



**CITY OF REDMOND**  
**February 2008 Addendum to**  
**Application Submittal Requirements**  
**for**  
**Variance Applications**

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 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 (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 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. 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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Rev 2/08



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

**VARIANCE**

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**

All proposals seeking variance from the strict application of requirements of RCDG Title 20C, Land Use Regulations, or 20D, City Wide Regulations, must submit a Variance application. Proposals requesting deviation from the Permitted Land Use chart will require an amendment to the Redmond Community Development Guide.

**II. PROFESSIONAL PREPARATION**

Variance 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.

The applicant shall check each item below to confirm the item is included in the application. A Variance 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. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 1/2" x 11 sheet of paper
- \_\_\_ D. Completed SEPA Application Form
- \_\_\_ E. Completed SEPA/CAO Fee Worksheet
- \_\_\_ F. Explanation of the modification(s) sought from code standards.
- \_\_\_ G. Ten (10) copies plus one (1) 8 1/2" X 11" copy of a site plan, drawn to scale, showing location and ground elevations of buildings related to the action, parking areas, landscape areas, and other development features.

\_\_\_\_H. Variances must meet the following criteria for approval as defined in Section 20F.40.180-040 of the Redmond Community Development Guide. **The applicant must provide in writing how the request satisfies each of the criteria listed below.**

**1. The variance shall not be materially inconsistent with the limitation upon uses of other properties within the vicinity and land use district in which the subject property is located; and**

2. Such variance is reasonably necessary, only because of special physical circumstances relating to the size, shape, topography, location or surroundings of the subject property to provide it with use rights and privileges permitted to other properties in the vicinity and in the land use district of the subject property; and
3. The conditions or situations giving rise to the variance application have not been created or caused by the applicant or recent owner of the subject property; and
4. The variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and land use district of the subject property.
5. The granting of the variance constitutes an equitable application of the requirements of the land use regulations where strict adherence in a given situation would create unnecessary hardship for the property owner; and
6. The variance is the minimum necessary to grant relief to the applicant; and
7. The variance does not relieve an applicant from conditions established during prior permit review; and
8. All approved variances otherwise comply with the requirements of the Redmond Community Development Guide, including the Comprehensive Plan.

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