H. Written explanation for vacation request.