



CITY OF REDMOND
February 2008 Addendum to
Application Submittal Requirements
for
Special Use Permit for Telecommunication Facilities

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. For new construction or additions, 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:
SPECIAL USE PERMIT
for
TELECOMMUNICATION FACILITIES

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. APPLICABILITY/BACKGROUND

A Special Use Permit for telecommunication facilities is required for those facilities that are not reviewed under the Type I Telecommunication Facility Permit Process or the Conditional Use Permit Process.

II. PROFESSIONAL PREPARATION

Special Use Permit-Telecommunication Facilities applications may need to be prepared professionally. This determination will occur either during a pre-application conference or when the Technical Committee has reviewed the application for completeness.

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. One (1) completed SEPA Application Form and nine (9) copies of a City of Redmond SEPA checklist is required with complete responses provided to all questions.
- ___ C. A completed SEPA/CAO Fee Worksheet
- ___ D. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- ___ E. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 ½" x 11 sheet of paper
- ___ F. Photographs of the proposed location as seen from streets and adjacent properties.
- ___ G. Photo simulation of facility after installation (for wireless communication facilities only)
- ___ H. Details/specifications for the antenna(e) and related equipment including; size, shape, materials, color, construction, anchoring, wiring, etc. Elevations of antenna(e) and related equipment must also be provided.

IV. SITE PLAN

10 (ten) copies of a site plan drawn to scale, must be provided and shall include the following (only 3 copies are required if the facility does not include ground mounted equipment):

- ____A. Existing property lines and all setbacks.
- ____B. Proposed location and dimensions of the facility and related equipment, if proposed.
- ____C. Location, type and dimensions of all utilities and utility easements (only required if facility and/or related equipment is proposed to be ground mounted). This information must be completed by a registered civil engineer.
- ____D. Location of existing streets, existing fences, locations and dimensions of buildings on site and on adjacent sites.
- ____E. Existing major grade changes and vegetation between the antenna and nearby buildings and streets with notations as to height and type of vegetation (deciduous or evergreen). (Only required if facility and/or related equipment is proposed to be ground mounted.)
- ____F. Locations where any vegetation will be removed for reception purposes.

V. SCREENING PLAN

Ten (10) copies of a screening plan, drawn to scale, must be provided and shall include the following (only 5 copies are required if the facility is not ground mounted):

- ____A. North, south, east and west elevations which demonstrate how screening of the facility will be accomplished. This would include: existing or proposed topography, existing or proposed vegetation, existing or proposed buildings, existing or proposed fencing, details of the roof (if facility is not ground mounted), all in relation to the proposed facility and related equipment. Elevations must indicate dimensions of the facility and related equipment as well as the dimensions of all screening proposed.
- ____B. Proposed landscaping including identification of quantity, size and species of proposed planting.
- ____C. Proposed paint color (if new color is proposed).

VI. SPECIAL EXCEPTIONS

Pursuant to Redmond Community Development Guide Section 20D.170.45-080, Special Exceptions, when adherence to all standards of 20D.170.45, Telecommunications Facilities, would result in a physical barrier which would block signal reception or transmission or prevent effective communication in all permissible locations, a Special Exception may be permitted. A request for a Special Exception shall be processed in conjunction with the permit approving the facility location and shall not require any additional application or fees. Special Exception requests shall include the following:

- ____A. A statement which identifies the specific regulation for which a special exception is being sought and what the proposed modification to the regulation is. The statement must also include an explanation of how consideration was given to the waiving criteria outlined within RCDG Section 20D.170.45-080.
- ____B. A statement and supporting pictures, drawings (to scale), maps and/or manufacturer's specifications, and other technical information which demonstrates that the inability to receive a communication signal is the result of factors beyond the property owner's or applicant's control.
- ____C. The applicant shall demonstrate that the proposed materials, shape, and color of the antenna(e) will minimize negative visual impacts on adjacent or nearby residential uses to the greatest extent possible.