## 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.

- All plans must be submitted in a searchable PDF format (non-scanned).
- The plans shall be drawn to an engineering scale of 1” = 20’.
- The Site Plan shall be prepared by a professional licensed in the State of Washington.
- Contact information including name, address, phone number and e-mail address of the applicant, owner, developer, building, surveyor, engineer(s), architect, landscape architect, arborist and any other professionals involved in the creation of the plans shall be shown on each applicable plan sheet with contact information for all parties provided on the cover sheet.
- The plans shall include north arrow and scale bar.

## Standard Information

- **Approvals and Certificates:** include a dedicated area for approval stamps and certifications from a City of Redmond Engineer, the City of Redmond Technical Committee, the City of Redmond Office of Finance Director, the King County Assessor, and the King County Deputy Assessor.
- **Conditions:** note any conditions from any previous land use entitlements or development agreement the project is subject to.
- **Covenants:** note any covenants, existing and proposed.
- **Critical areas:** identify the location and dimension of existing and proposed fish and wildlife habitat conservation areas, streams, wetlands, frequently flooded areas, critical aquifer recharge areas, landslide hazard areas, erosion hazard areas, and seismic hazard areas. Identify and dimension all buffers for associate critical areas and any reductions or averaging proposed.
- **Declarations:** include declarations by the owner and other parties with a vested interest in the subject property(ies).
- **Easements (Public and Private):** identify the location and dimensions of all existing and proposed easements on the subject property(ies). Easements include access, drainage, fire, utilities etc.
- **Fences and other appurtenant development features:** identify the location and dimensions of all existing and proposed fences and other appurtenant development features.
- **Floodplain Elevation:** identify the 100-year floodplain elevation and datum.
- **Impervious Surface:** identify existing, proposed, and allowed impervious surface area in SF and AC.
- **Net buildable area calculation table:** identify the allowed buildable area and the proposed net buildable area.
- **Property Lines:** identify the location and dimensions of all existing and proposed property lines.
- **Public or Common Use Areas:** identify the location and dimension of all existing and proposed public or common use areas.
- **Setbacks:** Identify the location and dimension of all existing and proposed setbacks including building setbacks, pedestrian system setbacks, setbacks from critical areas and any other setbacks as applicable.
- **Shorelines:** identify the location of any state shorelines including the ordinary high-water mark, the shoreline jurisdiction and any associated buffers or setbacks from shorelines. Include any wetlands and floodplains associated with the shoreline.
- **Structures:** identify the location and dimension of existing and proposed structures, note the existing and proposed use and include measured distances from property lines and any other existing and proposed structures on and off the subject property (buildings, retaining walls, underground vaults, etc).
- **Topography:** identify existing and proposed topography at 2-foot contours based upon an actual field survey. Larger contour intervals may be permitted on steep sites with authorization from the City of Redmond Planning Department. Spot elevation of existing conditions may be shown for flat sites with no more than 5-feet of total elevation change.
| **Utilities:** Identify existing and proposed utilities, both dry and wet, onsite and along the project frontage(s). This includes water, sewer, stormwater, gas, power, utility poles, streetlights, etc. |
| **Vehicular Access:** identify the location and dimension of all existing and proposed driveways, road easements, dedications, and rights-of-way on and adjacent to the site including those across the street(s). |
| **Watercourses:** identify existing and proposed streams and drainage courses on or adjacent to the site. |