



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

**SHORELINE CONDITIONAL USE PERMIT**  
**(In conjunction with another Land Use Permit)**

**Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.**

**Please note** that the submittal requirements below may change periodically. These submittal requirements are dated **April 2009**

**I. APPLICABILITY**

Applications for Shoreline Substantial Development Permits (as required pursuant to Redmond Community Development Guide Section 20F.40.120, Shoreline Development Approval) must include the following information:

**II. PROFESSIONAL PREPARATION**

All Shoreline Substantial Development Permit Applications 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 the 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](#).
- B. Application Fees will apply in conjunction with the Land Use Permit Fees.
- C. Provide **five (5) copies** of applicable City of Redmond SEPA checklist, Critical Areas Ordinance report, Critical Area Mitigation plan, and Preliminary Stormwater report rather than the required amount of copies in the applicable land use permit submittal checklist.
- D. Explanation of any modifications to existing codes or standards, if proposed.
- E. Completed [JARPA form](#) (available at the Development Services Center or on-line)
- F. A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
- G. A general description of the property as it now exists including physical characteristics, improvements and structures.
- H. A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.
- I. Where applicable, a depiction of the impacts to views from existing residential uses and public areas.

#### IV. SITE PLAN

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.

**Seven (7) sets of site plans** (labeled "Site Plan") are required. Plans must be drawn to a scale of 1" =20', shall not exceed 22"x 34" sheet size, and must include all information indicated below. Please check each item below and write the applicable page # identifying where each item is located on the plans.

- \_\_\_A. Section, Township and Range to the nearest quarter. All applications for projects located in open water areas away from land shall provide a longitude and latitude location. Page #\_\_\_
- \_\_\_B. Shoreline delineation/limits. Page #\_\_\_
- \_\_\_C. Shoreline designation according to master program. Page #\_\_\_
- \_\_\_D. Location and identification (classification) of all critical areas on site and their required buffers.
- \_\_\_E. The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline (*reference Shoreline Master Program 20A.20 Ordinary High Water Mark*). Page #\_\_\_
- \_\_\_F. A delineation of all wetlands that will be altered or used as a part of the development. Page #\_\_\_
- \_\_\_G. A general indication of the character of the vegetation found on the site. Page #\_\_\_
- \_\_\_H. Existing and proposed stormwater runoff system and peak flow rates. Page #\_\_\_
- \_\_\_I. Volume, source and composition of any fill material that is placed on the site whether temporary or permanent. Page #\_\_\_
- \_\_\_J. Volume, composition and volume of excavated or dredged materials and proposed disposal area. Page #\_\_\_
- \_\_\_K. Typical cross-section or sections showing the following: Page #\_\_\_
  - Existing ground elevations.
  - Proposed ground elevation
  - Height of existing and proposed structures
  - Ordinary High Water Mark
  - Areas of shorelines which are of statewide significance
- \_\_\_L. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project. Page #\_\_\_

V. **SHORELINE CONDITIONAL USE CRITERIA**

Pursuant to WAC 173-27-160, Shoreline Conditional Use Permits must meet the below criteria. Applicants must provide a written analysis of each of the criteria below.

- (a) That the proposed use is consistent with the policies of RCW 90.58.020 and the master program;
- (b) That the proposed use will not interfere with the normal public use of public shorelines;
- (c) That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program;
- (d) That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located; and
- (e) That the public interest suffers no substantial detrimental effect.