



CC#8917-1

EXHIBIT D
Downtown Redmond Link Extension (DRLE) Project
Permitting Framework
City of Redmond

The Parties agreed to changes to the Permitting Framework contained herein on April 8, 2019.

Purpose. As provided in this Agreement, this Permitting Framework documents the Parties agreed upon permitting strategy for the Project that satisfies the City’s permitting requirements, while supporting the Project schedule by providing greater certainty and predictability. Sound Transit will incorporate this Permitting Framework into the Project Requirements for the Design-Build Request for Proposals.

A permitting flow chart (Attachment A) is provided for a general overview of the process. An alignment map (Attachment B) showing the permits that may be needed for the Project is also provided for reference.

The following is the governing checklist for the Project and will supersede checklists on the City’s website:

- DRLE Design Standards checklist (Attachment C)
- DRLE Site Plan Entitlement checklist (Attachment D)
- DRLE Civil Site Construction checklist (Attachment E)
- DRLE Building Permit checklist (Attachment F)
- DRLE Site Plan Entitlement exclusions (Attachment G)
- DRLE Alteration of Geologic Hazard Area checklist (Attachment H)
- DRLE Modified Administrative Modifications checklist (Attachment I)

Section 1 – Applicable Codes

The City enforces the codes detailed in Table 1. Within 30 calendar days of Notice to Proceed, Sound Transit’s design-build contractor (hereinafter, “DBC”) shall be required to develop their code basis of design documentation, incorporate these applicable codes into said documentation and provide the documentation to the City for approval.

Table 1: City of Redmond Applicable Codes* **

| Discipline | Code Reference |
|-------------------|---|
| Building | <ul style="list-style-type: none"> • International Building Code • WAC 51-50 IBC Amendments • Redmond Municipal Code (RMC) Chapter 15.08 • ASCE 7-10 Minimum Design Loads for Buildings and Other Structures • ACI 318-14 Building Code Requirements for Structural Concrete • TMS 402-13/ACI 530-13/ASCE 5-13 Building Code Requirements for Masonry Structures • AISI S100-12 North American Specification for the Design of Cold-Formed Steel Structural Members • ANSI/AISC 360-10 Specification for Structural Steel Buildings • ANSI/AISC 341-10 Seismic Provisions for Structural Steel Buildings |

Table 1: City of Redmond Applicable Codes*.**

| Discipline | Code Reference |
|------------------------|--|
| | <ul style="list-style-type: none"> • ACI 350-06 Code Requirements for Environmental Engineering Concrete Structures and Commentary • AWS D1.1/D1.1M 2015 Structural Welding Code - Steel |
| Energy | <ul style="list-style-type: none"> • Washington State Energy Code, WAC 51-11 • WAC 51-11C & 51-11R State Building Code Adoption and Amendment of the 2015 edition of the International Energy Conservation Code, Commercial/Residential • RMC Chapter 15.18 |
| Mechanical | <ul style="list-style-type: none"> • International Mechanical Code • WAC 51-52 IMC Amendments • RMC Chapter 15.14 |
| Electrical | <ul style="list-style-type: none"> • NFPA National Electric Code • WAC 296-46B Electrical Safety Standards, Administration, & Installation • RMC Chapter 15.12 |
| Plumbing | <ul style="list-style-type: none"> • Uniform Plumbing Code • WAC 51-56 UPC Amendments • RMC Chapter 15.16 |
| Accessibility | <ul style="list-style-type: none"> • IBC Chapter 11 as Amended by Washington State Building Code (WSB, WAC 51-50), Appendix E • RCW 35.68.075 for ADA Curb Ramp Requirements • Department of Transportation ADA Standards for Accessible Design and US Access Board Proposed Guidelines for Pedestrian Facilities (PROWAG) • International Code Council/American National Standards Institute (ICC/ANSI) A117.1 • Department of Justice ADA Standards – Accessibility Guidelines for Buildings and Facilities • Bicycle Facilities Design Manual Guidelines for the City of Redmond • AASHTO Guide for the Development of Bicycle Facilities • NFPA 130 <i>Standard for Fixed Guideway Transit and Passenger Rail Systems</i> • RMC Chapter 15.08 • City of Redmond Zoning Code (RZC) Title 21, Appendices 2 and 7 • City of Redmond ADA Program Policy #1 – Companion Ramps |
| Fire | <ul style="list-style-type: none"> • International Fire Code • WAC 51-54A Washington State Fire Code (IFC) • City of Redmond Fire Department Standards and Fire Code interpretations • Design Standards for Streets RZC – Appendix 2 • RMC Chapter 15.06, including the following documents as amended: <ul style="list-style-type: none"> ○ 2013 NFPA 10 <i>Standard for Portable Fire Extinguishers</i> ○ 2013 NFPA 13 <i>Standard for the Installation of Sprinkler Systems</i> ○ 2013 NFPA 14 <i>Standard for the Installation of Standpipe and Hose System</i> ○ 2014 NFPA 25 <i>Standard for Water Based Fire Protection Systems</i> ○ 2013 NFPA 72 <i>National Fire Alarm and Signaling Code</i> ○ 2013 NFPA 110 <i>Standard for Emergency and Standby Power Systems</i> ○ 2015 NFPA 2001 <i>Standard for Clean Agent Fire Protection Systems</i> • Applicable NFPA standards per Chapter 80 of the IFC |
| General Life Safety | <ul style="list-style-type: none"> • 2014 NFPA 130, <i>Standard for Fixed Guideway Transit and Passenger Rail Systems</i> |
| Elevators & Escalators | <ul style="list-style-type: none"> • ASME A17.1 <i>Safety Code for Elevators and Escalators as adopted and amended by WAC 296-96</i> |

Table 1: City of Redmond Applicable Codes*,**

| Discipline | Code Reference |
|--|---|
| Comp Plan | <ul style="list-style-type: none"> • Comprehensive Plan - Redmond 2030 • City of Redmond Transportation Master Plan |
| Land Use | <ul style="list-style-type: none"> • RZC (RMC Title 21) |
| Site Development | <ul style="list-style-type: none"> • RMC Chapter 15.24, Clearing, Grading, and Storm water Management • RMC, Title 10 Vehicles and Traffic • RMC, Title 12 Streets and Sidewalks • RMC, Title 13 Water and Sewers • RZC, Title 21 • American Standard for Nursery Stock ANSI Z60.1 • City of Redmond, Storm water Technical Notebook • Washington State Department of Ecology, Storm water Management Manual for Western Washington • City of Redmond Design Requirements – Water and Wastewater System Extensions • City of Redmond, Standard Specifications and Details • Washington State Department of Ecology Criteria for Sewage Work Design |
| Geotechnical | <ul style="list-style-type: none"> • WSDOT <i>Geotechnical Design Manual M46-03 (GDM) (May 2015)</i> • AASHTO LRFD Bridge Design Specifications 2015 International Building Code – Section 1803, as adopted by City of Redmond |
| Structural (See Building section for building structures) | <ul style="list-style-type: none"> • WSDOT <i>Design Manual M22-10.13</i> • WSDOT <i>Bridge Design Manual M23-50.16</i> • WSDOT <i>Bridge Inspection Manual M36-64 (December 2015)</i> • AASHTO Guide Specifications for the Design of Pedestrian Bridges • Setra Technical Guide for Footbridges, October 2006 • AASHTO LRFD Bridge Design Specifications AASHTO Guide Specifications for LRFD Seismic Bridge Design • ACI 318-14 Building Code Requirements for Structural Concrete, 2014 • AISC Specification for Structural Steel Buildings, 2010 • WSDOT Standard Specification for Road, Bridge and Municipal Construction, 2016 |
| Civil (See separate section for Utilities) | <ul style="list-style-type: none"> • WSDOT <i>Design Manual</i> • WSDOT <i>Standard Plans, M 21-01</i> • WSDOT <i>Standard Specifications for Road, Bridge and Municipal Construction, M 41-10</i> • City of Redmond, Standard Specifications & Details • City of Redmond (COR) Zoning Code Title 21 and Appendices 2 and 8A • City of Redmond Traffic Signal Design Manual • City of Redmond Transportation Master Plan • City of Redmond Work Zone Traffic Control Manual • City of Redmond Bicycle Facilities Design Manual • City of Redmond Illumination Design Manual • City of Redmond Roundabout Design Manual • AASHTO Guide to Bicycle Facilities • FHWA Manual of Uniform Control Devices • NACTO Urban Bikeway Design Guide • Redmond ADA Program Policy#1 – Companion Ramps |
| Environmental | <ul style="list-style-type: none"> • RMC, Chapter 6.36 Noise Standards • RZC, Article I, Zone Based Regulations • RZC, Article II, City Wide Regulations |

Table 1: City of Redmond Applicable Codes* **

| Discipline | Code Reference |
|------------|---|
| | <ul style="list-style-type: none"> • RZC (RMC Title 21), Article III Environmental Regulations • Safety Standards for Construction Work (Chapter 296-155 WAC) • Washington Industrial Safety and Health Act (Chapter 49.17 RCW) • General Occupational Health Standards (Chapter 296-62 WAC) • SEPA Procedures (Chapter 173-802 WAC) • RZC Ch. 21.64 – Critical Areas Regulations • City of Redmond, Storm water Technical Notebook • Washington State Department of Ecology, Storm water Management Manual for Western Washington • City of Redmond Design Requirements – Water and Wastewater System Extensions • City of Redmond, Standard Specifications and Details • Washington State Department of Ecology Criteria for Sewage Work Design |
| Utilities | <ul style="list-style-type: none"> • National Pollutant Discharge Elimination System permit program (Chapter 173-220 WAC) • Washington State Department of Ecology, Storm water Management Manual for Western Washington • City of Redmond, Storm water Technical Notebook • WSDOT <i>Highway Runoff Manual</i>, M31-16.04, February 2016 • American Standards, prepared by the American Water Works Association (AWWA) • American National Standards, prepared by the American National Standards Institute (ANSI) • Standard Specifications, prepared by the American Society for Testing and Materials (ASTM) • Federal Specification, prepared by the Federal Government (F&S) • Guide Book for Determination of Required Fire Flow and Grading Schedule for Municipal Fire Protection, prepared by the Insurance Services Office (ISO) • Standard Specifications for Road, Bridge and Municipal Construction, prepared by the Washington State Chapter, American Public Works Association (APWA) as modified by the Water/Wastewater Division • Rules and Regulations of the State Board of Health Regarding Public Water Systems, prepared by the Water Supply and Waste Section, Health Services Division, State of Washington Department of Health (DOH), latest edition • Criteria for Sewage Works Design prepared by the State of Washington Department of Ecology • City of Redmond, Standard Specifications and Details • City of Redmond Design Requirements – Water and Wastewater System Extensions • City of Redmond Water Systems Plan • City of Redmond General Sewer Plan |

*Building, Electrical, Mechanical, Plumbing, and Fire permits are vested on the date of accepted complete permit application.

**The DBC shall obtain WSDOT's applicable codes/standards for state highways or roadways in the City of Redmond that are within WSDOT's Limited Access.

Section 2 – Required Permits & Associated Permit Fees

Permits are required from the City for various aspects of the Project. Table 2 provides an estimation of required permits based on known elements described in procurement documents. Other or additional permits may be required due to changes in project scope, or other design changes due to the nature of the design-build process.

Aspects of the permit process are described in subsequent sections. Permit fees are described in Table 3.

Table 2: City of Redmond Required Permits

| Project Element | Administrative Modification | Site Plan Entitlement**** | Building and Trade* | Civil Site Construction** | Clearing & Grading | Right-of-Way Use | Shoreline Substantial Development | Boundary Line Adjustment | Alteration of Geologic Hazard | Notes |
|--|-----------------------------|---------------------------|---------------------|---------------------------|--------------------|------------------|-----------------------------------|--------------------------|-------------------------------|--|
| Geotechnical boring and sampling in the ROW | | | | | | ✓ | | | | Used for early work prior to civil site construction permit issuance. Once issued, civil site construction permit covers work in ROW |
| Site survey, field investigation | | | | | | | | | | |
| Demolition of existing structures > 200 sq. ft. | | | ✓ | | | | | | | |
| Clearing, grubbing, and grading at station or other construction sites | | | | | ✓ | | | | | Clearing and grading used for early site prep work before civil site construction permit is issued. Once issued, civil site construction permit covers clearing and grading activities. Clearing and Grading permits issued before Site Plan Entitlement |

Table 2: City of Redmond Required Permits

| Project Element | Administrative Modification | Site Plan Entitlement**** | Building and Trade* | Civil Site Construction** | Clearing & Grading | Right-of-Way Use | Shoreline Substantial Development | Boundary Line Adjustment | Alteration of Geologic Hazard | Notes |
|---|-----------------------------|---------------------------|---------------------|---------------------------|--------------------|------------------|-----------------------------------|--------------------------|-------------------------------|--|
| | | | | | | | | | | (SPE) must demonstrate compliance with City tree preservation requirements. |
| Disconnect/cap sewer, power, water | | | ✓ | ✓ | | | | | | This activity is approved as part of demo permit OR civil site construction permit. Services related to building that are getting demolished require a building permit |
| Installation and relocation of water, sewer, storm, power, communication, and other utility systems | | | | ✓ | | | | | | This activity is part of civil site construction permit |
| Retaining walls over 4 feet high or holding a surcharge | | | ✓ | ✓ | | | | | ✓ | Alteration of Geologic Hazard permit only required for work within a landslide hazard area. See Building Permit Requirements for Light Rail Projects Interpretation for details. |
| Accessory structures | | | ✓ | | | | | | | Accessory structures include walls, canopies, and permanent fences over 7 feet. See Building |

Table 2: City of Redmond Required Permits

| Project Element | Administrative Modification | Site Plan Entitlement**** | Building and Trade* | Civil Site Construction** | Clearing & Grading | Right-of-Way Use | Shoreline Substantial Development | Boundary Line Adjustment | Alteration of Geologic Hazard | Notes |
|---|-----------------------------|---------------------------|---------------------|---------------------------|--------------------|------------------|-----------------------------------|--------------------------|-------------------------------|--|
| | | | | | | | | | | Permit Requirements for Light Rail Projects Interpretation for details. |
| Improvements to 40th, 51st, and 60th St, including utilities | | | ✓ | ✓ | | | | | | |
| Tenant improvements for construction field office(s) | | | ✓ | | | | | | | |
| Modifications to parking, landscaping, circulation at MS Building 50 and Liberty Mutual sites | ✓ | | | | | | | | | |
| Work within the shoreline jurisdiction | | | | ✓ | | | ✓ | | | Sound Transit is obtaining the Shoreline Substantial Development Permit |
| Work within a landslide hazard area | | | | ✓ | | | | | ✓ | Sound Transit may need modifications which would be subject to administrative or City Council approval |
| Overlake TPSS | | | ✓ | ✓ | | | | | | For building permit - foundations only |
| Site Grading for SE Redmond | | | | ✓ | ✓ | | | | | Clear and grade used for early site prep work |

Table 2: City of Redmond Required Permits

| Project Element | Administrative Modification | Site Plan Entitlement**** | Building and Trade* | Civil Site Construction** | Clearing & Grading | Right-of-Way Use | Shoreline Substantial Development | Boundary Line Adjustment | Alteration of Geologic Hazard | Notes |
|--|-----------------------------|---------------------------|---------------------|---------------------------|--------------------|------------------|-----------------------------------|--------------------------|-------------------------------|--|
| station, plaza, parking and trackway for areas not in WSDOT limited access | | | | | | | | | | before civil site construction permit is issued. Once issued, civil site construction permit covers clearing and grading activities. |
| Installation and relocation of NE 70th St in SE Redmond | | ✓ | | ✓ | | | | | | |
| Installation of 173rd Ave NE | | | | ✓ | | | | | | |
| SE Redmond Station platform | | ✓ | ✓ | ✓ | | | | ✓ | | In SPE footprint, but not subject to design review |
| 70 th St. crosswalk at SE Redmond Station | | ✓ | ✓ | ✓ | | | | | | Per customized SPE checklist |
| SE Redmond station plaza | | ✓ | ✓ | ✓ | | | | ✓ | | Building and Trade permits may be required depending on scope of improvements |
| SE Redmond Garage | | ✓ | ✓ | ✓ | | | | ✓ | | Including transit area |
| SE Redmond garage foundations | | ✓ | ✓ | ✓ | | | | ✓ | | Including piles, spread footings, etc. This can be issued before SPE |
| SE Redmond Garage Vertical Circulation | | ✓ | ✓ | ✓ | | | | | | |

Table 2: City of Redmond Required Permits

| Project Element | Administrative Modification | Site Plan Entitlement**** | Building and Trade* | Civil Site Construction** | Clearing & Grading | Right-of-Way Use | Shoreline Substantial Development | Boundary Line Adjustment | Alteration of Geologic Hazard | Notes |
|---|-----------------------------|---------------------------|---------------------|---------------------------|--------------------|------------------|-----------------------------------|--------------------------|-------------------------------|---|
| Towers and walkway | | | | | | | | | | |
| SE Redmond utility improvements at station | | ✓ | ✓*** | ✓ | | | | | | Requirements for SPE are per customized SPE checklist. Early utility work within the SPE footprint will require a Civil permit, which can be issued before SPE is approved. |
| SE Redmond TPSS | | ✓ | ✓ | ✓ | | | | | | For SPE- screening and enclosure only For building permit - foundations only |
| Improvements to NE 70th St from 176 th Ave NE to Redmond Way | | | | ✓ | | | | | | |
| Improvements to 70th/Redmond Way intersection | | | | ✓ | | | | | | |
| Improvements to Redmond Way/76th St | | | | **** | | | | | | Improvements in WSDOT limited access will be permitted by WSDOT with City review |
| Improvements to Redmond Way/SR 520 ramps | | | | **** | | | | | | Improvements in WSDOT limited access will be permitted by |

Table 2: City of Redmond Required Permits

| Project Element | Administrative Modification | Site Plan Entitlement**** | Building and Trade* | Civil Site Construction** | Clearing & Grading | Right-of-Way Use | Shoreline Substantial Development | Boundary Line Adjustment | Alteration of Geologic Hazard | Notes |
|--|-----------------------------|---------------------------|---------------------|---------------------------|--------------------|------------------|-----------------------------------|--------------------------|-------------------------------|--|
| | | | | | | | | | | WSDOT with City review Improvements outside WSDOT limited access require a City permit, such as if a temporary ramp exists within City permitting jurisdiction |
| ELST at SE Redmond station | | ✓ | | ✓ | | | | | | A small portion of ELST is within SPE limits at SE Redmond garage. Requirements for SPE are per customized SPE checklist |
| RCC reconstruction (away from Downtown station) | | | | ✓ | | | | | | |
| Downtown TPSS | | | ✓ | ✓ | | | | | | For building permit - foundations only |
| Downtown station and vertical circulation towers | | ✓ | ✓ | ✓ | | | | | | SPE includes review of the exterior elements of the station (e.g., noise walls, façades, etc.) and elements of circulation to reach the platform. The station platform is excluded from SPE design review. Refer to SPE checklist for requirements |

Table 2: City of Redmond Required Permits

| Project Element | Administrative Modification | Site Plan Entitlement**** | Building and Trade* | Civil Site Construction** | Clearing & Grading | Right-of-Way Use | Shoreline Substantial Development | Boundary Line Adjustment | Alteration of Geologic Hazard | Notes |
|--|-----------------------------|---------------------------|---------------------|---------------------------|--------------------|------------------|-----------------------------------|--------------------------|-------------------------------|---|
| Downtown station plaza (including RCC) | | ✓ | ✓ | ✓ | | | | | | Building and Trade permits may be required depending on scope of improvements |
| Downtown street improvements at station | | ✓ | | ✓ | | | | | | Requirements for SPE are per customized SPE checklist |
| Downtown street improvements away from station | | | | ✓ | | | | | | |
| Downtown station ancillary spaces | | ✓ | ✓ | ✓ | | | | | | |
| Downtown utility improvements at station | | ✓ | ✓*** | ✓ | | | | | | Utility work within the SPE footprint will require a Civil permit which can be issued before SPE is approved. |
| Downtown station guideway foundations and substructure (shaft, columns, bent caps and piers) | | | ✓ | ✓ | | | | | | This can be issued before SPE |
| Downtown utility improvements | | | | ✓ | | | | | | |

Table 2: City of Redmond Required Permits

| Project Element | Administrative Modification | Site Plan Entitlement**** | Building and Trade* | Civil Site Construction** | Clearing & Grading | Right-of-Way Use | Shoreline Substantial Development | Boundary Line Adjustment | Alteration of Geologic Hazard | Notes |
|------------------------|------------------------------------|----------------------------------|----------------------------|----------------------------------|-------------------------------|-------------------------|--|---------------------------------|--------------------------------------|--------------|
| away from station | | | | | | | | | | |

Note: This matrix estimates necessary permits based on information provided to date. Other permits may be required based on changes in project scope.

* Building and Trade includes building, demolition, fire-related, electrical, mechanical, plumbing, sewer connection, and water meter permits

** Actual permits may vary depending on Project element

*** Need for building permit depends on facility type

****Improvements in WSDOT limited access will be permitted by WSDOT with City review. WSDOT and City reach agreement on final design prior to WSDOT issuing the permit. The City and WSDOT will work to resolve their comments before submitting to the DBC.

Table 3: City of Redmond Permit Fees

| ID | Permits | Covered by PAA* | Notes |
|----|---|------------------|--|
| 1 | 3% Technology Fee | ✓ | |
| 2 | Boundary Line Adjustment Fees | ✓ | |
| 3 | Building Permit Issuance Fees | ✓ | |
| 4 | Civil Inspection Fees | ✓ | Includes Clearing & Grading, Storm water, Water & Sewer and Transportation inspection |
| 5 | Civil Plan Review Fees | ✓ | Includes Clear & Grade, Storm water, Water & Sewer and Transportation engineering review |
| 6 | Construction Noise Variance or Exemption | ✓ | |
| 7 | Demolition Permits | ✓ | |
| 8 | Electrical Permits | ✓ | |
| 9 | Fees for Right-Of-Way Use Permits | ✓ | |
| 10 | Fees the City would ordinarily collect for the State Building Code Council on any permits | ✓ | |
| 11 | Fire Alarm Permits | ✓ | |
| 12 | Fire Impact Fees | N/A, no fees due | No expansion of existing office space allowed. |
| 13 | Fire Installation Permits | ✓ | |
| 14 | Fire Sprinkler Permits | ✓ | |
| 15 | Fixed Fire Suppression Fees | ✓ | |
| 16 | Mechanical Permits | ✓ | |
| 17 | Park Impact Fees | N/A, no fees due | |
| 18 | Payments Due Under Latecomer or Reimbursement Agreements | Not covered | These fees will be the responsibility of the DBC |
| 19 | Plan Review Fees Associated with Building Permit Applications | ✓ | |
| 20 | Plumbing Permits | ✓ | |
| 21 | Peer Review | ✓ | |
| 22 | Right-of-Way Vacation Fees | ✓ | |
| 23 | School Impact Fees | N/A, no fees due | |
| 24 | Development Agreement Fees | ✓ | |
| 25 | Shoreline Substantial Development Permit Fees | ✓ | |
| 26 | Alteration of Geologic Hazard Fees | ✓ | |
| 27 | Administrative Modification Fees | ✓ | |
| 28 | Site Plan Entitlement Fees | ✓ | |
| 29 | State Environmental Policy Act Review Fees | ✓ | |
| 30 | Special Inspection | N/A, no fees due | DBC is responsible for special inspections |
| 31 | Storm water Capital Facility Charges | Not covered | These fees will be the responsibility of the DBC |

Table 3: City of Redmond Permit Fees

| ID | Permits | Covered by PAA* | Notes |
|----|---|------------------|--|
| 32 | Temporary Use Permits (Long and Short Term) | ✓ | |
| 33 | Tenant Improvement Permits | ✓ | |
| 34 | Transportation Impact Fees | N/A, no fees due | No expansion of existing office space allowed. |
| 35 | Tree Removal Permits | ✓ | |
| 36 | Water & Sewer System Meter and Connection Charges | Not covered | These fees will be the responsibility of the DBC |
| 37 | Other land use permits not listed above | ✓ | |

* Sound Transit, the DBC or any associated subcontractor shall note the PAA on all permit application submittals that are covered by said PAA.

Section 3 – City of Redmond Permit Package Review and Approval Process

The DBC shall submit a permit packaging plan no later than 30 calendar days after Notice to Proceed to the City, followed by a meeting request to the City Project Manager to discuss permit packages, permit requirements and scheduling of coordination meetings and submittals. The City and Sound Transit have approval authority over the permit packaging plan. The DBC shall conduct regular, discipline-specific permit coordination meetings at City Hall during design development to ensure that elements of the design comply with City-enforced codes and regulations. The City will make staff available to attend and provide feedback to the DBC.

Permit coordination meetings have the following requirements:

- Notice of a meeting shall be provided a minimum seven (7) calendar days in advance and include the main topic for discussion
- Agenda shall be provided two (2) working days in advance of the scheduled meeting

Permit Package Parameters

In general, permit packages must allow the City to see how different systems will work together; especially those the City will own. The following parameters are specified:

- Permit packages must allow the City to see how different systems work together. For example, a package addressing subsurface infrastructure must illustrate how utilities interact with each other, with structure foundations, streets, and surface features. In many cases this requirement will be best accomplished by arranging packages geographically.
- The DBC shall prepare one SPE permit package for each station area as required by the Site Plan Entitlement process (see Section 4).

Permit package Submittals

The number of submittals required for a given permit package depends on the complexity of the permit package. The permitting flow chart (Attachment A) provides an example of the anticipated process for a station area. Less complex packages may require fewer reviews. The number of reviews will be determined by the City after the permit packaging plan is submitted.

The City uses Bluebeam® Revu® Studio sessions for submittal review and management of comments for major permits. The DBC shall provide submittals in a format compatible with this software, and include the code basis of design with each submittal.

Permit packages submitted to the City for review and permit approval must meet City requirements. Application forms and requirements are available on www.redmond.gov. All submittals require advance notice of 14 calendar days. City review of a submittal consists of a completeness check and permit review period (Table 4) conducted over the listed number of City working days.

- Day 1 of the completeness check will be the next working day for submittals received before 12:00 pm and will be the second working day of the receipt for submittals received after 12:00 pm.
- The day count for the review period will begin the next working day after notification to the contractor of a complete package.

Table 4 provides guidance to the DBC in preparing the permit packaging plan. Specific review times will be agreed to as part of the approval of the permit packaging plan and will supersede the timeframes provided in Table 4, including City commitment to review periods for simultaneous packages. However, if the DBC fails to follow the approved permit packaging plan, then the timeframes in Table 4 will control.

Table 4: Completeness Check and Permit Review Period in City Working Days for Major Permits*

| Submittal for: | Completeness Check | Review Period for less than 100 plan drawing sheets | Review Period for 100-599 plan sheets** |
|--------------------------------|--------------------|---|---|
| Administrative Modification | 3 | 10 | 15 |
| Boundary Line Adjustment | 3 | 10 | 15 |
| Site Plan Entitlement | 3 | 10 | 15 |
| Civil Site Construction Permit | 3 | 10 | 15 |
| Building Permit Application | 3 | 10 | 10 |

* Major Permits are defined as Site Plan Entitlement, Civil Site Construction and Building Permits having over 100 sheets of plan drawings excluding cover page, TOC and standard drawings. Over-the-counter permits have review periods defined by their permit applications.

** If a submittal contains more than 600 sheets of plan drawings, the review period may be extended to 20 working days at the discretion of the City

Review periods in Table 4 are based on a single package submittal of Major Permits. Additional simultaneous submittals, beyond those agreed to in the approved permit packaging plan, may be allowed during an active City review period under the following conditions:

- As part of the obligatory 14-day advance notice, the DBC shall identify the priority of the current and pending submittals as well as whether or not the active review may be suspended.
- The City will review the request for simultaneous package submission and respond to both the DBC and Sound Transit within 5 working days to accept or deny the request.
- If an active review is suspended due to a priority submittal, the duration of the suspension will be based on the scope and size of the priority submittal.

Completeness Check

The purpose of the completeness check (see Table 4 for duration) is to verify that the DBC has completed all submittal requirements so City staff can adequately assess design elements in terms of meeting City regulations and code requirements. Staff check the submittal against the governing checklists for the DRLE project and Letters of Concurrence, and verify that prior comments provided by the City have been adequately addressed as described below.

If the permit submittal is deemed complete, the City Project Manager notifies the DBC and the permit review period begins on the following work day. If items on the submittal checklists are missing or incomplete, or if any of the City's previous comments have not been adequately addressed, the City Project Manager will provide written notification to Sound Transit and the DBC the reasons for the submittal being deemed incomplete. The DBC will correct the submittal and resubmit, which starts another completeness check cycle.

The City shall provide comments to both the DBC and Sound Transit at the end of the review period, and the DBC shall review the comments and seek clarification where necessary to appropriately address comments for the next submittal.

Submittal Review Comments, Adequacy of Responses and Comment Resolution

The City commits to provide concise and coordinated comments to eliminate duplication and provide appropriate direction to the DBC. This will include citing the appropriate code, standard detail, specification, code basis of design requirement, letter of concurrence, project requirement or related agreement.

Within two weeks of receiving submittal comments, the DBC shall hold meetings to address all comments with the applicable reviewers. The DBC shall maintain a comment resolution log and provide an updated status with notes including actions required, scheduled meeting dates and final comment disposition with every design review submittal.

The DBC shall address all comments prior to the next submittal and commit to providing concise and coordinated responses that address issues noted by the City.

Issue Resolution

For all permit submittals, the City shall submit its comments to the DBC and Sound Transit at the end of the City's review period. The DBC shall request a meeting to review any comments that require additional clarification. The DBC shall notify both the City and Sound Transit immediately of comments/issues regarding conflicts with codes from other jurisdictions, project requirements or contract scope. Those comments will be immediately entered into the conflict resolution process identified below. All comments must be either resolved or have an agreed upon action plan before the intake of the next submittal.

The City and Sound Transit will resolve any conflicts according to the following tiered approach:

- Level 1. Subject matter experts from the City and Sound Transit shall meet or otherwise communicate to resolve the comment within 2 working days of Sound Transit notifying the City of the need to resolve the comment.

- Level 2. If the subject matter experts are unable to resolve the comment within 2 working days, the City’s construction project manager and Sound Transit’s construction project manager shall seek to resolve the comment within 2 working days.
- Level 3. If still unresolved, the City Engineer and/or Building Official and Sound Transit’s Project Director shall resolve the comment within 2 working days.

Section 4 – Land Use Permits and Site Plan Entitlement Approval Process

Land use permits (Table 5) are required for specific elements of the project and require one or more public notices (RZC 21.76.080). A modified Site Plan Entitlement process has been developed for this project and is described in detail below.

Table 5: Land Use Permits

| Permit Name | Applicable to: | Review Type & Decision Criteria | Required Notices | Decision Maker(s) | Information Required |
|-----------------------------------|---|---|--|--|--|
| Site Plan Entitlement | Station areas | Type II – Administrative <u>RZC 21.76.070.Y</u> | Notice of: 1) Application 2) Decision | Technical Committee, Design Review Board | Design Standards Checklist (Attachment C) DRLE Project SPE Checklist (Attachment D) |
| Administrative Modification | Changes to approved site plans along SR 520 between 40 th and 51 st | Type II – Administrative RZC 21.76.090.D | Notice of: 1) Application* 2) Decision* | Technical Committee, Design Review Board | Administrative Modification Checklist (Attachment I) |
| Shoreline Substantial Development | Areas within shoreline jurisdiction | Type II – Administrative <u>RZC 21.68.200.C</u> | Notice of: 1) Application 2) Decision | Technical Committee | <u>Shoreline Substantial Development Permit Submittal Checklist</u> |
| Alteration of Geologic Hazard | Areas within landslide hazard areas | Type III – Quasi-Judicial <u>RZC 21.76.070.E</u> | Notice of: 1) Application 2) Public hearing 3) Decision | Hearing Examiner | Alteration of Geologic Hazard Area Submittal Checklist (Attachment H) |
| Boundary Line Adjustment | SE Redmond Station area | Type I – Administrative RZC 21.74.030.M | None | Director of Planning and Community Development | <u>Boundary Line Adjustment Checklist</u> |

* Notice requirements depend on factors listed in RZC 21.76.090.D.4.b.

Site Plan Entitlement Process

The DBC shall prepare one permit package for each station area. Station area extents will be defined in the design-build contract. A Site Plan Entitlement permit is required and must be obtained prior to Civil Site Construction and building permit issuance for each station area:

- SE Redmond Station and Parking Garage
- Downtown Redmond Station

At the Downtown Redmond station, the scope of the Site Plan Entitlement excludes elevated guideway structural elements such as drilled shafts, columns, bents and bent caps, tub girders, and structural deck. These elements are considered linear transportation infrastructure and so a Site Plan Entitlement permit is not required prior to their construction. Although these elements will not be required to issue a SPE, the Downtown station must include them as part of the SPE permit package.

The DBC shall meet all design standards and Site Plan Entitlement application submittal requirements by following and completing the associated checklists (see Table 5). As noted in the permitting flowchart the DBC has two (2) reviews available to complete the SPE process. General highlights of the SPE process are provided below.

Design Review Board Meetings. Sound Transit has the option of meeting the Design Review Board prior to the DBC's notice to proceed. Notice needs to be provided to the City fourteen (14) calendar days prior to a submittal so that the City can schedule the meeting.

Public Notice of Application. This process involves a public notice of application followed by a public comment period of twenty-one (21) calendar days. Refer to RZC 21.76.080.B for details.

Notice of Final Decision. This process involves a notice of final decision. Refer to RZC 21.76.080.G for details. The City will provide a draft Notice of Final Decision to Sound Transit prior to issuance for Sound Transit review.

Administrative Modification Process

Administrative Modifications are land use permits that are required when previously-approved projects are modified in a way that does not require a new land use entitlement application. The administrative modifications anticipated for this project are due to changes to landscaping, parking, and circulation shown on RFP plans.

The process for administrative modifications is generally the same as for Site Plan Entitlements, except that public notice and Design Review Board review is sometimes not required, depending on the scope of the administrative modification. Based on the RFP drawings, administrative modification permits for this project will not require Design Review Board review.

A custom checklist for the proposed Administrative modification has been included in this framework and shall be used to meet the requirements of this permit.

Alteration of Geologic Hazard Area Process

Alteration of Geologic Hazard Area (AGHA) permits are required for work in a landslide hazard area. AGHA permits are quasi-judicial, Type III permits with a public hearing before the City hearing examiner. The hearing examiner makes the permit decision based on the decision criteria in the Redmond Zoning Code.

The City issues a notice of application within 14 calendar days of permit application submittal. The notice of application triggers a 21-calendar-day public comment period on the permit. If the application requires no additional information, then the Technical Committee issues a SEPA determination, which triggers a 14-calendar-day public comment period and 14-calendar-day appeal period. The City then issues a notice of public hearing at least 21 calendar days in advance of the public hearing in front of the hearing examiner. The hearing examiner then issues a decision on the permit application. Decisions of the hearing examiner are appealable to King County Superior Court.

A custom checklist for the Alteration of Geologic Hazard Area permits has been included in this framework and shall be used to meet the requirements of this permit.

Boundary Line Adjustment Process

In the context of this project, a boundary line adjustment will be necessary so that buildings permitted by the City exist on a single tax parcel, in order to meet building code requirements. The following project improvements have been identified to require BLAs:

- SE Redmond Station
- SE Redmond Parking Garage

The City will not issue a building permit for a building, or foundation for a building, that crosses a lot line. Retaining walls are an exception: the City will issue building permits for retaining walls that cross lot lines. The DBC will need to complete an application cover sheet for each tax parcel the wall touches, but will only need to submit one set of wall drawings per wall.

Boundary line adjustments are Type I administrative permits. There are no public notice or public hearing requirements. When BLA's are required, they are typically included as a condition of SPE approval and must be completed prior to building permit issuance. The Planning and Community Development Director is the decision maker for this permit, and the decision is appealable to the hearing examiner.

Section 5 – Civil Site Construction Permits and Approval Process

Civil Site Construction permits shall be required as defined in Table 2. The DBC shall meet all submittal requirements by following the Civil Site Construction checklist (Attachment E). Refer to the checklist and Section 3 for details on the workflow and design review process.

The DBC shall meet with the City Project Manager and civil review team shortly after the permit packaging plan and code basis of design submittal to review all the civil construction permits required for the project.

As noted in the permitting flowchart the DBC has three (3) reviews available to complete the Civil Site Construction Permit approval process.

SPE for station areas and Civil Site Construction permit review may run concurrently in accordance with permit package submission requirements defined in Section 3; however, SPE must be approved and issued prior to the issuance of Civil Site Construction permits for station areas.

Section 6 - Clearing and Grading Permits and Approval Process

Clearing and Grading permits shall be required as defined in Table 2 for all work listed in RMC 15.24.050. The DBC shall meet all submittal requirements by following the Civil Site Construction checklist (Attachment E). Refer to the checklist and Section 3 for details. For clearing and grading permits, only the General, Storm water Drainage, and Landscaping (tree and vegetation protection only) sections of the Civil Site Construction checklist apply.

The City does not issue clearing and grading permits for work in WSDOT right-of-way. However, the City does require clearing and grading permits for any clearing and grading work originating on WSDOT land that has impacts *outside* WSDOT right-of-way, within city limits. For example, a construction entrance to

WSDOT right-of-way that extends beyond WSDOT right-of-way would require a clearing and grading permit from the City. The City's permit would cover the activities inside the City's permitting jurisdiction.

Section 7 – Building Permits and Approval Process

Building permits shall be required as defined in Table 2. Depending on the DBC's permit packaging plan, there may be elements of the project that do not require civil site construction permits, but do require building permits. The DBC shall meet with the City Project Manager and Plans Examiner shortly after the permit packaging plan and code basis of design submittal to review building permit application requirements.

Where applicable, clearing and grading and civil site construction permits are required to be issued prior to building permit issuance. The Plans Examiner and building permit staff will be part of the Civil Site Construction permit review process described in Section 5 to review architectural and structural drawings. The earliest a building permit application may be submitted is concurrently with the second civil site construction permit submittal.

The DBC shall complete building permit applications and meet all submittal requirements. Refer to Section 3 for details about the review process.

Section 8 – Staffing

The City of Redmond is committed to meeting the permit review and approval processes described in this framework, construction submittal reviews including RFI's, and requests for change and construction inspections to support the project schedule. Details concerning staffing levels, roles and responsibilities, field office space and funding are provided in the Project Administration Agreement.

City staff will participate in permit-focused over-the-shoulder, discipline-specific meetings held at regular intervals between the DBC and City of Redmond as described in Section 3. City staff will also participate, at the request of the City project manager, in issue resolution or other meetings with Sound Transit parties as appropriate.

General descriptions of City of Redmond positions involved in project permitting follow.

City Engineer. The City Engineer is the City sponsor for the permitting framework. In conjunction with the Public Works Director and Building Official, the City Engineer supports the Construction Project Manager in his/her management of permitting activities and serves as the primary internal conflict resolution resource.

Construction Project Manager. The Construction Project Manager oversees project permitting activities for the City. The Construction PM is responsible and given the requisite authority to manage the City's review and implementation of project permits to meet the City's permitting commitments in this framework.

Design Project Manager. The Design Project Manager's responsibility during the design and permitting phase is to ensure that agreements between the City and Sound Transit executed prior to DBC notice to proceed are implemented, and generally to serve as institutional knowledge and a resource to the Construction PM and permit review team.

Permitting and Plan Review. A multidisciplinary review team will review permit package submittals. Reviewers will review submittals against all relevant regulations, codes, and standards, as well as letters of concurrence or other agreements made between the City and Sound Transit. The outcome of the permit review team's work is code-compliant plan sets for which City permits can be issued. The key positions on this review team are:

- **Sr. Civil Utility Engineer:** this position is responsible for review of all water, wastewater, and storm water elements of project permits, including those water elements integral to fire protection. Duties for water-wastewater and storm water review are anticipated to be split between multiple individuals who collectively constitute the Sr. Utility Engineer in the staffing plan.
- **Traffic Engineer:** this position is the lead for all traffic and transportation elements of project permits, including review of maintenance-of-traffic (MOT) plans. This position will call-upon supplemental resources at the City for specialized review, such as for non-motorized elements, right-of-way elements, MOT plans, and traffic signal operations.
- **Sr. Planner:** this position is responsible for review of all land use planning elements of project permits. This position's primary role is in ensuring code compliance during review of all land use permits, and implementation of planning-related permit conditions. During SPE review this position will be the staff liaison to the City of Redmond Design Review Board.
- **Plans Examiner:** this position is responsible for ensuring that building permit applications comply with applicable building codes, which for this project include IBC and NFPA 130.
- **Sr. Structural Engineer:** this position will review structural calculations on building permit applications, such as for walls, columns supporting the Downtown elevated station, and structural elements of the parking structure at Southeast Redmond.
- **Deputy Fire Marshall:** this position is responsible for code compliance related to fire protection during permitting, and for required fire inspections during construction.

Building and Civil Construction Inspection. The City will assign inspection staff to ensure that construction by the DBC meets City permit and applicable code conditions. Building inspection staff will be responsible for inspecting buildings for compliance with applicable codes and permit conditions. Civil construction inspection staff will be responsible for inspecting civil construction for compliance with applicable codes and permit conditions. While one inspector each for building and civil is listed in the staffing plan, the City may assign multiple inspectors to take advantage of specialized knowledge or experience to benefit the project.

Section 9 – Interim Uses during Construction

Haul routes. Acceptable haul routes and specific haul route restrictions are identified in the Conceptual Design Drawings on the Potential Truck Haul Routes plan sheets. Haul routes must be identified in civil construction plans.

Street closures. Street closure review and approval requirements are contained in the project requirements and letters of concurrence between the City and Sound Transit.

Staging Areas. Construction staging areas will be reviewed under a clearing and grading permit or a civil site construction permit. No land use permit is required. The required maintenance of and repair after construction of staging areas is discussed in the project requirements.

Construction Parking. DBC parking is limited to approved staging areas and off-street private parking. The use of on-street parking and off-street public parking is prohibited. The DBC's use of off-street

private parking must not create a non-conforming parking situation at the site. DBC parking areas must comply with critical aquifer recharge area regulations to protect the aquifer. DBC parking must be established prior to issuance of civil construction or building permits.

Field office. Manufactured homes, portable units, modular structures, and/or travel trailers used for construction or site development are exempt from the requirement to obtain a temporary use permit. Field offices must meet International Building Code standards for the occupancy type appropriate to the use, which may require obtaining building and trade permits for tenant improvements.

Section 10 – Construction Noise Impacts

Construction noise is regulated by RMC 6.36.050(5):

- Construction noise may exceed maximum permissible noise levels from 7am-10pm unless it impacts residential zones (Class A zones)
- Construction noise that impacts Class A zones is limited to: 7am-7pm Monday-Friday and 9am-6pm Saturday. Such noise is prohibited on Sunday

The design-builder may request authorization for expanded construction hours under the provisions of RMC 6.36.050(5)(d). Public notice of the scope and duration of the construction requiring expanded construction hours is required.