



City of Redmond Planning Division Site & Design Review Application

PLEASE NOTE: INCOMPLETE APPLICATIONS *WILL NOT BE ACCEPTED*

* This application is for Planning Approval only, please see Building Division for Building Permit info.

File Number: **SP** _____

Residential: 3-20 Units Fee **\$5986.86** Commercial/Industrial < 50,000 S.F. Fee **\$7175.33**

Residential: 21-50 Units Fee **\$8373.82** Commercial/Industrial 50,001 to 200,000 S.F. Fee **\$16656.39**

Residential: 51 + Units Fee **\$11876.91** Commercial/Industrial > 200,001 S.F. Fee **\$21739.66**

Conversion of existing Residential Structure and Site to Commercial Fee **\$4173.00**

If a hearing is required, a deposit*** of \$3,310.32 is required at the time of application

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____ Phone ___ / _____ Fax ___ / _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Property Owner _____ Phone ___ / _____ Fax ___ / _____

Address _____ City _____ State _____ Zip Code _____

Email _____

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area) _____

Tax lot number: T15S, R13E, Section _____ Tax Lot(s) _____

Zoning _____ Total Land Area _____ (Square Ft.) _____ (acres)

Present Land Use _____

Describe Project (i.e. type of use, hours of operation, other project characteristics):

PROJECT DESCRIPTION

Please give a brief description of the project: _____

PROFESSIONAL SERVICES

Architect/Designer/Engineer _____ Phone ___ / _____ Fax ___ / _____

Address _____ City _____ State _____ Zip Code _____

Email _____

FOR OFFICE USE ONLY

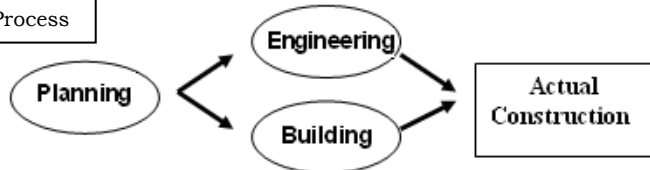
Date Received: _____

Rec'd By: _____

Fee Paid: _____

Receipt #: _____

Approval Process



If needed- Hearing (Specially Set); Non Hearings Officer *****DEPOSIT ONLY- Fee May Be Higher Based on Actual Cost of Services**

CHECKLIST

REQUIRED ITEMS TO BE SUBMITTED FOR SITE AND DESIGN REVIEW.

Note: additional information may be required depending on the actual project.

- Complete Application. The application *must be signed by the property owner and the applicant.*
- Title Report or Subdivision Guarantee verifying ownership, *including legal description of land.*
- Fee Schedule (please see attached).
- Site and Landscape plan; Building Elevations; seven (7) full sized copies of each which must be folded individually, or in sets to 8 ½" X 11" in size and 1 reduced (8 ½ by 11 or 11 by 17) copy.
- Floor plans, three copies for each building which must be folded individually, or in sets to 8 ½" X 11" in size, plus 1 reduced (8 ½ by 11 or 11 by 17). Include the class of construction.
- Vicinity map.
- Neighborhood compatibility statement addressing criteria in RDC section 8.3035(3) – 3 copies.
- Trip Generation statement prepared by a professional transportation planner or equivalent. 5 copies, Note: if more than 200 ADT result (or at the discretion of the City Engineer), a Traffic Impact Study may be required.
- Preliminary Grading and Storm Drainage Plan. 3 copies (11" x 17")
- Fire Flow Analysis
- ODOT Conditional Approval Letter for all projects on Hwy 97 and Hwy 126
- CD or electronic version of submittal items (Word, Jpeg or PDF)

SITE PLAN

- Project name, scale (not to exceed 1" = 50'), north arrow.
- Date the site plan is prepared.
- Street names and locations of all existing and proposed streets, curbs, and sidewalks within or adjacent to the proposed development. Show distance to centerline of street.
- Zoning of each adjacent property.
- Square footages by use – existing and proposed (storage, office, meeting, etc.)
- Percentage of lot coverage and square footage by;
 - a) structures
 - b) recreation areas
 - c) landscaping
 - d) non-permeable surfaces (including parking areas, access aisles)
- Total number of parking spaces (existing and proposed).
- Total landscaped area square footage (existing and proposed).
- All vehicle and pedestrian access points and paths.
- Location of all proposed and existing buildings, fences and structures within the project area. Indicate which ones are to remain and which are to be removed.
- Location and size of all public utilities in and adjacent to the site, including:
 - a) Water lines and meter sizes.
 - b) Sewers, manholes and cleanouts.
 - c) Storm drains and catch basins.
- The proposed location of:
 - a) Connection to the City water system.
 - b) Connection to the City sewer system.
 - c) The proposed method of drainage of the site.
 - d) Postal box locations, if more than 7 units are proposed.

