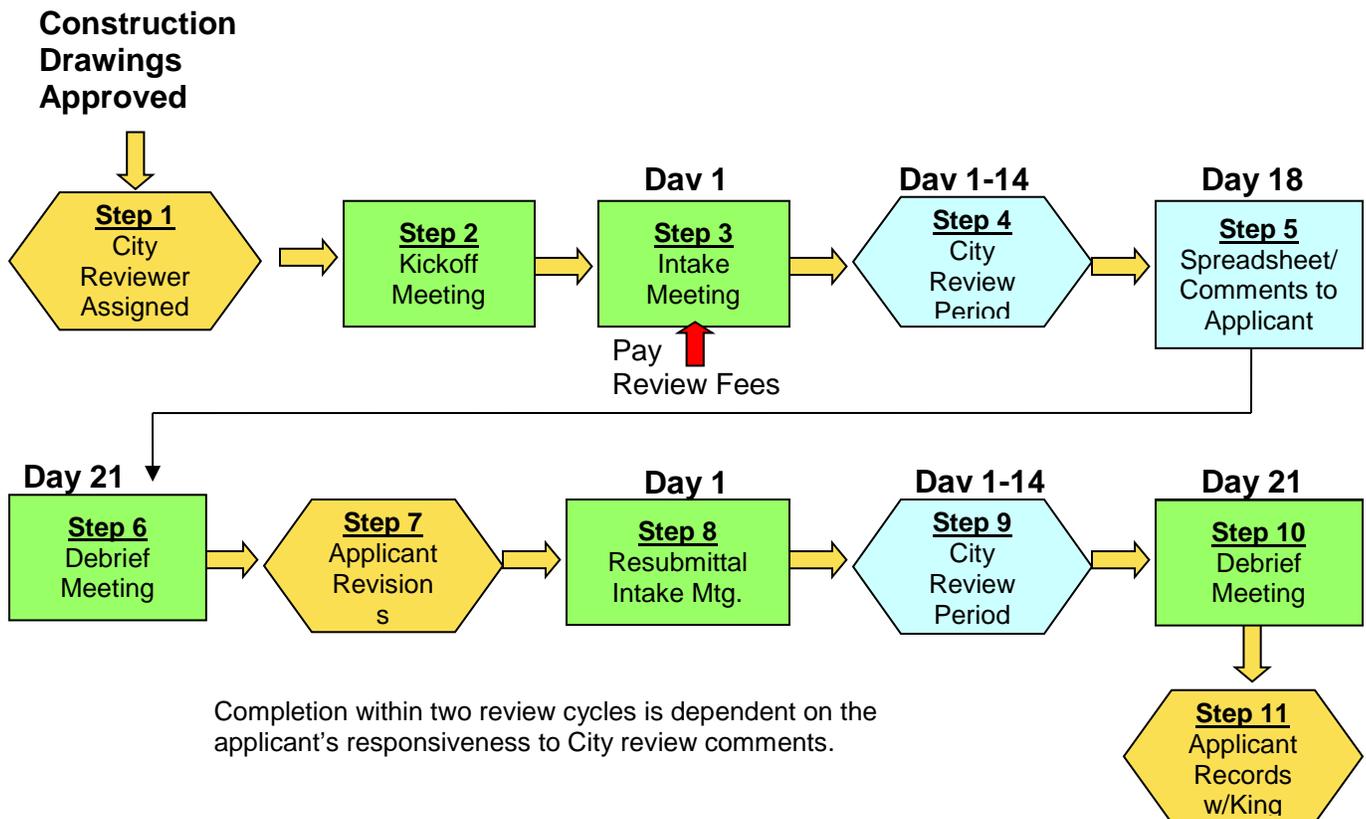




Plat, Short Plat or BSP Recording Review Process



The objectives of the short plat/BSP review process are:

- a. Approve compliant drawings that satisfy conditions of project approval.
- b. Ensure that you, the applicant, have a clear understanding of the City's expectations for drawings in general and specific approval conditions.
- c. Provide an opportunity for you to reach agreement with the City on key layout features ahead of formal intake.
- d. Limit the number of review cycles needed for approval to two cycles.
- e. Provide a predictable review schedule.

1. **City Reviewer :** A staff reviewer from City’s Development Services Center will review your final short plat and be your direct point of contact. When you are ready to begin preparation of your final short plat or BSP submittal package, please contact Pat Lyga at (425) 556-2747 or e-mail plyga@redmond.gov to set up a Kick-off Meeting.
2. **Kick-off Meeting:** The City Reviewer will contact you (the applicant) to arrange a kickoff meeting for your final short plat or BSP review. This kickoff meeting includes you (applicant and applicant’s short plat or BSP team), the City Reviewer and other key personnel that may be reviewing your plans (utilities, stormwater, fire, transportation, construction inspection, and planning).

At this meeting we will discuss and explain the City’s final short plat or BSP submittal intake requirements and the intake checklist that is applied. Your team is encouraged to ask clarifying questions at this time. After the meeting, you are encouraged to contact attendees for clarifying information while preparing for submittal. An expectation is set that our goal is to have an approvable product within two review cycles.

3. **Intake Meeting:** When your plans satisfy the short plat intake checklist, contact the City Reviewer who will arrange an intake meeting (similar to coordinated civil process intake). **Note:** You should contact appropriate City staff, **prior to submission**, if there are any questions regarding submittal requirements. Marking a checklist item as “Not Applicable” or “N/A” without first checking with staff **will likely result in the submittal being rejected**. Do not submit material prior to the intake meeting.

At the intake meeting, your City Reviewer will use the checklist to confirm that all required plan depictions and supporting documents are provided. Staff is encouraged to ask you clarifying questions during the intake to facilitate their review.

If your submittal package is accepted, the First review begins and it is considered Day 1 of the City’s review period. Note, short plat or BSP review fees (and peer review fees if applicable) are to be paid prior to the City commencing the first intake cycle. Fee information can be found online at:

[Development Engineering & Construction Fee Schedule](#)

If your submittal omits any checklist items or project specific conditions identified in the short plat or BSP approval letter, your submittal will be rejected. The City reviewer will document and explain the deficiencies to you and will return all of your submittal to you. Contact your City Reviewer to arrange another intake when you are ready.

4. **City Review Period:** Once the checklist is satisfied, your City Reviewer evaluates your plans for compliance with applicable standards and satisfaction of short plat or BSP approval conditions. The Reviewer(s) will redline any compliance issues on the set of plans and document comments in a spreadsheet.

5. **City Comments Delivered to Applicant:** The comment spreadsheet will be e-mailed to you by Day 18. And the redlined plans may be picked up at the front counter of the Development Services Center. Comments and Redlines are provided by Day 18 to provide you with time to consider the comments and formulate any questions or proposed solutions in time for the Debrief Meeting.
6. **Debrief Meeting:** At Day 21, the debriefing meeting is held between your design team and the City Reviewer. The City Reviewer will provide a brief overview of the comments, noting the items of most significance, and respond to your questions or ideas. Any resolutions to comments you reach are documented on the applicable marked-up plans that you received prior to the meeting (which you must bring with you). Later, at second-cycle intake, you must demonstrate you have responded to each comment indicated with an R (for required). Staff may also include optional markups indicated with a P (preference) or C (consider); such comments are advisory in nature for your consideration and are not required changes for plan approval.
7. **Applicant Revisions:** Revise your plans as required, responding in full to all required (R) comments. Indicate in the consolidated spreadsheet how you responded to each comment. You may contact your reviewer if you have any questions or want feedback on an approach. Once you have addressed all required comments, contact your Reviewer to arrange for your second-cycle (resubmittal) intake meeting
8. **Resubmittal Cycle:** The second-cycle intake will be identical to first-cycle intake. However, instead of using the intake checklist, the comment spreadsheet will be used by the City to verify you have responded to all required (R) comments. Once you've fully responded the *second-cycle* begins. If any comments are not addressed, omissions will be documented and explained to you, and your plans will be returned for correction and rescheduling as in Step 3.
9. Your City Reviewer repeats Steps 4 and 5, providing you with any remaining comments and markups by Day 18, as before.
10. You and your City Reviewer attend a second-cycle debriefing at Day 21. You will receive final instructions and authorization to prepare mylars for submittal to the City. The City Reviewer will gather necessary City official signatures and contact you when mylars are ready for pickup and submittal to King County to be recorded.
11. Applicant must submit the Final Short plat or BSP package to the King County Department of Records and Elections for recording.
12. Applicant must provide a copy of the recorded document to City of Redmond Building Division in order to file for a building permit.

If non-compliance remains in your plans that cannot be rectified without a *third- cycle* review, these comments will be noted and explained as in Step 6. You will revise the plans as in Step 7 and resubmit as in Step 8. The City will review and comment as in Steps 9 and 10. The City may ask you to participate in a diagnosis meeting to determine why extra cycles were necessary to help improve the process or the checklist.

Thank you for your preparations to make our two-cycle recording review process successful. These steps greatly reduce the total time and iterations necessary to approve your final short plat or BSP and reduce delays to your project from other projects in queue.

Please let us know what you think of our process by contacting your City Reviewer or the PW Development Services Manager at 425-556-2861.