

Pre-Application Form			Cityof Redmond
DATE:ACCEPTED BY:	Office Use OnlyLAND:	PAYMENT METHOD:	□ CHECK □ CREDIT CARD
PRE APPLICATION CONFERENCE WITH TECHNICAL COMMITTEE & DESIGN REVIEW BOARD			
Project Name: Project Address: Parcel Number(s): Square Footage Site:			
DESCRIPTION OF PROPOSAL (INCLUDE	NUMBER OF LOTS, BUILDINGS, PR	OPOSED USE, ETC)	
CONTACT INFORMATION			
Owner:	Applico	ınt:	
Company Name:	Compo	ny Name:	
Mailing Address:	Mailing	Address:	
City:	City:		
State: Zip:			
Phone: Fax:	Phone:	Fax:_	
Email:	Email:		
Select Billing Contact: ☐ APPLICANT	□ OWNER		
AUTHORIZED AGENT			
The undersigned hereby certifies that the best of my knowledge. I have re statement contained as part of this o	ead the City of Redmond's		
Print Name:		Date:	
Signature:			

### PRE-APPLICATION REVIEW

A pre-application conference with the **Technical Committee & Design Review Board (DRB)** strongly encouraged before submitting application for projects which involve the construction of multifamily or attached housing, and new commercial or additions to existing commercial construction.

There is no fee for a pre-application conference.

### PURPOSE OF THE PRE-APPLICATION CONFERENCE

#### **Technical Committee**

The purpose of the pre-application conference is to assist applicants in preparing their development applications for submittal to the City, to identify potential problems and to expedite the processing of development applications. These pre-application conferences are informal and provide a one-stop meeting with City departments responsible for development review. City representatives will describe the type of application necessary, the review process, and applicable development regulations. The pre-application conference may also identify issues and concerns wherever noted. It is not meant to be a detailed review of proposed plans or ideas.

Please be aware that any communication or checklists provided to you at this meeting do not imply approval or conditional approval of the pending application. Future review of your formal application may require changes, alterations, or additional information to clarify the details of your proposal and design. Many of the City's applications are subject to review and discretion of other City bodies such as the Design Review Board, City Council, and Technical Committee. Therefore, suggestions in design direction by the members present in this meeting are difficult to make, and additional, unforeseen conditions or requirements may arise during the formal review process by other bodies.

## **Design Review Board**

The purpose of the pre-application conference with the Design Review Board is to consult with the Board regarding the conceptual design for the site, landscaping, and architecture of the project in light of the City's Design Standards, and to determine if there are any major design concerns that should be addressed prior to the submission of an application package. Submittal materials should be preliminary and conceptual at this stage. Discussions with the Board are meant to be exploratory in nature. It is not meant to be a detailed review of proposed plans, architectural design, proposed materials or landscape concept, and does not preclude changes recommended by staff for design in order to meet the City's Design Guidelines.

Please be aware that any comments made by members of the Design Review Board at these meetings do not imply approval or conditional approval of the pending applications. Future review of your formal application (at **Conceptual** or **Approval** stages) by the Design Review Board may require changes, alterations, or additional information to clarify the details of your proposal and design. In addition, many of the City's applications are subject to review by other City bodies such as the City Council and Technical Review Committee.

### **APPLICATION REQUIREMENTS**

To schedule a Technical Committee & Design Review Board Pre-Application Conference, submit the following information to the Development Services Center in an electronic form (i.e. Flash Drive or CD). All submittal documents **MUST BE FORMATED INTO A PDF**. Please be aware that City staff will turn away your application if any of the formatting requirements are not met. If submitting a CD, the CD should be permanently marked with Project Title and submission date.

# **APPLICATION PROCEDURES**

### **Technical Committee**

Pre-application conferences are held each Thursday at City Hall. It may be helpful to bring with you to the meeting any professional staff who will be assisting with the project, such as an architect or engineer. Unless a subsequent application for the proposal is submitted within one year of the pre-application conference a new conference will be recommended.

#### **Design Review Board**

Design Review Board meetings are held at 7.00pm on the first and third Thursday of each month in the Council Chambers located in City Hall. It may be helpful to bring with you to the meeting any professional staff who will be assisting with the project, such as an architect or engineer.

SUBMITTAL DOCUMENT NAME	DESCRIPTION	
(documents must used this naming convention)		
Pre-Application Form	Completed Pre-Application Form	
Preliminary Site Plan	See Preliminary Site Plan Guidelines below	
Conceptual Building Elevation	Design concept and overall massing. Entry locations, windows, and mechanical screening. Proposed materials and colors (optional at this stage). Relationship to site and adjoining uses.	
Conceptual Landscape Plan	Existing landscaped or undisturbed areas to be retained. Proposed landscape areas.	
Conceptual Floor Plan	Show general configuration of the interior space such as rooms and corridors.	
Contextual Street Elevation	Show building height of proposed project compared to adjacent properties.	
Written Narrative	For complex projects, a short narrative describing the proposed development, use and how services will be provided.	
Questions	List of questions for Staff (Optional)	
Other	Any other documents that you wish to submit with your application.	

Preliminary Site Plan Guidelines: Preliminary Site Plan, must be legible and dimensions may be approximated; however, the more accurate and complete the information provided the better and more specific the information that staff can provide. The following items are guidelines for the preparation of the Preliminary Site Plan:

- Applicant's name, address, and phone number.
- North arrow, scale and date.
- Dimensions of the parcel(s).
- Location(s), size(s) in square feet and use(s) of any existing building(s) on site.
- Location and width of existing and proposed easements for access, drainage, utilities, etc.; existing and proposed driveways, road easements and right-of-way on the site and on adjacent properties, including those across the street.
- Proposed street right-of-way dedication (if applicable).
- Proposed phasing (if applicable).
- Any watercourse (stream, drainage, etc.) on or adjacent to the site.
- All Sensitive Areas such as unstable/steep slopes, flood plains, or wetlands on or adjacent to the site.
- Location of all fire hydrants within 500 feet of the property.
- Location of all utility poles, streetlights, etc., in the public right-of-way adjacent to the site.
- General location of significant trees (6" or greater in diameter at breast height and in good health).