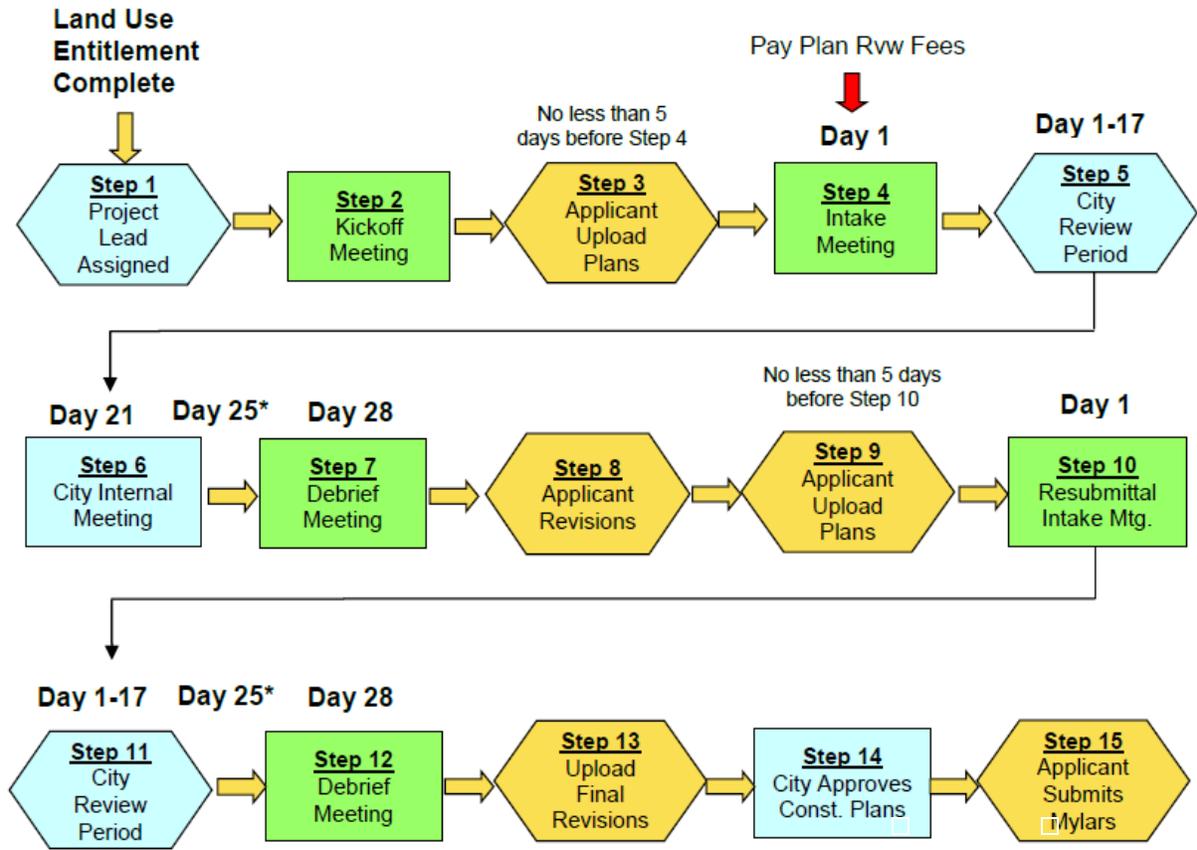




# Coordinated Civil Review (CCR) ROUGH GRADE REVIEW PROCESS



## STEP 1: ROUGH GRADE LEAD

Refer to the Redmond Municipal Code Chapter 15.24.070 Rough Grade Projects for a listing of the prerequisites of application, and submittal requirements. When you are ready to begin preparation of your rough grade drawings, call the stormwater reviewer to discuss what work items are to be included. The submittal process is not as formal as with the Coordinated Civil Review, fee payment and submittal materials can be provided at a meeting with only the storm reviewer. The Stormwater Engineer assigned to the project will then coordinate the rough grade review across City departments. The most common reason for delay of approval is for including work items that go beyond the limited scope of a Rough Grade Permit as described in Chapter 15. Once the reviewers have determined that all relevant checklist items have been addressed and the project is ready for approval it is presented to the City of Redmond Technical Committee. As with the CCR process our goal is to obtain approval with two review cycles. The applicable fees are found on the Division of Public Works Stormwater Fee table. This link provides the fee table; [Development Engineering & Construction Division Fee Schedule](#)

## STEP 2: APPLICANT UPLOADS PLANS

The following information should be submitted prior to the full application submittal so that staff can establish plan review fees and create invoices to facilitate fee payment:

- Land Area Cleared/Disturbed (sq. ft.) \_\_\_\_\_ (s.f.)
- Amount of Material Moved (cubic yds.) \_\_\_\_\_ (c.y.)

The applicant must upload plans to the E-Review Portal (<http://land.redmond.gov/ereviewportal>). See the attached instructions title Electronic Plan Review - Uploading Submittal Materials and Viewing Issues Matrix & Marked Up Drawings. Please refer to the attached Intake Checklist for required submittal items. **Note:** You should contact appropriate City staff, **prior to submission**, if there are any questions regarding submittal requirements. Marking a checklist item as “Not Applicable” or “N/A” without first speaking with staff **will likely result in the submittal being rejected**.

Rough Grade Projects are intended to allow for earthwork prior to full civil plan set approval. Erosion control is of paramount importance. Under some conditions the proposed stormwater pond or underground vault can be constructed as part of the rough grade to provide an important erosion control BMP. What is not allowed under rough grade permits:

- Retaining wall or rockeries
- Paving
- Water /sewer or other utility work not related to erosion control
- Work in the right-of-way
- Site stabilization is permitted, but landscaping generally is not.

If your submittal omits any checklist items the City will document and explain the deficiencies to you. You will need to correct the deficiencies and contact your Stormwater Engineer to arrange another intake when you are ready.

## STEP 3: INTAKE MEETING

Once the checklist is satisfied, your City reviewers will evaluate your plans for compliance with development standards. Each reviewer will redline any compliance issues on the plans and document comments on the consolidated issues matrix. The marked up plans and issues matrix attached to project will be made available through the E-Track Portal (<http://land.redmond.gov>).

Your Project Lead reviews all the comments made and check for potential conflicts between reviewers. If conflicts are noted, an internal staff meeting is held to resolve them. At this point, you will be able to access the plans with comments through the E-Track Portal. Your ability to access the plans will occur no later than Day 25, thus allowing you time to consider the comments and formulate any questions or proposed solutions.

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If non-compliance remains in your plans that can only be rectified *with a third cycle* review, these comments will be noted and explained. You will revise the plans and resubmit. The City will review and comment as before. The City may ask you to participate in a diagnosis meeting to determine why extra cycles were necessary to help improve the process or the checklist.

#### STEP 4: APPLICANT SUBMITS MYLARS, BONDS AND PAYS INSPECTION FEES

Upon completing the “Rough Grade” process, the developer submits the final rough grade plans on a full size paper set to the City of Redmond Development Services Center for approval signatures by City staff. Please coordinate with your assigned Project Lead before submitting the final plans. **The following items must be submitted prior to or along with “mylars” for City approval:**

- Pay inspection fees and remaining plan review fees, if applicable
- Post Restoration Bond or Cash Deposit (\$10/CY of material moved)
- Submit electronic copy of rough grade design drawings
- Submit electronic copy of stormwater report including calculations for interim erosion control
- [Permit Forms A-Z](#)