

## 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 plans must be submitted in a searchable PDF format (non-scanned).
<input type="checkbox"/>	The plans shall be drawn to an engineering scale of 1" = 20'.
<input type="checkbox"/>	The Grading Plan shall be prepared by a professional licensed in the State of Washington.
<input type="checkbox"/>	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.

## Standard Information

<input type="checkbox"/>	Plan view information – present the existing and proposed features, utilities, retaining walls (including height), street improvements/paving, and other features that will affect the design and construction of the site grading and the drainage system.
<input type="checkbox"/>	Legend – identify line types and symbols used.
<input type="checkbox"/>	Property lines and site area shown in SF and AC.
<input type="checkbox"/>	Provide a grading plan with existing and proposed contours – based on field survey (dashed lines for existing, solid lines for proposed) 1 or 2-foot interval (slopes 40% or greater may use 5-foot contours).
<input type="checkbox"/>	Designate steep slope areas (40% or steeper and 10-ft vertical relief or more) with associated setback.
<input type="checkbox"/>	Designate areas with greater than 8 feet of cut and/or fill, adjustment from the Technical Committee required.
<input type="checkbox"/>	Designate retaining walls and rockeries over 8 feet, adjustment from the Technical Committee required.
<input type="checkbox"/>	Set all buried utilities back from the reinforcing geotextiles used to support retaining walls and embankments.
<input type="checkbox"/>	Proposed grading no steeper than 3H:1V.
<input type="checkbox"/>	Horizontal scale shall be at 1"=20'.
<input type="checkbox"/>	North arrow and scale bar.
<input type="checkbox"/>	Onsite features – easements, buffers, +40% slopes etc.
<input type="checkbox"/>	Offsite information – features within offsite areas that drain onsite and topography within 50 feet of all property lines. USGS, GIS, or City contour maps may be used.
<input type="checkbox"/>	Setbacks including building and steep slope setbacks (in accordance with geotechnical recommendations).
<input type="checkbox"/>	Location of retained trees.