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# Application Requirements for Development Agreement



## 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](http://www.redmond.gov/e-track)) for more information about user registration and electronic submittal.

### APPLICABILITY

A Developer Agreement is an agreement entered into between the City and individual property owners and/or developers. Developer Agreements usually identify the types and intensity of uses proposed, and are typically requested by property owners to provide certainty and predictability with respect to required mitigation, infrastructure and applicable regulations that will apply to identified properties over a certain period of time. Developer Agreements are not an instrument that allows deviation from code requirements.

### SPECIAL NOTES

The submittal requirements below may change periodically. These submittal requirements are dated **January 2013**.

## 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**.

### 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. Application Fees
- C. **Greenhouse Gas Emissions Worksheet**
- D. If SEPA Determination is required, please see the SEPA Application checklist for submittal requirements.
- E. Provide any studies or reports that have been completed to support the proposal (such as a traffic study, stormwater report, critical areas report etc.)
- F. **Preliminary Outline of Development Agreement** or list of proposed components of the Development Agreement, which may include but not limited to: uses proposed and total square footage and/or residential units for each use, proposed infrastructure improvements to accommodate the proposal (such as water, sewer, storm, transportation improvements, and timing of construction), tree preservation information, public dedications proposed, phasing information, vesting provisions, terms of agreement, and other such details. A draft agreement is preferable, but not required.
- H. **Applicant Letter** prepared by the application or agent of the applicant explaining the reasoning and/or goals for the Development Agreement.
- I. **Legal Description** of the area to be included in the proposed Development Agreement.