



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:

SHORELINE SUBSTANTIAL DEVELOPMENT
PERMIT (*Stand Alone*)

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 **September 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](#) 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. For public notice purposes, where tree removal is proposed, please provide the following:
 - 1. 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.
2. 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 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 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.
3. 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)”

___D. For public notice purposes, please provide the following:

1. One 8 ½ x 11 black and white paper copy of the site plan meeting the following requirements:
- The plan shall provide a 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.
2. 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.
3. 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)”.

___E. Legal description of subject property.

___F. A [SEPA Application form](#), together with **five (5) copies** of a City of Redmond [SEPA Checklist](#). Complete responses must be provided to all questions.

___G. Completed [SEPA/CAO Fee Worksheet](#)

___H. Explanation of any modifications to existing codes or standards, if proposed.

- ___I. Completed [JARPA form](#) (available at the Development Services Center or on-line)
- ___J. **Five (5) copies** of applicable Critical Areas Ordinance reports prepared in accordance with Redmond's Critical Area reporting requirements, per RCDG Appendix D-2). See RCDG 20D.140 to determine if applicable
- ___K. **Five (5) copies** of applicable Critical Area Mitigation plans.
- ___L. **Five (5) copies** of a preliminary stormwater report prepared by a registered Civil engineer including:
 1. Map of off-site areas draining on site
 2. Preliminary stormwater calculations of 6 months, 2 year, 10 year, 25 year and 100 year storm peak flow rates for:
 - Pre development (wooded or meadow site)
 - Post development (proposal)
 3. Approximate sizing of Stormwater Quality and Quantity Control systems.
- ___M. A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
- ___N. A general description of the property as it now exists including physical characteristics, improvements and structures.
- ___O. 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.
- ___P. 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. Property boundary lines, existing lots, tracts, utility or access easements, and streets. (If easements or covenants are proposed, a draft must be included and shown on plans). Page #___
- ___C. Shoreline delineation/limits. Page #___
- ___D. Shoreline designation according to master program. Page #___
- ___E. Existing or proposed common use areas. Page #___

- ___F. Distances between existing and proposed structures on and within 50 feet of the subject property. For residential structures and additions please identify the front, rear and side building setbacks from property lines. Page #___
- ___G. Impervious surface allowed and proposed. Page #_____
- ___H. Location and identification of water bodies, wetlands, landslide hazard areas, and erosion hazard areas. Page #_____
- ___I. If the property is located in a floodplain, you must show the Base Flood Elevation.
- ___J. Location and identification (classification) of all critical areas on site and their required buffers.
- ___K. 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 definition of Ordinary High Water Mark*). Page #_____
- ___L. A delineation of all wetlands that will be altered or used as a part of the development. Page #_____
- ___M. A general indication of the character of the vegetation found on the site. Page #_____
- ___N. ***Tree Preservation*** Page #_____
- Preliminary Tree Preservation Plan, labeled “Tree Preservation Plan” showing the surveyed location and drip line of all trees six (6) inches or greater 4 ½ feet above grade within the site and for fifty (50) feet outside of the site.
 - 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.
 - Each tree shown must be designated as removed, retained (no construction within five feet of the drip line), or impacted (trees proposed to remain, but have construction within the drip line or 5 foot drip line setback).
 - The five foot drip line setback shall also be shown for all trees proposed to be retained and impacted
 - 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.
 - Completion of Tree Preservation Summary Table (*Guidelines for Demonstrating Conformance with Tree Protection Standards*)
- ___O. Locations, dimensions and ground elevations of existing and proposed structures and improvements including but not limited to buildings, paved or graveled areas, roads, septic tanks and drainfields, material stockpiles or surcharge, parking areas, existing or proposed public and common use areas, fences and other development features. Page #_____

- ___P. Existing and proposed topography at 2-foot contours based upon an actual field survey. Page #___
- ___Q. Location of existing and proposed utilities and utility easements. Page #___
- ___R. Existing and proposed stormwater runoff system and peak flow rates. Page #___
- ___S. Volume, source and composition of any fill material that is placed on the site whether temporary or permanent. Page #___
- ___T. Volume, composition and volume of excavated or dredged materials and proposed disposal area. Page #___
- ___U. 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
- ___V. ***Landscaping plan*** showing existing and proposed vegetation including quantity, size and species of proposed vegetation. Page #___
- ___W. Front, rear and side building elevations. Page #___
- ___X. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project. Page #___



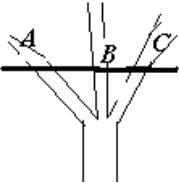
Guidelines for Demonstrating Conformance with Tree Protection Standards

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, $DBH = (DBH_A + DBH_B + DBH_C)/3$

Type of Tree (DBH)	Proposed Action and Brief Definition		
	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>