

# Application Requirements for Variance



# **Part 1: Application Instructions**

#### **INSTRUCTIONS**

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

#### **APPLICABILITY**

All proposals seeking variance from the strict application of requirements of RZC Article I, Zone-Based Regulation, and RZC Article II,

Citywide Regulations, must submit a Variance application.

Proposals requesting deviation from the Comprehensive Allowed Uses Chart will require an amendment to the Redmond Zoning Code.

#### 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, V, 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 Cover Sheet & Site Plan (Cover Sheet A, ) must be named **Cover Sheet & 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. <u>Plan Orientation:</u> 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 ☐ H. Public Notice Tree Preservation Plan items below to confirm that they are included in showing the following information on the tree preservation plan suitable for public notice: the application submittal package: ☐ A. Completed **General Application Form** and - Show proposed project Project Contact Form. - Highlight, in the shade of green, trees on □ B. Application Fees the site designated to remain (trees that are NOT being removed) ☐ C. Greenhouse Gas Emissions Worksheet - North Arrow ☐ D. If SEPA Determination is required, please see the SEPA Application checklist for - Street numbers and/or names adjacent submittal requirements. to the project boundary ☐ E. Decision Criteria Analysis and Response - Project Name must address how the proposed application - Show an "X" over each tree proposed to will meet decision criteria (see Section IV). be removed ☐ F. Modification from Code Standard. - Include a key stating that the "X" proposed, must be explained in detail. represents trees proposed to be removed. ☐ G. Public Notice Site Plan showing the ☐ I. ALTA Survey may be required by the following information on the site plan suitable Technical Committee certain for public notice: circumstances. - Show proposed project ☐ J. Irrigation if required, showing Plan, - North Arrow proposed locations and size of irrigation

sprinklers.

# IV. VARIANCE DECISION CRITERIA

- Project Name

areas

to the project boundary

Pursuant to the Redmond Zoning Code, variance applications must demonstrate the following:

- Street numbers and/or names adjacent

- Identify the boundaries of any critical

- A. The variance shall not be materially inconsistent with the limitation upon uses of other properties within the vicinity and land use district in which the subject property is located.
- B. Such variance is reasonably necessary, only because of special physical circumstances relating to the size, shape, topography, location or surroundings of the subject property to provide it with use rights and privileges permitted to other properties in the vicinity and in the land use district of the subject property

backflow preventers, water meters, and

- C. The conditions or situations giving rise to the variance application have not been created or caused by the applicant or recent owner of the subject property.
- D. The variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and land use district of the subject property.
- E. The granting of the variance constitutes an equitable application of the requirements of the land use regulations where strict adherence in a given situation would create

- unnecessary hardship for the property owner.
- F. The variance is the minimum necessary to grant relief to the applicant.
- G. The variance does not relieve an applicant from conditions established during prior permit review.
- H. All approved variances otherwise comply with the requirements of the Redmond Zoning Code, including the Comprehensive Plan.

# V. 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.

Provide plans labeled "Cover Sheet & Site Plan", "Landscape Plan" and "Building Elevations" (which includes all information on Cover Sheet A, 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.

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? □
<ul> <li>a. Show location and ground elevations of buildings related to the a landscape areas, and other development features.</li> <li>b. If the project is located within a floodplain, you must provide the Base Flo</li> </ul>	
II. LANDSCAPE PLAN	SECTION COMPLETE?
$\square$ a. Identify the type, size and species of proposed plantings together location of all trees 4 inches or greater that will be removed.	with size, species and
III. Building Elevations	SECTION COMPLETE?
□ a Provide elevations drawn to scale of proposed structures	