## 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 Grading 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

- Plan view information – existing and proposed features: utilities, fences, retaining walls (including height), street improvements, paving, etc. Include all features that will affect the design and construction of the site grading and the drainage system.
- Legend – identify line types and symbols used.
- Property lines and site area shown in SF and AC.
- Disturbed area shown in SF and AC.
- Cut and fill volumes in CY.
- Existing and proposed contours – based on field survey (dashed lines for existing, solid lines for proposed) 1 or at 2-foot intervals (slopes 40% or greater may use 5-foot contours). Spot elevations of existing and proposed conditions may be shown for flat sites with stormwater engineer approval.
- Critical areas and their associated buffers – streams, wetlands, etc.
- Designate steep slope areas (40% or steeper and 10-ft vertical relief or more) with associated setbacks in accordance with geotechnical recommendations. Setbacks less than 50 feet require deviation.
- Designate areas with greater than 8 feet of cut and/or fill, deviation from the Technical Committee required.
- Designate retaining walls and rockeries over 8 feet; deviation from the Technical Committee required.
- Buried utilities setback a minimum 5 feet from retaining wall geogrid.
- Proposed grading shall not be steeper than 3H:1V.
- Easements – public and/or private easements shown on the plans with dimensions labeled.
- Offsite areas that drain onsite and topography within 50 feet of all property lines or construction limits. Lidar, GIS, or City contour maps may be used.
- Retained trees – show tree dripline and 5-foot setback. Grading not allowed within dripline or 5-foot setback.