



Utilities Availability Application



Office Use Only

DATE: _____ ACCEPTED BY: _____ LAND: _____ PAYMENT METHOD: Check Credit Card

Project name: _____

Project address: _____

Parcel number(s): _____

Proposed use: Single-Family Multifamily Commercial Industrial

Number of units proposed: _____ Square feet of commercial space: _____

	Existing Area (Square Feet)	Proposed Area (Square Feet)
Hard Surfaces Fully Infiltrated		
Hard Surfaces Not Fully Infiltrated		
Landscaping / Lawn		
Forested		

Total Disturbed Area: _____ Total Site Area: _____

CONTACT INFORMATION

Owner: _____

Applicant: _____

Company Name: _____

Company Name: _____

Mailing Address: _____

Mailing Address: _____

City: _____

City: _____

State: _____ Zip: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

Email: _____

Email: _____

Select Billing Contact: APPLICANT OWNER

AUTHORIZED AGENT

The undersigned hereby certifies that all information submitted with this application is complete and correct to the best of my knowledge. I have read the City of Redmond's "Purpose of the Utilities Availability Certificate" statement contained as part of this application.

Print Name: _____ Date: _____

Signature: _____

Purpose of the Utilities Availability Certificate

The purpose of the Utilities Availability Certificate is to provide project proponents with an early understanding of the applicable requirements for utility service to the proposed project. The certificate is based upon limited review and its approval is based upon the application materials presented by the project proponent and codes and policies in effect at that time. Additional requirements may be identified as noted in the attached General Conditions.

APPLICATION REQUIREMENTS

To request a Utilities Availability Certificate, submit the following information to the Development Services Center in an email to the planner on call (planneroncall@redmond.gov). Incomplete materials submitted will result in a decreased level of service or incomplete review. As noted in the general conditions, reviews rely upon submitted information, so changes to that information may change applicability of a certificate.

Public Works Staff will review application materials and will process a Utilities Availability Certificate within 14 calendar days of the submitted application. Staff can attend a Pre-Application Conference if one is held. Otherwise the certificate will be transmitted to the applicant electronically.

SUBMITTAL DOCUMENT NAME*	DESCRIPTION
Utilities Availability Application Form	Completed Utilities Availability Application Form
<p>Preliminary Site Plan</p> <p>The plan must be legible and dimensions may be approximated; however, the more accurate and complete the information provided, the better and more specific the information that staff can provide.</p>	<ul style="list-style-type: none"> • Applicant's name, address, and phone number. • North arrow, scale and date. • Dimensions of the parcel(s). Existing topography. • Location(s), size(s) in square feet and use(s) of any existing building(s) on site. • Location and width of existing and proposed easements for access, drainage, utilities, etc.; existing and proposed driveways, road easements and right-of-way on the site and on adjacent properties, including those across the street. • Any watercourse (stream, drainage, etc.) on or adjacent to the site. • All Sensitive Areas such as unstable/steep slopes, flood plains, or wetlands on or adjacent to the site. • Location of all fire hydrants within 500 feet of the property. • Location of all utility poles, streetlights, etc., in the public right-of-way adjacent to the site. • General location of significant trees (6" or greater in diameter at breast height and in good health).
Preliminary Utilities Plan	Show adjacent right-of-way around project site and locations of water, wastewater, stormwater. The City of Redmond Utility Viewer may be used for this purpose. (https://gis.redmond.gov/uv/login.html). Identify proposed locations for water meters, sanitary sewer connections, stormwater connections. Identify existing water meters and sanitary sewer connections.
Conceptual Stormwater Plan	Annotate land cover and document square footage of all land covers. Roof, Pavement, grass/landscaping, undisturbed pasture, undisturbed forest, water. Identify proposed flow path for stormwater and discharge point.
Written Narrative	For complex projects, a short narrative describing the proposed development, use and how services will be provided.
Other	Any other documents that you wish to submit with your application.

* Electronic submittal documents must use the naming conventions noted and be submitted in PDF format.

UTILITY AVAILABILITY CERTIFICATE



Project name: _____

Project address: _____

Parcel number(s): _____

Proposed use: Single-Family Multifamily Commercial Industrial

Number of units proposed: _____ Square feet of commercial space: _____

	Existing area (square feet)	Proposed area (square feet)
Hard surfaces fully infiltrated		
Hard surfaces not fully infiltrated		
Landscaping / lawn		
Forested		

Total disturbed area: _____ Total site area: _____

Attached to this Utility Availability Certificate (check all that apply):

- Water Availability Conditions
- Wastewater Availability Conditions
- Stormwater Availability Conditions
- General Conditions
- Special Conditions

Utility Non-availability (if applicable).

- Project is outside Redmond Water Service Area
- Project is outside Redmond Wastewater Service Area
- The closest wastewater main is more than 200 feet from the parcel
- Project is outside Redmond Stormwater Service Area (city limits)

This certificate shall be valid for one year from the date of the signature.

Steve Flude, City Engineer

Date

WATER AVAILABILITY CONDITIONS



1. The proposed project is located (check one):
 - within the City of Redmond service area
 - within the Novelty Hill service area
 - outside service areas (Outside Service Area Agreement requires City Council approval)
2. Comprehensive Plan review (check one):
 - conforms with the water system plan
 - requires onsite or offsite improvements (see below)
 - requires a minor amendment (Technical Committee approval)
 - requires a major amendment (City Council approval)
3. Water connection requirements (check all that apply):
 - purchase water meters for each lot and use, make service connection to water main in frontage, extend service lines to lots.
 - extend ___ inch water main ___ feet into site
 - offsite improvements are required (see below)
 - continue to use existing water service
4. Fire Flow Information:
 - residential 1500 gpm is available
 - commercial 3500 gpm is available
 - see below for additional fire flow requirements
5. Known applicable charges:
 - water meter installation fee
 - city connection charge & Cascade connection charge additional connection charge
 - city stub charge
 - private reimbursement agreement
6. Additional requirements:

WASTEWATER AVAILABILITY CONDITIONS



1. The proposed project is located (check one):
 - within the City of Redmond service area
 - within the Novelty Hill service area
 - outside service areas (Outside Service Area Agreement is required, subject to City Council approval)
2. Comprehensive Plan review (check one):
 - conforms with the general sewer plan
 - requires a minor amendment (Technical Committee approval)
 - requires a major amendment (City Council approval)
3. Wastewater service is available (check all that apply):
 - Extend side sewer to sewer main in project frontage
 - Extend new ____ inch sewer main approximately ____ feet from available sewer
 - A private pumped system is required to connect to sewer
 - Additional offsite improvements are required (see below)
 - Continue to use existing side sewer if sewer condition is acceptable to the City
4. Known applicable charges:
 - city connection charge
 - additional connection charge
 - city stub fee
 - private reimbursement agreement
 - King County capacity charge
5. Additional requirements:

STORMWATER AVAILABILITY CONDITIONS



1. The Proposed project is located (check one):
 - Within the Downtown Regional Facilities Surcharge Area
 - Within the Overlake Regional Facilities Surcharge Area
 - Within Marymoor Subarea
 - Within NE 40th Street Trunk Basin
 - Within the North Overlake Special Flow Control Area
 - Outside Redmond City limits
 - None of the above
2. The site is subject to Minimum Requirements
 - Exempt from Minimum Requirements
 - MR 1
 - MR 2
 - MR 3
 - MR 4
 - MR 5 _ LID Feasibility Assessment Plan
 - MR 6 __ Basic __ Enhanced __ Phosphorous __ Oil control
 - MR 7 _ Flow control facility __ Direct discharge may be feasible __ 100%infiltration
 - MR 8 __ known discharge to wetland
 - MR 9
3. Known applicable charges
 - Citywide CFC
 - Overlake CFC
 - Downtown CFC
 - Additional connection charge or stub fee
 - Private reimbursement agreement
4. Notable site conditions
 - Steep slopes
 - FEMA flood
 - Wetlands / streams
 - Critical Aquifer Recharge Area 1
 - Temporary construction dewatering limitations
 - Wet weather permit required for work between October 1 and April 30
 - Known downstream capacity Issues
 - Construction NPDES Permit required (> 1 acre disturbance)
5. Additional requirements:

UTILITY AVAILABILITY GENERAL CONDITIONS



The City of Redmond has issued this certificate for the sole purpose of facilitating submission to the permitting agency for evaluation of development proposals of the property requesting service.

1. **If any substantive project information submitted to obtain this certificate is changed**, this certificate may be void.
2. **This certificate is valid only for one year from the date of issuance and is conditioned upon satisfying all federal, state, county, city or other regulatory agency requirements applicable to the aforementioned real property, property owner or applicant for the occupancy, construction, improvement and use of said real property.**
3. Re-issuance or extension of this certificate may or may not be granted depending on the availability of system capacity and other changing conditions affecting the utility system(s). A new certificate, if granted, may be issued with new or additional requirements for service. Assessment of capacity availability used in development of new Utility Availability Certificates will give deference to previously approved or extended Utility Availability Certificates based on the date the Utility Availability Certificate was initially issued. Once a complete land use application (ie Short Subdivision, Long Subdivision, Site Plan Entitlement) has been submitted for the development of the subject property with a valid Utility Availability Certificate, the certificate shall be renewed administratively without further action required of the developer unless substantive changes have been made to the initial project information or the land use application is terminated. If the City determines that a Utilities Availability Certificate will not be renewed administratively, due to substantive changes of the project information or changing conditions affecting the utility system, the developer will be given notice of a Utility Availability Certificate expiration and that expiration will go into effect within 14 days, subject to negotiations with the City.
4. Connection charges and other applicable fees must be paid prior to project acceptance and service. These charges are, as set forth, in the City policy in effect at the time of connection. The rates in effect at the time of connection for service will apply. Service to the property will be subject to all City design requirements, policies and regulations in effect at the time of actual connection for service.
5. The City cannot determine and describe all conditions and system improvements needed for service to the proposed project without a detailed review of the completed set of development plans, which is not yet available at this time. **Other conditions and/or necessary system improvements (as determined solely by City during project and/or plan review), to be completed by and at the expense of the legal owner of the property requesting service, may be required.** The potential costs for these conditions and/or improvements, if any, may be substantial.
6. This certificate is void:
 - a) If the certificate has expired,
 - b) if the utility system's capacity or ability to provide service is impacted by natural/man-made disasters or other conditions beyond the City's control,
 - c) if the current and/or future legal owner(s) of property requesting service cannot accept all conditions herein or to be imposed by the City at the time of plan review,
 - d) if the "Authorized Agent" in the application is not authorized to act on behalf of the legal owner of the property requesting service.

UTILITY AVAILABILITY SPECIAL CONDITIONS



The following additional special conditions apply: