



www.redmond.gov/LandUseForms

Application Requirements for Shoreline Exemption



Part 1: Application Instructions

INSTRUCTIONS

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425.556.2494 to schedule your appointment. Please see the linked **E-Track Portal webpage** (www.redmond.gov/e-track) for more information about user registration and electronic submittal.

APPLICABILITY

Under the Shoreline Management Act, certain types of "development" are exempt from the Shoreline Substantial Development Permit requirements. An exemption from these requirements means that an activity must still be carried out in compliance with the Act and the Redmond Shoreline Master Program; it is only exempt from the Shoreline Substantial Development Permit requirements. State law requires that all requests for exemptions be reviewed conservatively.

No application is required for*:

- Aquatic weed control
- Construction practices normal for farming
- Navigational aids
- Operation and maintenance of waterways
- Marking of property lines
- Operation and maintenance of dikes and levies
- Projects with certification from the Governor
- Site exploration

Application required for**:

- Fair market value \leq \$7,047.00
- Construction of normal bulkheads
- Emergency construction (application submitted after-the-fact if needed)
- Single-family residences
- Docks \leq \$22,500
- Watershed restoration projects
- Fish and Wildlife restoration projects
- Normal maintenance and repair of existing uses
- Internal building or external site ADA retrofits

*These activities do not require a Shoreline Exemption application, but shall comply with the City of Redmond's Shoreline Master Program and Redmond Zoning Code. Applicants must still notify the Planning Department when pursuing these activities and the City will review and approved them over the counter (no fee required).

**These activities require a Letter of Shoreline Exemption from the City of Redmond before they may commence. Applications may be deemed complete when required form and attachments are provided consistent with the Shoreline Exemption Application Checklist

SPECIAL NOTES

The submittal requirements below may change periodically. These submittal requirements are dated **October 2018**.

I. ELECTRONIC PLAN REVIEW SUBMITTAL STANDARDS

Electronic plans that do not meet the requirements below will fail and will result in the application being deemed incomplete and will not be reviewed until complete.

A. File Naming Standards:

Bolded items noted in Sections III, IV, and associated Cover Sheets indicate the naming convention in which the particular submittal must be named. For example, the General Application (Section III) must be named **General Application** and Site Plan (Cover Sheet A) must be named **Site Plan**.

B. Plan Sheet Standards:

All plans must be drawn to scale, as specifically identified in the checklist, and each sheet shall state the scale.

C. Acceptable File Types

All application materials shall be submitted in an electronic form (i.e. Flash Drive or CD). If submitting a CD, the CD should be permanently marked with the Project Name and submission date.

Plans: Plans must be submitted in a PDF format.

Documents: Calculations, reports and other supporting documents (non-drawing files) must be uploaded as a PDF.

D. Plan Orientation: All plans must be uploaded in "Landscape" format in the horizontal position.

II. PROFESSIONAL

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is

applicable, as well as the signature, shall be provided on the face of the application materials.

III. GENERAL

The applicant shall check each of the following items below to confirm that they are included in the application submittal package:

- A. Completed **General Application Form** and **Project Contact Form**.
- B. **Joint Aquatic Resources Permit Application** must be completed.
- C. **Shoreline Exemption Form** must be completed.
- D. **Cross Section** that is scaled showing all

dimensions as well as distances to the affected water body and adjacent properties of the proposed project. If applicable, provide front, rear, and site building elevations.

- E. **Photographs** of the site which address the need for an exemption.
- F. If SEPA Determination is required, please see the SEPA Application checklist for submittal requirements.

IV. FORMAT

For multi-sheet applications, the engineering site plan, architectural site plan and landscape plan shall all use the same base maps unless prior arrangements have been made. Additionally, a

sheet index must be provided on the face of all plan sets.

- A. Provide plan labeled "**Site Plan**" (which

includes all information on Cover Sheet A, attached). B. If required, provide building elevations labeled “**Building Elevations**” (which includes all information on Cover Sheet B, attached).

Part 2: Cover Sheet A (Plan Requirements)

INSTRUCTIONS

All plans must be submitted in a **searchable PDF format (non-scanned)**. The plans shall be drawn to an **engineering scale of 1" = 20' or larger** are required.

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.

For the subject property and surrounding properties within fifty (50) feet of the subject property unless otherwise noted, including adjacent rights-of-way, the following information shall be shown. These items shall be prepared by a registered Civil engineer in accordance with **City of Redmond Design Standards**, using 1990 City of Redmond datum for vertical and horizontal control.

SITE PLAN

SECTION COMPLETE?

- a. Property boundary lines, existing lots, tracts, utility or access easements and streets. Page #____
- b. Existing topography at 2-foot contours based upon an actual field survey. Page #____
- c. Distances between existing and proposed structures on and within 50 feet of the subject property. For residential structures and additions please identify the front, rear, and side building setbacks from the property lines.
- d. Location and identification of water bodies, wetlands, landslide hazard areas, and erosion hazard areas.
- e. If the project is located within a floodplain, you must provide the Base Flood Elevation.
- f. Shoreline delineation/limits.
- g. The Ordinary High Water Mark of all water bodies located adjacent to or within the boundary of the project. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline (*reference Shoreline Master Program 20A.20 Ordinary High Water Mark*).
- h. Show all trees six (6) inches or greater in diameter 4 ½ feet above grade within the site and for fifty (50) feet outside of the site. Each tree identified must show the dripline and five (5) foot setback from the dripline. Designate each tree removed, retained (no construction within five feet of the dripline), or impacted (trees proposed to remain, but have construction within the dripline or five (5) foot dripline setback) as appropriate. The five foot dripline setback shall be shown for all trees proposed to be retained or impacted.

Part 3: Cover Sheet B (Building Elevations)

Building elevations **labeled as "Building Elevations"**. These plans must be submitted in a **searchable PDF format (non-scanned)**. The plans shall be drawn to **architectural scale of 1/8" or 1/4" = 1'**.

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.

I. BUILDING ELEVATIONS

SECTION COMPLETE?

- a. Existing and proposed front, side and rear building elevations.