

Submittal Instructions

To start your application please visit the [Plan Review Online](#) page. Once you have applied staff is notified of the request and will follow-up with you regarding the next steps within 24 to 48 hours. Supporting documentation and plans can be uploaded through the [Redmond ePermitting Service \(REPS\)](#) once your application has been accepted by staff. Most applications are subject to an initial 30-day completeness review period. If more information is required, subsequent 14-day review periods will be opened.

Please contact the City of Redmond Planning Department at PlannerOnCall@redmond.gov for any questions or concerns. **All submittals must follow the [Submittal Standards](#).** Submittals that do not follow outlined submittal standards will be rejected. Any submittal item waived at intake may be required by the Administrator at any point during the review process. The submittal checklist is not an exhaustive list of submittal requirements and may be modified in cases where additional information is required to complete the review of an application.

Middle Housing and HB 1110

Ongoing Update: The City of Redmond is currently updating its supporting codes, standards, and design requirements for Middle Housing in accordance with HB1110 to support the land use amendments that went into effect January 1, 2025.

Application Submission and Review: If you submit a pre-application or development application related to Middle Housing before the adoption of supporting development standards, the review comments will be based on the current codes, standards, and design requirements as it stands today, specifically relating to fire, development engineering, and building codes.

Vesting: Please note that these are subject to change, which may result in additional costs and/or processes for review and permitting, potentially impacting your development unless you have vested the applications as appropriate.

Application Type: Select One

☐	Administrative Modification Type I	☐	Boundary Line Adjustment	☐	Master Planned Development	☐	Site Plan Entitlement
☐	Administrative Modification Type II	☐	Conditional Use	☐	Short Plat (1-9 lots)	☐	Temporary Use
☐	Administrative Lot Split	☐	Development Agreement	☐	Subdivision (10+ lots)	☐	Other

Project Information

Project Name:

Parcel Numbers:

Site Address:

Project Description below

Acres:

Zoning:

Existing Uses				
☐	Residential	☐	Commercial	☐
☐	Office	☐	Manufacturing	
Existing Dwelling Units (#):				
Existing Building (Sq. ft):				
Existing Lots (#):				
Proposed Uses				
☐	Residential	☐	Commercial	☐
☐	Office	☐	Manufacturing	
Proposed Dwelling Units (#):				
Proposed Building (Sq. ft):				
Proposed Lots (#):				
Demolition				
☐	No	☐	Yes ----- If yes, size in sq. ft.	Or number of dwelling units

Property Owner Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
Applicant/Project Manager Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
Select Billing Contact	
☐	Property Owner
☐	Applicant/Project Manager
Authorization to File Signature	
<i>By my signature, I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge.</i>	
☐	Property Owner
☐	Individual authorized to sign on behalf of property owner
Name:	
Street/City/Zip:	
Phone/Email:	
Signature: _____ Print: _____	

Additional Project Contacts	
Billing Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
E-track Portal Intake Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
Architect Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
Landscape Architect Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
Environmental Consultant Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
Arborist Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
Civil Engineer Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
Other Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
Other Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	
Other Contact Information	
Name:	
Street/City/Zip:	
Phone/Email:	

Plan Sets

All required plans must be condensed into one submittal item unless the file size is too large to electronically submit. In this case, the Architectural Elevations may be submitted separately.

		Applicant Use	Staff Use
Submittal Item	Item Description	Document name & page number	Status
Building Elevations	Building elevation information is located within Article III of the Redmond Zoning Code.		
Composite Plan	Must be prepared by a qualified professional and include composite site plan, civil engineering plan, composite utility plan and a composite landscape plan showing the entire site.		
Cover Sheet	Cover sheet standards are located within the Cover Sheet Standards Handout		
Cross Section Plan	The cross section plan must be consistent with Site Plan Standards .		
Drainage Plan	Drainage information is located within the Stormwater Technical Notebook , Washington Department of Ecology Stormwater Manual , and RMC Title 13 . Additional information is located within the Drainage Plan Standards .		
Fire Plan	Fire code standards are located within the Redmond Fire Code .		
Floor Plan	Plan for all floors at, above, and below grade.		
Grading Plan	Grading information is located within the Stormwater Technical Notebook , RMC Chapter 15.24 , and the Grading Plan Standards Handout .		
Irrigation Plan	Irrigation information is located within Article II of the Redmond Zoning Code. General information regarding backflow prevention is located within Cross Connection Control Handout .		
Landscape Plan	Landscaping information is located within Article I , Article II , and Article III of the Redmond Zoning Code. Additional information regarding planting types is located within the Landscaping Handout .		
Lighting Plan	Lighting information is located within Article II of the Redmond Zoning Code. Additional information is located within the City of Redmond Illumination Design Manual .		

Plan Sets (cont.)			
		Applicant Use	Staff Use
Submittal Item	Item Description	Document name & page number	Status
Mitigation Plan	Critical area mitigation information is located within Appendix 1 of the Redmond Zoning Code.		
Phasing Plan	Phasing information is located with Article V of the Redmond Zoning Code.		
Public Notice Site & Tree Preservation Plan	Public notice site and tree preservation plan information is located within the Public Notice Site & Tree Preservation Handout .		
Roof Plan	Rooftop screening information is located within Article III of the Redmond Zoning Code.		
Screening Plan	Screening information is located within Article III of the Redmond Zoning Code.		
Sign Plan	Sign information is located within Article II of the Redmond Zoning Code		
Site Plan	Site Plan standards are located within the Site Plan Standards Handout . A sample site plan is available for reference.		
Transportation Plan	Transportation information is available within Article II of the Redmond Zoning Code. Additional information is located within Appendix II of the Redmond Zoning Code.		
Tree Preservation Plan	Tree Preservation information is located within Article IV of the Redmond Zoning Code. Additional information regarding tree protection is located within the Tree Protection Handout .		
Utility Plan	Utility information is located within the Water & Wastewater System Extensions Design Requirements Manual , Standard Specification and Details Addendum , RZC 21.17.010 , RZC 21.74 , and RMC Title 13 . Additional information is located within the Utility Plan Standards Checklist .		

Planning			
		Applicant Use	Staff Use
Submittal Item	Item Description	Document name & page number	Status
ALTA Survey or Equivalent	Must be prepared by a qualified professional surveyor licensed in the State of Washington, in accordance with the standards specified by the American Land Title Association (ALTA) or equivalent standards. All surveys must be prepared based upon a title report no more than 30 days old. The survey must show all physically locatable exceptions in the title report.		
Critical Areas Aquifer Recharge Report	Must be prepared by a qualified professional hydrogeologist, geologist, or engineer, licensed in the State of Washington. Additional information is located within Appendix 1 of the Redmond Zoning Code.		
Critical Areas Report	Must be prepared by a qualified professional. Additional information is located within Appendix 1 of the Redmond Zoning Code.		
Cultural Resources Report	Must be prepared by a qualified professional archaeologist in compliance with the definition located within the Revised Code of Washington Section 27.53.030 . Contact the Historic Preservation Officer for custom access to the secure submittal portal. Avoid submitting via REPS or PRO.		
Decision Criteria Analysis & Response Applicant Memo	Must be submitted for all land use applications. It must outline applicable decision criteria for the application type and provide a response how the criteria are met. Criteria applicable to all applications (RZC 21.76.070.B) and criteria applicable to the specific application type (RZC 21.76.070 or 21.74.030).		
Comprehensive Plan Policies	As part of the criteria responses, applicant must provide at least six comprehensive plan policies which support the project and include responses how the project aligns with the policies.		
Extraordinary Notice	Only required for major land use actions . Additional information is located within Appendix 6 of the Redmond Zoning Code.		
Greenhouse Gases Emissions (GHG)	Must be submitted for all applications. Link to the GHG Emissions Worksheet and GHG Emissions Spreadsheet .		

Planning (cont.)			
		Applicant Use	Staff Use
Submittal Item	Item Description	Document name & page number	Status
FEMA Biological Opinion Floodplain Habitat Assessment Worksheet	Only required for proposals with the 100-year floodplain. Link to the FEMA Bio Floodplain Habitat Assessment Worksheet .		
Joint Aquatic Resources Permit Application (JARPA)	Only required for shoreline and shoreline exemption applications. Link to the JARPA Form .		
Noise Analysis	Must be prepared by a qualified professional noise consultant compliant with the definition located in Redmond Municipal Code 6.36 .		
Photographs	Must be submitted for all applications. The photographs must be of current site conditions and surrounding properties.		
Previously Approved Plan Set	Only required for applications that have received a previous approval.		
Previously Approved Staff Report or Notice of Decision	Only required for applications that have received a previous approval.		
Project Narrative	Must be submitted for all applications.		
SEPA Application Form	Must be submitted for all applications that are not categorically exempt. Link to the SEPA Application Form .		
SEPA Checklist	Must be submitted for all applications that are not categorically exempt. Link to the SEPA Checklist Project Action SEPA Checklist Non-Project Action		
Title Report or Plat Certificate	Must be dated within 90 days of the submittal date.		
Tree Health Assessment Report	Must be prepared by a certified arborist in compliance with the definition located within Article VII of the Redmond Zoning Code.		
Waiver Request Letter	Must be submitted for any application that does not include all submittal requirements. Waiver request letters must include a justification for the omission of all submittal items not included in a submittal.		

Administrative Design Review

The intent of the Administrative Design Review is to demonstrate compliance to the City's design standards and be a record of approved architectural design and intent. Design review is administered by City Staff and is adjudicated by the Technical Committee, including any Administrative Design Flexibilities. In limited circumstances, City Staff may seek the counsel and/or review of a third-party architectural consultant.

		Applicant Use	Staff Use
Submittal Item	Item Description	Document name & page number	Status
Completed Design Standards Checklist	Must be submitted for all applications subject to Design Review. Link to the Design Standards Checklist .		
Design Concept Narrative	Must be submitted for all applications subject to Design Review. The narrative must be based on a well-defined concept which responds to the community goals and policies identified within RZC 21.58 through 21.62.		
Photographs	Must be submitted for all applications subject to Design Review. The photographs must be of current site conditions and surrounding properties.		
Plan Set	Must be submitted for all applications subject to Design Review. Must include: (1) Building Elevations (Full Color, Existing and Proposed) (2) Cover Sheet (3) Site Plan (4) Floor Plan (5) Landscape Plan (Within 100 feet of the proposed structure) (6) Lightning Plan (Including cut sheets and photometrics) (7) Parking Plan (8) Roof Plan		
Renderings	Must be submitted for all applications subject to Design Review. Must include: Color renderings of the proposed building in perspective from public rights-of-way, public trails, other public spaces, and neighboring structures. Must identify proposed materials and colors on the color renderings.		
Special Design Requirements Memo	Only required for applications subject to special design requirements. Must outline applicable special design requirements for specific districts, neighborhoods or uses and detail how the proposal meets these additional requirements.		
Material and Color Exhibit	Must be prepared for all applications subject to Design Review. The exhibit must include exterior finish colors, materials, doors/frames, roofing, rooftop mechanical equipment screening, trim, flashing, and windows/frames. The Administrator may request that a physical material board be provided, which must be at least 24"x36" in size.		

Transportation			
		Applicant Use	Staff Use
Submittal Item	Item Description	Document name & page number	Status
Transportation Certificate of Concurrency	Transportation Certificate of Concurrency form must be filled out.		
Transportation Management Program	Only required for applications that are proposing a transportation management program per RZC 21.52.020 .		
Traffic Study Phase I	Must be prepared by a qualified professional. Additional information is located within the Traffic Study Standards Checklist .		
Traffic Study Phase II	If required, the Phase Two Traffic Study scoping will be primary based on the outline presented in Part 4 – Requirement for Traffic Study. Depending on the size and character of the proposed project, a formal scoping meeting with traffic consultants may be necessary to determine if certain elements of the outline may be added to, or reduced from, the scope.		

Stormwater			
		Applicant Use	Staff Use
Submittal Item	Item Description	Document name & page number	Status
Easement Documents	The documentation for any easements that will be applicable to the project.		
Geotechnical Report	This report may be required depending upon the scope of the project and characteristics of the site. The measured infiltration rate, or the recommendation from a Geotechnical Engineer regarding full/limited infiltration of the site must be included in the Geotechnical report. Please contact the Development Engineering Division at 425.556.2876 to verify if the report is required.		
LID Feasibility Analysis and Site Plan	Analysis for LID based on Appendix N of the Redmond Stormwater Technical Notebook must be completed as part of the initial project design. The LID Feasibility study is required at the kickoff intake.		
Stormwater Report	The Preliminary Stormwater Report must follow the format provided in the 2012 Department of Ecology Stormwater Manual for Western Washington as amended in 2014 (2014 SWMMWW), Volume I, 3.1.7). Project must provide On-site Stormwater Management BMP's to meet Minimum Requirement #5 and demonstrate compliance with the LID Performance Standard. Additional information is located within the Stormwater Report Standards Checklist.		

Utilities			
		Applicant Use	Staff Use
Submittal Item	Item Description	Document name & page number	Status
Other	Please contact your utilities reviewer for additional application specific submittal requirements.		

Fire			
		Applicant Use	Staff Use
Submittal Item	Item Description	Document name & page number	Status
City Approved Water Supply and Hydrant	Water supply and hydrant standards are located with the Water Supply and Hydrant Standards Handout .		