



Redmond
WASHINGTON

Shoreline Permits Land Use Application

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 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 shall follow the [Submittal Standards](#).** Submittals that do not follow outlined submittal standards shall 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.

Application Type: Select One

☐	Shoreline Substantial Development	☐	Shoreline Conditional Use	☐	Shoreline Variance	☐	Shoreline Exemption*
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*Shoreline Exemptions only need to address the [Shoreline Permits Plan Requirements](#).

All uses, activities, and development within the Shoreline Jurisdiction, including those exempt from the requirement to obtain a shoreline permit, must comply with RCW Chapter 90.58, the Shoreline Management Act, Chapter 173-26 of the Washington Administrative Code or its successor, and the policies and regulations of the Redmond Shoreline Master Program.

Property within 200 feet of a Shoreline and not exempt under the Shoreline Master Program are subject to the securing a Shoreline Substantial Development Permit. Shorelines within the City of Redmond include Bear Creek, Evans Creek, the Sammamish River, and Lake Sammamish.

Project Information

Project Name: _____ Acres: _____ Zoning: _____

Parcel Number(s): _____

Site Address: _____

Project Description

Existing Uses:
☐ Res. ☐ Comm. ☐ Office ☐ Mfg.

Existing Dwelling Units (#): _____

Existing Building (Sq. ft.): _____

Existing Lots (#): _____

Proposed Uses:
☐ Res. ☐ Comm. ☐ Office ☐ Mfg.

Proposed Dwelling Units (#): _____

Proposed Building (sq. ft.): _____

Proposed Lots (#): _____

Demolition? ☐ No ☐ Yes If yes, size in sq. ft. _____; or number of dwelling units _____
Project Contact Information**Owner Contact Information:**

Name: _____

Address: _____

Phone: _____

Email: _____

Select Billing Contact: ☐ Owner ☐ Applicant**Applicant/Project Manager Contact Information:**

Name: _____

Address: _____

Phone: _____

Email: _____

Authorization to File Signature*By my signature, I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge.*
☐ Property Owner ☐ Individual authorized to sign on behalf of property owner

Name: _____ Signature: _____

Address: _____ Phone: _____

Additional Project Contacts**Billing Contact Information:**

Name: _____

Address: _____

Phone: _____

Email: _____

E-track Portal Intake Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Architect Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Landscape Architect Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Environmental Consultant Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Arborist Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Civil Engineer Contact Information:

Name: _____

Address: _____

Phone: _____

Other Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____ Email: _____

Plan Sets

All required plans shall 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	Shall 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 shall be consistent with Site Plan Standards .		
Drainage Plan	Drainage information is located within the Stormwater Technical Notebook, Washington Department of Ecology Stormwater Manual 2012 (Amended 2014) , and RMC Title 13 . Additional information is located within the Drainage Plan Standards Handout .		
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 the Cross Connection Control Handout .		
Landscape Plan	Landscaping information is located within Article II and Article III of the Redmond Zoning Code.		
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 .		
Mitigation Plan	Critical area mitigation information is located within Appendix 1 of the Redmond Zoning Code.		

Phasing Plan	Phasing information is located within 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 Plan Handout . Additional information on public notice sign requirements is available in the Applications & Forms section of www.Redmond.gov .		
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 2 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	Shall 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 shall 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	Shall 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	Shall be prepared by a qualified professional. Additional information is located within Appendix 1 of the Redmond Zoning Code.		
Cultural Resources Report	Shall 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	Shall be submitted for all land use applications. It shall 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 shall 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.		

GHG Emissions Worksheet	Shall be submitted for all applications. The worksheet is available in the Applications & Forms section of www.Redmond.gov .		
FEMA Biological Opinion Floodplain Habitat Assessment Worksheet	Only required for proposals within the 100-year floodplain. The worksheet is available in the Applications & Forms section of www.Redmond.gov .		
Joint Aquatic Resources Permit Application	Only required for shoreline and shoreline exemption applications. The form is available on the Applications & Forms section of www.Redmond.gov .		
Memorandum of Understanding	Only required for applications that have selected the PREP Process. The memorandum is available in the Applications & Forms section of www.Redmond.gov .		
Noise Analysis	Shall be prepared by a qualified professional noise consultant compliant with the definition located in Redmond Municipal Code 6.36 .		
Photographs	Shall be submitted for all applications. The photographs shall 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	Shall be submitted for all applications.		
SEPA Application Form	Shall be submitted for all applications. The form is available in the Applications & Forms section of www.Redmond.gov .		
SEPA Checklist	Shall be submitted for all applications. The checklist is available in the Applications & Forms section of www.Redmond.gov .		
Title Report or Plat Certificate	Shall be dated within 90 days of the submittal date.		
Tree Health Assessment Report	Shall be prepared by a certified arborist in compliance with the definition located within Article VII of the Redmond Zoning Code.		
Waiver Request Letter	Shall be submitted for any application that does not include all submittal requirements. Waiver request letters shall include a justification for the omission of all submittal items not included in a submittal.		

Utility Availability Certificate	UAC shall be submitted for project as currently proposed (unit count, coverage, FAR parcel(s), etc..). Project cannot be scheduled for intake or accepted without UAC. UAC that does not match project will not be accepted and intake will be denied. Applicant to include side-by-side of parcel, density, coverage, connection points etc. between what was submitted for UAC and the project application.		
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		Applicant Use	Staff Use
Submittal Item	Item Description	Document name & page number	Status
Completed Design Standards Checklist	Shall be submitted for all applications subject to Design Review Board approval. The checklist is available in the Applications & Forms section of www.Redmond.gov .		
Video/Slideshow Presentation	Shall be submitted for all applications subject to Design Review . Video/Slideshow shall be limited to 7-minutes (maximum) and hosted on the applicant's platform of choice (i.e. YouTube, Vimeo, Applicant's Website), and a hyperlink provided.		
Design Concept Narrative	Shall be submitted for all applications subject to Design Review. The narrative shall be based on a well- defined concept which responds to the community goals and policies identified within RZC 21.58 through 21.62 .		
Photographs	Shall be submitted for all applications subject to Design Review. The photographs shall be of current site conditions and surrounding properties.		
Plan Set	Shall be submitted for all applications subject to Design Review. Shall 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, and (8) Roof Plan.		
Renderings	Shall be submitted for all applications subject to Design Review. Shall include: Color renderings of the proposed building in perspective from public rights-of-way, public trails, other public spaces, and neighboring structures. Shall identify proposed materials and colors on the color renderings.		
Special Design Requirements Memo	Only required for applications subject to special design requirements. Shall outline applicable special design requirements for specific districts, neighborhoods or uses and detail how the proposal meets these additional requirements.		

Material and Color Board	Shall be prepared for all applications subject to Design Review. Shall be at least 24"x36" in size and include: (1) Exterior Finish Color Chips (minimum of 4"x4"), (2) Doors/Frames, (3) Roofing, (4) Rooftop Mechanical Equipment Screening Materials, (4) Trim, Flashing, etc., (5) Windows/Frames.		
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Transportation			
Submittal Item	Item Description	Applicant Use	Staff Use
		Document name & page number	Status
Transportation Certificate of Concurrency	Transportation Certificate of Concurrency form shall 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	Shall 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			
Submittal Item	Item Description	Applicant Use	Staff Use
		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 shall 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 should 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 shall 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			
Submittal Item	Item Description	Applicant Use	Staff Use
		Document name & page number	Status
Other	Please contact your utilities reviewer for additional application specific submittal requirements.		

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