Application Requirements for
Conditional Use Permit (CUP) - Change of Use

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
A Conditional Use Permit is required for new construction, or conversion of existing buildings, for a use which is identified in applicable Permitted Use Chart as being classified as a Conditional Use.

The Technical Committee composed of the Departments of Planning, Public Works, Parks, and Fire reviews all site plans for compliance with the State Environmental Policy Act, Redmond Zoning Code, and other applicable codes, guides and policy documents.

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* and Transportation Plan (Cover Sheet A, II) must be named *Transportation 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. Application Fees

☐ C. Greenhouse Gas Emissions Worksheet

☐ D. If SEPA Determination is required, please see the SEPA Application checklist for submittal requirements.

☐ E. Critical Areas Report, if applicable, shall be prepared (see RZC Appendix 1: Critical Areas Reporting Requirements).

☐ F. Stormwater Report if applicable, shall be prepared by a registered Civil engineer and include:

1. Map of off-site areas draining on-site.

2. Preliminary stormwater calculations of 6 months, 2 year, 10 year, 25 year and 100 year storm peak flow rates for:
   - Pre Development (wooded or meadow site)
   - Post Development (proposal)

3. Approximate sizing of Stormwater Quality and Quantity Control systems.

☐ G. Traffic Analysis/Parking Analysis

Written analysis of compliance with parking requirements. This analysis should include detailed information relative to the total building square footage and existing parking spaces on the subject property together with a breakdown of the square footage of each use on the site and its associated parking requirement.

If the proposed use requires that the number of spaces provided must be adequate to accommodate the peak shift, then a parking usage analysis shall be prepared for the proposed use to determine the parking needs for the proposed use. This analysis should include a comparison to similar facilities, preferably of similar size. The written analysis must demonstrate that there is sufficient parking on site to meet the requirements of the existing uses on site, together with the proposed use’s parking requirements.

☐ H. In order to determine whether off-site street improvements and/or stormwater improvements are required, provide an valuation of the proposed improvements to the building and the valuation of the existing structure.

☐ I. Written analysis of the conditional Use Permit Decision Criteria in RZC 21.76.070.

☐ J. Photographs of the site keyed to a site plan showing existing structures, adjacent properties and structures, direction of access to the site, and all pertinent conditions of the property.

☐ K. Public Notice Site Plan showing the following information on the site plan suitable for public notice:

   - Show proposed project
   - North Arrow
   - Street numbers and/or names adjacent to the project boundary
   - Project Name
   - Identify the boundaries of any critical areas

☐ L. Public Notice Tree Preservation Plan showing the following information on the tree preservation plan suitable for public notice:

   - Show proposed project
   - Highlight, in the shade of green, trees on the site designated to remain (trees that are NOT being removed)
   - North Arrow
- Street numbers and/or names adjacent to the project boundary
- Project Name
- Show an “X” over each tree proposed to be removed
- Include a key stating that the “X” represents trees proposed to be removed.

☐ M. Title Report providing the full title report that is dated within 90 days of the submittal date for all parcels involved.

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 plans labeled “Cover Sheet & Site” (which includes all information on Cover Sheet A, attached).

B. Provide building elevations, floor plans, roof plans and lighting plans, labeled “Floor Plans”, “Roof Plans”, and “Screening Plans” (which includes all information on cover Sheet C, attached).
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.

Please check each item below and write the applicable page # to confirm the item is included on the cover sheet & site plan.

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.

I. COVER SHEET & SITE PLAN

SECTION COMPLETE? ☐

GENERAL INFORMATION
☐ a. Legal description and parcel number(s) of the subject property. Page #___
☐ b. Proposed UBC Construction type. Page #___
☐ c. Site size: gross and net (square feet and acres). Page #___
☐ d. Dwelling units allowed and proposed (residential). Page #___
☐ e. Gross floor area allowed and proposed (non-residential). Page #___
☐ f. Open Space/landscaping required and provided. Page #___
☐ g. Impervious surface allowed and proposed. Page #___
☐ h. Parking required, and provided. Page #___
☐ i. Building height allowed and proposed. Page #___

ON AND OFF-SITE CONDITIONS (EXISTING AND PROPOSED)
☐ a. Existing and proposed property lines and lots. Page #___
☐ b. Existing topography at 2-foot contours based upon an actual field survey. Larger contour intervals may be allowed on steep sites. Spot elevation of existing and proposed conditions may be shown for flat sites with no more than 5 feet of total elevation change.
☐ c. Proposed topography including heights of proposed retaining structures and rockeries.
☐ d. Existing and/or proposed easements. Page #___
☐ e. Existing and/or proposed public or common use areas. Page #___
☐ f. Fences and other development features. Page #___
☐ g. Distances between existing and proposed structures on and off the subject property. Page #___
☐ h. Existing streams, wetlands, ponds and other surface water features and associated buffers, and flood prone areas. Page #___
☐ i. If the project is located within a floodplain, you must provide the Base Flood Elevation.
**Onsite Traffic Circulation (Including Consideration for the Following)**

- ☐ a. Backing zones (away from heavy use areas). Page #____
- ☐ b. Stacking/queuing of vehicles. Page #____
- ☐ c. Drop off zones. Page #____
- ☐ d. Parking areas, including stall delineation and dimensions. Page #____
- ☐ e. Truck/delivery areas with dimensions and turning radii. Page #____
- ☐ f. Parking layout (designed by a registered engineer for parking lots exceeding 200 spaces). Page #____

**Pedestrian/Transit/Bike Access**

- ☐ a. Sidewalk locations. Page #____
- ☐ b. Bike rack locations. Page #____
- ☐ c. Pedestrian circulation within parking lot. Page #____
- ☐ d. Connections to adjacent properties. Page #____
- ☐ e. Public Safety features. Page #____
- ☐ f. Connection from parking to building entrances. Page #____
- ☐ g. All existing and proposed driveways, intersections and land channelization within 150 of the subject property.
- ☐ h. Existing and proposed roadway improvements, including sidewalk, curb and gutter, tapers and street lights within 150 feet of the subject property.

**Existing and Proposed Utilities**

- ☐ a. Location and size of water facilities, including water meters and side sewers (Design Standards available at the Permit Center). Page #____
- ☐ b. Location and size of sanitary sewer facilities (Design Standards available at the Permit Center). Page #____
- ☐ c. Location and size of storm sewer facilities. Page #____
- ☐ d. Power, power poles, gas, telephone and cable. Page #____
- ☐ e. Fire hydrants. Page #____
- ☐ f. Vaults. Page #____
- ☐ g. Boxes. Page #____
- ☐ h. Underground duct runs. Page #____

**Existing and Proposed Fire Information**

- ☐ a. Fire Department access and turnaround.
- ☐ b. Fire hydrants.
Part 3: Cover Sheet B (Floor and Roof Plans)

Building elevations, floor plans and roof plans shall be labeled as “Floor Plans” and “Roof Plans”. 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.

Applicant shall check each item below and write the applicable page # to confirm the item is included on the plans.

I. FLOOR PLANS
   Section Complete? □

   □ a. On-grade floor plans. Page #___
   □ b. Upper floor plans (if applicable). Page #___
   □ c. Below grade parking plan (if applicable). Page #___

II. ROOF PLANS
    Section Complete? □

   ROOFTOP MECHANICAL EQUIPMENT SCREENING DETAILS
   □ a. Color
   □ b. Materials
   □ c. Height
   □ d. Sight angles within 500 feet
       Page #___

IV. SCREENING PLAN
    Section Complete? □

   DUMPSTER SCREENING DETAILS
   □ a. Colors, materials and height.
   □ b. On-grade utility enclosures.
   □ c. Screen type (wall or landscape).
   □ d. Noise attenuation.
       Page #___