



CITY OF REDMOND
February 2008 Addendum to
Application Submittal Requirements
for
Temporary Use Permit

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 (for Long Term Temporary Use Permits only):
 - 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 (for Long Term Temporary Use Permits only):
 - 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. 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.
- IV. 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.
- V. In addition to one copy of the SEPA application form, five (5) copies of a completed SEPA checklist are required

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CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
TEMPORARY USES

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

Temporary uses are those which conform to the provisions outlined in Redmond Community Development Guide Division 20F.40.170, Temporary Use.

II. 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. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 ½" x 11 sheet of paper
- ___ D. A completed SEPA application form
- ___ E. Description of proposed activity including proposed use, type of structure, and duration of proposed use.
- ___ F. Description of existing land uses and structures adjacent to subject property.
- ___ G. Completed SEPA/CAO Fee Worksheet
- ___ H. Ten (10) copies of a site plan, drawn to scale, showing location of existing structures, storage, streets, access, parking, signs, garbage enclosures, and utility easements.
- ___ I. One (1) 8 ½" x 11" reduced site plan suitable for public notice purposes.
- ___ J. Ten (10) copies of the proposed landscape plan identifying type, size and species of proposed planting together with size, species and location of all trees 4 inches or greater that will be removed.
- ___ K. Ten (10) copies of elevations, drawn to scale, of proposed structure/s.
- ___ L. Sign elevation, sizes, colors, proposed lighting, tie downs and location. The regulations governing temporary use signs are as follows:

Temporary signs relating directly to allowed temporary uses under these regulations may be permitted for a period not to exceed the operation of the use. The signs need not be processed through the Design Review Board and are subject to the following requirements:

- Signs must be portable in nature and placed on premise (no off-premise signs are permitted).
- No more than one sign per temporary use shall be permitted, except by virtue of having been in consistent operation prior to the existence of this ordinance, and due to the fact numerous individual operators participate in the operation, the open air crafts and farmer's market commonly known as the Saturday Market, shall be allowed two signs.
- No sign shall exceed 32 square feet total of all sign faces.
- Maximum sign height shall be eight (8) feet.
- Signs shall not be portable reader board types, electrical or neon. Only indirect lighting is allowed.
- Signs shall be secured with an approved tie down.
- Signs shall be approved by the Planning Director with the Temporary Use application.

____M. If the project is located within a floodplain, you must provide the Base Flood Elevation.

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