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SUBMITTAL REQUIREMENTS

REZONE WITH ASSOCIATED DEVELOPMENT

City of Renton Planning Division
1055 South Grady Way-Renton, WA 98057
Phone: 425-430-7200 Fax: 425-430-7231

PURPOSE: To ensure a proposed change in zoning classification is consistent with the comprehensive plan, appropriate and timely.

FREE CONSULTATION MEETING: Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

COMPLETE APPLICATION REQUIRED: In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

APPLICATION SCREENING: Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.

APPLICATION SUBMITTAL HOURS: Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. Please call your assigned project manager to schedule an appointment or call (425) 430-7200 extension 4 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

ADDITIONAL PERMITS: Additional permits from other agencies may be required. It is the applicant's responsibility to obtain these other approvals. Information regarding these other requirements may be found at <http://apps.ecy.wa.gov/opas/>

All Plans and Attachments must be folded 8 ½" by 11"

APPLICATION MATERIALS:

- Pre-Application Meeting Summary:** If the application was reviewed at a "pre-application meeting", please provide **5 copies** of the written summary provided to you.

2. **Waiver Form:** If you received a waiver form during or after a "pre-application meeting", please provide **5 copies** of this form.

3. **Plat Certificate or Title Report:** Please provide **3 copies** of a current Plat Certificate or Title Report obtained from a title company documenting ownership and listing all encumbrances of the involved parcel(s). The Title Report should include all parcels being developed, but no parcels that are not part of the development. If the Plat Certificate or Title Report references any **recorded documents** (i.e. easements, dedications, covenants) **5 copies** of the referenced recorded document(s) must also be provided. All easements referenced in the Plat Certificate must be located, identified by type and recording number, and dimensioned on the Site Plan.

4. **Land Use Permit Master Application Form:** Please provide the **original plus 11 copies** of the **COMPLETED** City of Renton Planning Division's Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.

5. **Environmental Checklist:** Please provide **12 copies** of the Environmental Checklist. Please ensure you have signed the checklist and that all questions on the checklist have been filled in before making copies. If a particular question on the checklist does not apply, fill in the space with "Not Applicable".

6. **Project Narrative:** Please provide **12 copies** of a clear and concise description of the proposed project, including the following:
 - Project name, size and location of site
 - Land use permits required for proposed project
 - Zoning designation of the site and adjacent properties
 - Current use of the site and any existing improvements
 - Special site features (i.e. wetlands, water bodies, steep slopes)
 - Statement addressing soil type and drainage conditions
 - Proposed use of the property and scope of the proposed development
 - For plats indicate the proposed number, net density and range of sizes (net lot area) of the new lots
 - Access
 - Proposed off-site improvements (i.e. installation of sidewalks, fire hydrants, sewer main, etc.)
 - Total estimated construction cost and estimated fair market value of the proposed project
 - Estimated quantities and type of materials involved if any fill or excavation is proposed
 - Number, type and size of any trees to be removed
 - Explanation of any land to be dedicated to the City
 - Any proposed job shacks, sales trailers, and/or model homes
 - Any proposed modifications being requested (include written justification)

For projects located within 100 feet of a stream or wetland, please include:

 - Distance in feet from the wetland or stream to the nearest area of work

For projects located within 200-feet of Black River, Cedar River, Springbrook Creek, May Creek and Lake Washington please include the following additional information:

 - Distance from closest area of work to the ordinary high water mark.
 - Description of the nature of the existing shoreline
 - The approximate location of and number of residential units, existing and potential, that will have an obstructed view in the event the proposed project exceeds a height of 35-feet above the average grade level

7. **Rezone Justification:** Please provide **12 copies** of a written statement justifying the rezone which may include, but is not limited to: letters, photographs, site development plans, market research reports and land use maps. The burden of proof in demonstrating the rezone is appropriate lies solely upon the applicant, so it is important for the applicant to demonstrate in a clear and precise manner why the request for rezone is timely and the rezone application should be granted approval.

8. **Draft Legal Documents:** Please provide **4 copies** of any proposed street dedications, restrictive covenants, draft Homeowners Association, or any other legal documents pertaining to the development and use of the property.

9. **Construction Mitigation Description:** Please provide **5 copies** of a written narrative addressing each of the following:

- Proposed construction dates (begin and end dates)
- Hours and days of operation
- Proposed hauling/transportation routes
- Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics
- Any special hours proposed for construction or hauling (i.e. weekends, late nights)
- Preliminary traffic control plan

If your project requires the use of cranes, please contact the City's Airport Manager at (425) 430-7471 to determine whether Federal Aviation Administration notification will be required.

10. **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Land use fees are calculated by charging the full amount for the most expensive land use permit needed and half-price for each additional land use permit. Please call (425) 430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and can not be accepted for over the total fee amount.

11. **Neighborhood Detail Map:** Please provide **12 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

12. **Site Plan:** Please provide **12 copies** of a fully-dimensioned plan sheet drawn at a scale of 1"=20' (or other scale approved by the Planning Division). We prefer the site plan be drawn on *one* sheet of paper unless the size of the site requires several plan sheets to be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet.

The Site Plan should show the following:

- Name of proposed project
- Date, scale, and north arrow (oriented to the top of the paper/plan sheet)
- Drawing of the subject property with all property lines dimensioned and names of adjacent streets
- Widths of all adjacent streets and alleys
- Location of all existing public improvements including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, etc., along the full property frontage

- Location and dimensions of existing and proposed:
 1. structures
 2. parking, off-street loading space, curb cuts and aisle ways
 3. fencing and retaining walls
 4. free-standing signs and lighting fixtures
 5. refuse and recycling areas
 6. utility junction boxes and public utility transformers
 7. storage areas and job shacks/sales trailers/model homes
- Setbacks of all proposed buildings from property lines
- Location and dimensions of all easements referenced in the title report with the recording number and type of easement (e.g. access, sewer, etc.) indicated
- Location and dimensions of natural features such as streams, lakes, required buffer areas, open spaces, and wetlands
- Ordinary high water mark and distance to closest area of work for any project located within 200-feet from a lake or stream

13. **Map of Existing Site Conditions:** Please provide **12 copies** of a fully-dimensioned plan drawn at the same scale as, or combined with the grading plan, showing existing topographical (five foot contours or less), structural and natural features.

14. **Assessors Maps:** Please provide **11 copies** of a King County Assessor's map (scale 1"=100') delineating the site with a bold boundary line. The map will need to include all property within approximately 1000' of the subject site. If more than one map is needed to satisfy this requirement, the multiple map sheets must be taped together prior to making copies.

15. **Landscape Plan, Conceptual:** Please provide **5 copies** of a fully-dimensioned plan drawn at the same scale as the project site plan (or other scale approved by the Planning Division), clearly indicating the following:

- Date, graphic scale, and north arrow
- Location of proposed buildings, parking areas and access, and existing buildings to remain
- Names and locations of abutting streets and public improvements, including easements
- Existing and proposed contours at two-foot intervals or less
- Location and size of planting areas
- Location and height of proposed building
- Location and elevations for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.
- Location, size, spacing and names of existing (to remain) and proposed shrubs, trees, and ground covers. Locations of decorative rocks or landscape improvements in relationship to proposed and existing utilities and structures
- For wireless communication facilities, indicate type and locations of existing and new plant materials used to screen facility components and the proposed color(s) for the facility

16. **Architectural Elevations:** Please provide **5 copies**, for *each* building and *each* building face (N,S,E,W), of a 24" x 36" fully-dimensioned architectural elevation plan drawn at a scale of 1/4" = 1' or 1/8" = 1' (or other size or scale approved by the Planning Division). The plans must clearly indicate the information required by the "Permits" section of the currently adopted Uniform Building Code and RCW 19.27 (State Building Code Act, Statewide amendments), including, but not limited to the following:

- Identify building elevations by street name (when applicable) and orientation i.e. Burnett Ave. (west) elevation
- Existing and proposed ground elevations
- Existing average grade level underneath proposed structure

- Height of existing and proposed structures showing finished roof top elevations based upon site elevations for proposed structures and any existing/abutting structures
- Building materials and colors including roof, walls, any wireless communication facilities, and enclosures
- Fence or retaining wall materials, colors, and architectural design
- Architectural design of on-site lighting fixtures
- Screening detail showing heights, elevations, and building materials of proposed screening and/or proposed landscaping for refuse/recycling areas
- Cross section of roof showing location and height of roof-top equipment (include air conditioners, compressors, etc.) and proposed screening

17. **Floor Plans:** Please provide **5 copies** of a plan showing general building layout, proposed uses of space, walls, exits and proposed locations of kitchens, baths, and floor drains, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine the sizing of a side sewer.

18. **Tree Cutting/Land Clearing (Tree Inventory) Plan:** Please provide **4 copies** of a plan, based on finished grade, drawn to scale with the northern property line at the top of the paper if **ANY** trees or vegetation are to be removed or altered (if no trees or vegetation will be altered, please state so in your project narrative). The plan shall clearly show the following:

- All property boundaries and adjacent streets
- Location of all areas proposed to be cleared
- Types and sizes of vegetation to be removed, altered or retained. This requirement applies only to trees 6" caliper "at chest level" and larger
- Future building sites and drip lines of any trees which will overhang/overlap a construction line
- Location and dimensions of rights-of-way, utility lines, and easements
- Any trees on neighboring properties which are within 25-feet of the subject property and which may be impacted by excavation, grading or other improvements

19. **Tree Retention Worksheet:** Please provide **2 copies** of a completed City of Renton tree retention worksheet.

20. **Utilities Plan, Generalized (sewer, water, stormwater, transportation improvements):** Please provide **5 copies** of a plan drawn on 22" x 34" plan sheets using a graphic scale of 1" = 40' (or other size or scale approved by the Planning Division) clearly showing all existing (to remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, free-standing lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall also be shown.

21. **Drainage Control Plan:** Please provide **5 copies** of a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of Renton Municipal Code, Section 4-6-030 and the King County Surface Water Management Design Manual, 1990 edition, as adopted by the City of Renton.

22. **Geotechnical Report:** Please provide **5 copies** of a study prepared and stamped by a State of Washington licensed professional engineer including soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements.

23. **Plan Reductions:** Please provide **one 8 ½" x 11" legible reduction** of each full size plan sheet (unless waived by your Project Planner). The sheets that are always needed in reduced form are: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, critical areas plans, grading plan, and building elevations. These reductions are used to prepare public notice posters and to provide the public with information about the project. The quality of these reductions must be good enough so that a photocopy of the reduced plan sheet is also legible. The reduced plans are typically sent in PDF format to the print shop and then are printed on opaque white mylar-type paper (aka rhino cover) to ensure legibility. If your reduced plans are not legible once photocopied, you will need to increase the font size or try a different paper type. Illegible reductions cannot be accepted. Please also be sure the reduced Neighborhood Detail Map is legible and will display enough cross streets to easily identify the project location when cropped to fit in a 4" by 6" public notice space. Once the reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Some of the local Renton print shops that should be able to provide you with reductions of your plans are Alliance Printing (425) 793-5474, Apperson Print Resources (425) 251-1850, and PIP Printing (425) 226-9656. Nearby print shops are Digital Reprographics (425) 882-2600 in Bellevue, Litho Design (206) 574-3000 and Reprographics NW/Ford Graphics (206) 624-2040.

24. **Colored Maps for Display (DO NOT MOUNT ON FOAM-CORE OR OTHER BACKING):** Please color **1 copy** of each of the following full size plan sheets (24" x 36") or other size approved by the Planning Division) with a 1/4" or larger felt tip marker for use in presenting the project to the Environmental Review Committee and at any required public hearing:

- Neighborhood Detail Map
- Site Plan
- Landscaping Plan
- Elevations

The following colors are required:

Red-North Arrow, outer property boundary. Proposed new lot lines (dashed). Do not color existing lot lines which are to be eliminated or relocated.

Blue-Street names identified with lettering of at least 1" in height. Street names must be legible at a distance of 15-ft.

Brown-Existing buildings (Please do not color buildings which will be demolished or removed)

Yellow-Proposed buildings

Light Green-Landscaped areas

Dark Green-Areas of undisturbed vegetation

All Plans and Attachments must be folded to 8½" by 11"

REVIEW PROCESS: Once a complete land use application package has been accepted for initial review, the Planning Division will post three notices of the pending application at or near the subject site and mail notices to property owners within 300 feet of the project site. The proposal will be routed to other City departments and other jurisdictions or agencies who may have an interest in the application. The reviewers have two weeks to return their comments to the Planning Division. Within approximately two weeks, the Planning Division will prepare a report regarding the proposal's compliance with applicable codes and the City's review criteria.

The application will then be presented to the City's *Environmental Review Committee*. The Environmental Review Committee is comprised of the Administrator of Public Works, the Administrator of Community and Economic Development, the Administrator of Community Services, and the Fire Chief. The Committee is responsible for determining whether the proposal will result in significant adverse environmental impacts. To do this, the committee will consider such issues as environmental health hazards, wetlands, groundwater, energy and natural resources and will then issue its decision (Environmental Threshold Determination).

The Environmental Review Committee will either issue a:

- **Determination of Non-Significance (DNS)**-Make a determination the proposal will have no significant negative environmental impacts
- **Mitigated Determination of Non-Significance (DNS-M)**-Make a determination the proposal, if modified, would have no significant negative environmental impacts
- **Determination of Significance (DS)**-Make a determination the proposal will have significant adverse environmental impacts and require the applicant to submit an Environmental Impact Statement (EIS) prepared by a qualified consultant

Once the Environmental Review Committee has issued its Environmental Threshold Determination (provided an EIS is not required), a public notice of the Determination is printed in the *Renton Reporter* and three notices are posted at or near the site. A 14-day appeal period commences following the publication date. At the discretion of the City, a separate and additional 15-day comment period may be added prior to the 14-day appeal period.

Hearing Examiner Rezone Review, Site Plan Review and Review of Environmental Determination Appeals: A public hearing is required. Planning Division staff will forward their report and recommendation and the Environmental Review Committee's decision to the Hearing Examiner prior to the hearing. This report will be mailed to all persons listed on the Master Application and all parties of record. Notice of the public hearing will be published in the *Renton Reporter* at least 10 days prior to the hearing, the site will be posted again, and parties of record will receive notices of the hearing via mail. Applicants are strongly encouraged to attend the public hearing for their proposal. City staff will first make a presentation to the Hearing Examiner about the proposal. Either the applicant or citizens in support of the proposal will then give testimony. When giving testimony, names and addresses must be stated for the record. Following this, individuals of neutral or opposing comments will give their testimony to the Hearing Examiner. City staff or the applicant will address additional questions raised throughout the hearing. The Hearing Examiner will review the Site Plan portion of the application for compliance with the requirements of RMC 4-9-200E and F. In review of the rezone portion of the application, the Hearing Examiner must be able to determine from the record presented in the public hearing that the application bears a substantial relationship to public health, safety, or welfare. Specifically, the Examiner must find one or more of the following:

1. Substantial evidence was presented demonstrating:
 - The subject reclassification appears not to have been specifically considered at the time of the last Comprehensive Plan land use analysis and/or zoning application **or**
 - The current zoning of the property preceded the last Comprehensive Plan amendment in the area of the property and any rezoning which occurred subsequent to the Comprehensive Plan amendment

2. Since the last previous Comprehensive Plan analysis or rezoning of the subject property:
 - Authorized public improvements, permitted private development, or other circumstances affecting the subject property have undergone significant and material change **or**
 - Other circumstances have significantly changed. Depending upon the specifics of the application, the applicant might accurately and conclusively show:
 - a. Changes in population or housing trends
 - b. Number of building permits in the general area
 - c. Traffic count changes
 - d. Public improvements such as streets or utilities
3. The property is potentially zoned for the reclassification being requested pursuant to the policies set forth in the Comprehensive Plan and conditions have been met which would indicate the change is appropriate.

In addition, the applicant must demonstrate the proposal is consistent with the City's Comprehensive Plan and Comprehensive Plan map. These are available at the Planning Division, the Renton Library and may be purchased from the Finance Division at Renton City Hall. Before preparing an application, applicants should familiarize themselves with these documents and be prepared to specifically address them in the public hearing. Finally, the applicant must clearly and precisely show through evidence submitted with the application the proposed rezone is both appropriate and timely.

The Hearing Examiner will review the Rezone application based on the above criteria concurrently with any environmental appeals and issue a recommendation to City Council for the Rezone and a final decision on any environmental appeals within 14 days of the hearing unless, at the time of the public hearing, the Hearing Examiner indicates additional time will be required for issuance of any decision and recommendation. The recommendation and any environmental appeal decision will be mailed to all persons listed on the Master Application and all parties of record.

After the recommendation and any appeals of that recommendation are sent to the City Council, the Council will issue a final decision.

APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS: Any person, including the applicant, aggrieved by the Hearing Examiner's actions, may make a written application for reconsideration to the Hearing Examiner within 14 calendar days of the date of the rezone recommendation or environmental appeal decision. After review of the reconsideration request, the Hearing Examiner may take whatever action is deemed proper. The Hearing Examiner's written decision on the reconsideration request will be mailed to all parties of record within 10 days from the date the request was filed.

If any party is still not satisfied after a reconsideration decision has been issued, an appeal may be submitted within 14 days to the City Council.

An appeal may be filed without requesting reconsideration by the Hearing Examiner first, however, it must be filed within 14 days of the date when the original decision was issued.

After the Council's decision is issued there will be a 21-day appeal period, during which time an appeal may be filed with Superior Court. See Renton Municipal Code, Section 4-8-110 for further information on the appeal process and time frames.

BUILDING AND CONSTRUCTION PERMIT ISSUANCE AND INSTALLATION OF IMPROVEMENTS: In the City of Renton, a **Building Permit** must be obtained to build buildings and structures. A

Construction Permit must be obtained to install utility lines, transportation improvements and undertake work in City right-of-ways. **Building and Construction Permits are separate permits.**

Applicants may apply for building and construction permits concurrently with their request for a land use application. However, the applicant should be aware any conditions of land use permit approval may create a need for revisions to other permit applications whereby additional fees may be charged. Refunds of building permit charges are not available.

If no appeals or reconsideration requests are filed within 14 days of the effective date of the decision to approve the application, the applicant may obtain building and construction permits. A construction permit for the installation of on-site and off-site utilities will be issued upon the review and approval of civil engineering drawings by the Division's Public Works Section and receipt of all applicable development and permit fees. A building permit will be issued upon the Building Section's approval of building plans and receipt of all applicable fees.

DEFERRAL OF IMPROVEMENTS: If a developer wishes to defer certain on-site or off-site improvements (i.e. landscaping, curbs and sidewalks), written application with full and complete engineering drawings must be submitted to the Planning Division. The application should explain the reasons why such delay is necessary. If approval is granted, security in the form of an irrevocable letter of credit, set-aside fund, assignment of funds, certified check or other type of security acceptable to the City shall be furnished to the City in an amount equal to a minimum of 150% of the estimated cost of the required improvements.

EXPIRATION AND EXTENSIONS: Unless the Council specifies a different time period, once an application has been approved, the applicant has two years to comply with all conditions of approval and to apply for any necessary permits before the application becomes null and void. The approval body that approved the original application may grant a single two-year extension. The approval body may require a public hearing for such extension.