



Land Use Application

Application Type: Select One

- Administrative Modification
 Conditional Use Permit
 Site Plan Entitlement
 Temporary
 Short Plat (1-9 Lots)
 Subdivision (10+ Lots)
 Shoreline Exemption
 Shoreline

Process? Select One Any land use permit subject to resubmittal fees is eligible for the PREP process.

- Formal
 PREP

Project Information

Project Name: _____ Acres: _____ Zoning: _____

Parcel Number(s): _____ Site Address: _____

Project Description:

Existing Uses:

- Res. Comm. Office Mfg.
 Existing Dwelling Units (#): _____
 Existing Building (Sq. ft.): _____
 Existing Lots (#): _____

Proposed Uses:

- Res. Comm. Office Mfg.
 Proposed Dwelling Units (#): _____
 Proposed Building (sq. ft.): _____
 Proposed Lots (#): _____

Demolition? No Yes. If yes, size in sq. ft. _____; or number of dwelling units _____

Project Contact Information

Owner Contact Information:

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Applicant/Project Manager Contact Information:

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Authorized Signature: _____ Date: _____

Submittal Instructions

To start your application please visit the [Plan Review Online](#) page. Once you have applied staff is notified of the request and will follow-up with you regarding the next steps within 24 to 48 hours. Supporting documentation and plans can be uploaded through the [Redmond ePermitting Service \(REPS\)](#), once your application has been accepted by staff. Most applications are subject to an initial 30-day review period. If more information is required, subsequent 14-day review periods will be opened.

Please contact the City of Redmond Planning Department at PlannerOnCall@redmond.gov for any questions or concerns. All submittals shall follow the [Submittal Standards](#). Any submittal item waived at intake may be required by the Administrator at any point during the review process. The submittal checklist is not an exhaustive list of submittal requirements and may be modified in cases where additional information is required to complete the review of an application.

Additional Project Contacts

Billing Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Architect Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Environmental Consultant Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Civil Engineer Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Other Contact Information:

Affiliation: _____
Name: _____
Address: _____
Phone: _____
Email: _____

E-track Portal Intake Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Landscape Architect Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Arborist Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Surveyor Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Other Contact Information:

Affiliation: _____
Name: _____
Address: _____
Phone: _____
Email: _____

Plan Sets

All required plans shall be condensed into one submittal item unless the file size is too large to electronically submit. In this case, the Architectural Elevations may be submitted separately.

Submittal Item	Item Description	Applicant	Staff Use Only
		Included?	Waived/Received/Missing
Building Elevations	Building elevation information is located within Article III of the Redmond Zoning Code.	<input type="checkbox"/>	
Composite Plan	Shall be prepared by a qualified professional and include composite site plan, civil engineering plan, composite utility plan and a composite landscape plan showing the entire site.	<input type="checkbox"/>	
Cover Sheet	Cover sheet standards are located within the Cover Sheet Standards Handout .	<input type="checkbox"/>	
Cross Section Plan	The cross section plan shall be consistent with Site Plan Standards .	<input type="checkbox"/>	
Drainage Plan	Drainage information is located within the Stormwater Technical Notebook , Washington Department of Ecology Stormwater Manual 2012 (Amended 2014) , and RMC Title 13 . Additional information is located within the Drainage Plan Standards Handout .	<input type="checkbox"/>	
Fire Plan	Fire code standards are located within the Redmond Fire Code .	<input type="checkbox"/>	
Floor Plan	Plan for all floors at, above, and below grade.	<input type="checkbox"/>	
Grading Plan	Grading information is located within the Stormwater Technical Notebook , RMC Chapter 15.24 , and the Grading Plan Standards Handout .	<input type="checkbox"/>	
Irrigation Plan	Irrigation information is located within Article II of the Redmond Zoning Code. General information regarding backflow prevention is located within the Cross Connection Control Handout .	<input type="checkbox"/>	
Landscape Plan	Landscaping information is located within Article I , Article II , and Article III of the Redmond Zoning Code. Additional information regarding planting types is located within the Landscaping Handout .	<input type="checkbox"/>	
Lighting Plan	Lighting information is located within Article II of the Redmond Zoning Code. Additional information is located within the City of Redmond Illumination Design Manual .	<input type="checkbox"/>	
Mitigation Plan	Critical area mitigation information is located within Appendix 1 of the Redmond Zoning Code.	<input type="checkbox"/>	
Phasing Plan	Phasing information is located within Article V of the Redmond Zoning Code.	<input type="checkbox"/>	
Public Notice Site & Tree Preservation Plan	Public notice site and tree preservation plan information is located within the Public Notice Site & Tree Preservation Plan Handout . Additional information on public notice sign requirements is available in the Applications & Forms section of www.Redmond.gov .	<input type="checkbox"/>	

Roof Plan	Rooftop screening information is located within Article III of the Redmond Zoning Code.	<input type="checkbox"/>	
Screening Plan	Screening information is located within Article III of the Redmond Zoning Code.	<input type="checkbox"/>	
Sign Plan	Sign information is located within Article II of the Redmond Zoning Code		
Site Plan	Site Plan standards are located within the Site Plan Standards Handout . A sample site plan is available for reference.	<input type="checkbox"/>	
Transportation Plan	Transportation information is available within Article II of the Redmond Zoning Code. Additional information is located within Appendix II of the Redmond Zoning Code.	<input type="checkbox"/>	
Tree Preservation Plan	Tree Preservation information is located within Article IV of the Redmond Zoning Code. Additional information regarding tree protection is located within the Tree Protection Handout .	<input type="checkbox"/>	
Utility Plan	Utility information is located within the Water & Wastewater System Extensions Design Requirements Manual, Standard Specification and Details Addendum, RZC 21.17.010, RZC 21.74, and RMC Title 13 . Additional information is located within the Utility Plan Standards Checklist .	<input type="checkbox"/>	

Planning			
Submittal Item	Item Description	Applicant	Staff Use Only
		Included?	Waived/Received/Missing
ALTA Survey	Shall be prepared by a qualified professional surveyor licensed in the State of Washington, in accordance with the standards specified by the American Land Title Association (ALTA).	<input type="checkbox"/>	
Critical Areas Aquifer Recharge Report	Shall be prepared by a qualified professional hydrogeologist, geologist, or engineer, licensed in the State of Washington. Additional information is located within Appendix 1 of the Redmond Zoning Code.	<input type="checkbox"/>	
Critical Areas Report	Shall be prepared by a qualified professional. Additional information is located within Appendix 1 of the Redmond Zoning Code.	<input type="checkbox"/>	
Cultural Resources Report	Shall be prepared by a qualified professional archaeologist in compliance with the definition located within the Revised Code of Washington Section 27.53.030 .	<input type="checkbox"/>	
Decision Criteria Analysis & Response Applicant Memo	Shall be in compliance with decision criteria located within RZC 21.76.070 . Applicable to the following permits only: Alteration of Geologic Hazard, Conditional Use, Master Planned Development, Essential Public Facility, Temporary Use – Long Term.	<input type="checkbox"/>	
Extraordinary Notice	Only required for major land use actions . Additional information is located within Appendix 6 of the Redmond Zoning Code.	<input type="checkbox"/>	
GHG Emissions Worksheet	Shall be submitted for all applications. The worksheet is available in the Applications & Forms section of www.Redmond.gov .	<input type="checkbox"/>	
Joint Aquatic Resources Permit Application	Only required for shoreline and shoreline exemption applications. The form is available on the Applications & Forms section of www.Redmond.gov	<input type="checkbox"/>	
Land Use Application	Shall be completed in full. It is the applicant's responsibility to confirm that all submittal items are included and check the corresponding check box for each submittal item prior to submittal. The application is available in the Applications & Forms section of www.Redmond.gov .	<input type="checkbox"/>	
Memorandum of Understanding	Only required for applications that have selected the PREP Process. The memorandum is available in the Applications & Forms section of www.Redmond.gov .	<input type="checkbox"/>	
Neighborhood Meeting Notice	Only required for applications that require a neighborhood meeting per RZC 21.76.060.C . The template is available in the Applications & Forms section of www.Redmond.gov .	<input type="checkbox"/>	
Noise Analysis	Shall be prepared by a qualified professional noise consultant compliant with the definition located in Redmond Municipal Code 6.36 .	<input type="checkbox"/>	
Photographs	Shall be submitted for all applications. The photographs shall be of current site conditions and surrounding properties.	<input type="checkbox"/>	

Previously Approved Plan Set	Only required for applications that have received a previous approval.	<input type="checkbox"/>	
Previously Approved Staff Report or Notice of Decision	Only required for applications that have received a previous approval.	<input type="checkbox"/>	
Project Narrative	Shall be submitted for all applications.	<input type="checkbox"/>	
SEPA Application Form	Shall be submitted for all applications. The form is available in the Applications & Forms section of www.Redmond.gov .	<input type="checkbox"/>	
SEPA Checklist	Shall be submitted for all applications. The checklist is available in the Applications & Forms section of www.Redmond.gov .	<input type="checkbox"/>	
Title Report or Plat Certificate	Shall be dated within 90 days of the submittal date.	<input type="checkbox"/>	
Tree Health Assessment Report	Shall be prepared by a certified arborist in compliance with the definition located within Article VII of the Redmond Zoning Code.	<input type="checkbox"/>	
Waiver Request Letter	Shall be submitted for any application that does not include all submittal requirements. Waiver request letters shall include a justification for the omission of all submittal items not included in a submittal.	<input type="checkbox"/>	

Design Review Board

Design Review Board (DRB) meetings are held at 7:00 P.M. on the 1st and 3rd Thursday of each month. The purpose of the meetings is to review the designs of any land use projects subject to DRB approval under [RZC 21.76.020.E](#). The following DRB materials must be submitted at least 30 calendar days prior to the meeting in **one PDF document titled “Design Review Board Materials.”** The applicant should anticipate three or more total Design Review Board meetings prior to any recommendation by the board.

Submittal Item	Item Description	Applicant Included?	Staff Use Only Waived/Received/Missing
Completed Design Standards Checklist	Shall be submitted for all applications subject to Design Review Board approval. The checklist is available in the Applications & Forms section of www.Redmond.gov .	<input type="checkbox"/>	
Design Concept Narrative	Shall be submitted for all applications subject to Design Review Board approval. The narrative shall be based on a well-defined concept which responds to the community goals and policies identified within RZC 21.58 through 21.62 .	<input type="checkbox"/>	
Photographs	Shall be submitted for all applications subject to Design Review Board approval. The photographs shall be of current site conditions and surrounding properties.	<input type="checkbox"/>	
Plan Set	Shall be submitted for all applications subject to Design Review Board approval. Shall include: (1) Building Elevations (Full Color, Existing and Proposed), (2) Cover Sheet, (3) Site Plan, (4) Floor Plan, (5) Landscape Plan (Within 100 feet of the proposed structure), (6) Lightning Plan (Including cut sheets and photometrics) (7) Parking Plan, and (8) Roof Plan.	<input type="checkbox"/>	
Renderings	Shall be submitted for all applications subject to Design Review Board approval. Shall include: Color renderings of the proposed building in perspective from public rights-of-way, public trails, other public spaces, and neighboring structures. Shall identify proposed materials and colors on the color renderings.	<input type="checkbox"/>	
Special Design Requirements Memo	Only required for applications subject to special design requirements. Shall outline applicable special design requirements for specific districts, neighborhoods or uses and detail how the proposal meets these additional requirements.	<input type="checkbox"/>	
Material and Color Board	Shall be prepared for all applications subject to Design Review Board approval. May be brought to the Design Review Board meeting by the applicant rather than submitted with the Land Use Application. Shall be at least 24"x36" in size and include: (1) Exterior Finish Color Chips (minimum of 4"x4"), (2) Doors/Frames, (3) Roofing, (4) Rooftop Mechanical Equipment Screening Materials, (4) Trim, Flashing, etc., (5) Windows/Frames.	<input type="checkbox"/>	

Transportation

		Applicant	Staff Use Only
Submittal Item	Item Description	Included?	Waived/Received/Missing
Transportation Certificate of Concurrency	This form must be filled out. Transportation Certificate of Concurrency	<input type="checkbox"/>	
Transportation Management Program	TMP Roles and Responsibilities	<input type="checkbox"/>	
Traffic Study Phase I	Shall be prepared by a qualified professional. Additional information is located within the Traffic Study Standards checklist.	<input type="checkbox"/>	
Traffic Study Phase II	If required, the Phase Two Traffic Study scoping will be primary based on the outline presented in Traffic Study Standards . Depending on the size and character of the proposed project, a formal scoping meeting with traffic consultants may be necessary to determine if certain elements of the outline may be added to, or reduced from, the scope.	<input type="checkbox"/>	

Stormwater			
Submittal Item	Item Description	Applicant	Staff Use Only
		Included?	Waived/Received/Missing
Easement Documents	The documentation for any easements that will be applicable to the project.	<input type="checkbox"/>	
Geotechnical Report	This report may be required depending upon the scope of the project and characteristics of the site. The measured infiltration rate, or the recommendation from a Geotechnical Engineer regarding full/limited infiltration of the site shall be included in the Geotechnical report. Please contact the Development Engineering Division at 425.556.2876 to verify if the report is required.	<input type="checkbox"/>	
LID Feasibility Analysis and Site Plan	Analysis for LID based on Appendix N of the Redmond Stormwater Technical Notebook should be completed as part of the initial project design. The LID Feasibility study is required at the kickoff intake.	<input type="checkbox"/>	
Stormwater Report	The Preliminary Stormwater Report must follow the format provided in the 2012 Department of Ecology Stormwater Manual for Western Washington as amended in 2014 (2014 SWMMWW), Volume I, 3.1.7). Project shall provide On-site Stormwater Management BMP's to meet Minimum Requirement #5 and demonstrate compliance with the LID Performance Standard. Additional information is located within the Stormwater Report Standards Checklist .	<input type="checkbox"/>	

Utilities			
Submittal Item	Item Description	Applicant	Staff Use Only
		Included?	Waived/Received/Missing
Other	Please contact your utilities reviewer for additional application specific submittal requirements.	<input type="checkbox"/>	

Fire			
Submittal Item	Item Description	Applicant	Staff Use Only
		Included?	Waived/Received/Missing
City Approved Water Supply and Hydrant	Water supply and hydrant standards are located within the Water Supply and Hydrant Standards Handout .	<input type="checkbox"/>	