



Application Requirements for Temporary Use



Part 1: Application Instructions

INSTRUCTIONS

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425.556.2494 to schedule your appointment. Please see the linked **E-Track Portal webpage** (www.redmond.gov/e-track) for more information about user registration and electronic submittal.

APPLICABILITY

Temporary uses are those which conform to the provisions outlined in Redmond Zoning Code 21.46, Temporary Uses.

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, IV, 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 Site Plan (Cover Sheet A, I) must be named **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. Plan Orientation: 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 items below to confirm that they are included in the application submittal package:

- A. Completed **General Application Form** and **Project Contact Form**.
- B. Application Fees
- C. **Project Description** of proposed activity including proposed use, type of structure, and duration of proposed use. Also, not the description of the existing land use and structures adjacent to subject property.
- D. **Sign Elevations** showing size, colors, proposed lighting, tie downs, and location (see RZC 21.44, Signs).
- E. **Public Notice Site Plan** showing the following information on the site plan suitable for public notice:
 - Show proposed project
 - North Arrow
 - Street numbers and/or names adjacent to the project boundary
 - Project Name
 - Identify the boundaries of any critical

areas

- F. **Public Notice Tree Preservation Plan** showing the following information on the tree preservation plan suitable for public notice:
 - Show proposed project
 - Highlight, in the shade of green, trees on the site designated to remain (trees that are NOT being removed)
 - North Arrow
 - Street numbers and/or names adjacent to the project boundary
 - Project Name
 - Show an "X" over each tree proposed to be removed
 - Include a key stating that the "X" represents trees proposed to be removed.
- G. **ALTA Survey** may be required by the Technical Committee in certain circumstances.
- H. If SEPA Determination is required, please see the SEPA Application checklist for submittal requirements.

IV. 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 "**Site Plan**", "**Landscape Plan**" and "**Building Elevation**" (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** or as specified.

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.

I. SITE PLAN

SECTION COMPLETE?

- a. Show the location of existing structures, storage, streets, access, parking, signs, garbage enclosures, and utility easements.
- b. If project is located within a floodplain, you must provide the Base Flood Elevation.

II. LANDSCAPE PLAN

SECTION COMPLETE?

- a. Identify the type, size and species of proposed plantings together with size, species and location of all trees 4 inches or greater that will be removed.

III. BUILDING ELEVATIONS

SECTION COMPLETE?

- a. Provide elevations, drawn to scale of proposed structures.