

Instructions

Disclaimer: The following information is not an exhaustive list and may be modified by staff at any time. This document is intended only as a guide. Please consult with City of Redmond staff if further instruction and/or clarification is necessary.

<input type="checkbox"/>	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.
<input type="checkbox"/>	All plans must be submitted in a searchable PDF format. (non-scanned)
<input type="checkbox"/>	Building elevations, floor plans, roof plans, screening plans, and lighting plans shall be drawn to an architectural scale of 1/8" or 1/4" = 1'.
<input type="checkbox"/>	All other plans shall be drawn to an engineering scale of 1" = 20'.
<input type="checkbox"/>	All plans shall identify the scale used and provide a scale bar on all plan sheets.
<input type="checkbox"/>	All plans shall be prepared by an appropriate professional licensed in the State of Washington. A license stamp or registration number as well as the professional's signature shall be provided on all prepared materials.
<input type="checkbox"/>	All plans shall be prepared using NAVD 88 vertical datum and NAD 83-91 horizontal datum.
<input type="checkbox"/>	All required information shall be provided for the subject property(ies), and for the first fifty feet of all surrounding properties unless otherwise noted.
<input type="checkbox"/>	All plans must make a distinction between existing and proposed features or improvements.
<input type="checkbox"/>	The coversheet, site plan, transportation plan, grading plan, fire plan, utility plan, and landscape plan shall use the same base maps, unless prior arrangements have been made.
<input type="checkbox"/>	Project name, parcel number(s), and notation of existing zoning classification shall be consistently shown on each page.
<input type="checkbox"/>	A north arrow, scale bar and date of the plan shall be required on all plan sheets.
<input type="checkbox"/>	All documents must be flattened before they are submitted.

File Naming Standards

<input type="checkbox"/>	Sheet and/or file names shall match the Submittal Item names on the Land Use Application .
<input type="checkbox"/>	File names shall not include spaces. Spaces shall be replaced with "_".
<input type="checkbox"/>	File names shall include a date suffix of "_MM.DD.YY" (Ex. Plans_01.01.99).