



Pre-Application Technical Review



Redmond
WASHINGTON

redmond.gov/LandUseForms

- Pre-Application Conference- Technical Review Pre-Application Conference- Comprehensive Plan

PRE APPLICATION CONFERENCE

Project Name: _____
 Project Address: _____
 Parcel Number(s): _____
 Square Footage Site: _____ Zone: _____
 Acres: _____

DESCRIPTION OF PROPOSAL (INCLUDE NUMBER OF LOTS, BUILDINGS, PROPOSED USE, ETC)

CONTACT INFORMATION

| | |
|-------------------------|-------------------------|
| Owner: _____ | Applicant: _____ |
| Company Name: _____ | Company Name: _____ |
| Mailing Address: _____ | Mailing Address: _____ |
| City: _____ | City: _____ |
| State: _____ Zip: _____ | State: _____ Zip: _____ |
| Phone: _____ Fax: _____ | Phone: _____ Fax: _____ |
| Email: _____ | Email: _____ |

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 Pre-Application Conference" statement contained as part of this application.

Print Name: _____ Date: _____

Signature: _____

PRE-APPLICATION REVIEW

A pre-application conference is encouraged before submitting application for projects which involve the platting of property (such as short plats and subdivisions), construction of multifamily or attached housing, and new commercial or additions to existing commercial construction. A pre-application conference is **required** for all Comprehensive Plan Amendments. There is no fee for a pre-application conference.

PURPOSE OF THE PRE-APPLICATION CONFERENCE

The purpose of the pre-application conference is to assist applicants in preparing their development applications for submittal to the City, to identify potential problems and to expedite the processing of development applications. These pre-application conferences are informal and provide a one-stop meeting with City departments responsible for development review.

WHAT TO EXPECT

- City representatives will describe the type of application necessary, the review process, and applicable development regulations. The pre-application conference may also identify issues and concerns wherever noted. It is not meant to be a detailed review of proposed plans or ideas.
- Review time is limited to about 60 mins and is only intended to cover high-level major components of a project.
- Pre-applications are not to be used for discussion or review of deviations or departures.
- Please be aware that any communication or checklists provided to you at this meeting **do not** imply approval or conditional approval of the pending application.
- Future review of your formal application may require changes, alterations, or additional information to clarify the details of your proposal and design. Many of the City's applications are subject to review and discretion of other City bodies such as the Design Review Board, City Council, and Technical Committee. Therefore, suggestions in design direction by the members present in this meeting are difficult to make, and additional, unforeseen conditions or requirements may arise during the formal review process by other bodies.

| SUBMITTAL DOCUMENT NAME (documents must used this naming convention) | DESCRIPTION |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-Application Form- REQUIRED | Completed Pre-Application |
| Preliminary Site Plan- REQUIRED for development projects | See Preliminary Site Plan Guidelines below |
| Detailed Written Narrative- REQUIRED | Narrative of your project proposal with as much detail that is available. Proposed or desired density, stories, access, tree retention, etc... |
| Questions-- REQUIRED | List of questions for staff that are project or regulation specific. Please be sure to review code prior to submittal and include specific and detailed questions. The review time is limited and staff will only be able to review a limited amount of information depending on the level of complexity or number of questions. |
| Other- OPTIONAL | Any other documents that you wish to submit with your application. |

APPLICATION REQUIREMENTS

To schedule a Pre-Application Meeting, submit the following information via the Online Submittal process listed on the website. All submittal documents **MUST BE FORMATED INTO A PDF**. Please be aware that submittal and scheduling request will not be accept if all formatting requirements are not met.

Preliminary Site Plan Guidelines: Preliminary Site 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. The following items are guidelines for the preparation of the *Preliminary Site Plan*:

- Applicant's name, address, and phone number.
- North arrow, scale and date.
- Dimensions of the parcel(s).

- 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.
- Proposed street right-of-way dedication (if applicable).
- Proposed phasing (if applicable).
- 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).

APPLICATION PROCEDURES

Pre-application conferences are held each Thursday at City Hall. It may be helpful to bring with you to the meeting any professional staff who will be assisting with the project, such as an architect or engineer. Unless a subsequent application for the proposal is submitted within one year of the pre-application conference a new conference will be recommended.