

REVS

SUBMITTAL REQUIREMENTS REVISIONS TO EXISTING LAND USE APPLICATIONS

Planning Division

1055 South Grady Way, Renton, WA 98057
Phone: 425-430-7294 | www.rentonwa.gov

Revisions should be submitted to the 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 submit the following items in a CD or USB portable (flash/hard) drive (or other device or pathway as approved by your assigned project manager) with one PDF file:

APPLICATION MATERIALS:

- 1. **Narrative:** Please provide a clear and concise description detailing the nature and the extent of your revisions. Please include your project’s City Land Use Application file number (*see reverse side for sample narrative*).
- 2. **Fees:** Please submit any required additional review fees (e.g. if a variance or other additional review has now been identified). Any fee refund requests must be submitted in writing.
- 3. **Revisions:** Please provide all revised submittal sheets (unless otherwise approved by the Planning Division).
- 4. **Colored Maps for Display:** Please provide a colored version of each plan sheet 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 are subject to Electronic File Standards

Extensive changes to your original application will require a new application. Authorization from the Planning Division is needed for any revisions submitted after the end of the environmental determination appeal period.

Sample Narrative

February 26, 2017

Mona Davis
City of Renton
Planning Division
1055 Grady Way South
Renton, WA 98057

**SUBJECT: Revisions to Lake View Apartments Site Plan
City File #LUA17-000001, SA, ECF**

Dear Ms. Davis:

The Lake View Apartments site plan application has been revised in response to preliminary concerns of various City Departments. The density of the project has been reduced from 35 units per acre to 30 units per acre. We are also submitting a variance request in conjunction with this site plan application in order to allow construction of Building C within 25 feet of the northern property line (City Zoning Code requires a 35-foot setback from arterial streets).

Attachments and revisions on the USB portable drive include:

1. Application Form: A revised master application form. This should replace our previously submitted application forms.
2. Project Narrative: A revised project narrative to replace our original submittal.
3. Environmental (SEPA) Checklist: Revised environmental checklists. Please replace the environmental checklists with these revised versions.
4. Site Plan (Sheet 1 of 4): Revised site plan and one colored version of our revised site plan for replacement. Please retain sheets 2, 3 and 4 of this plan set previously submitted.
5. Landscaping Plan (Sheet 1 of 2): Revised landscape plan and one colored version of sheet 1 of 2 of our revised landscaping plan set for replacement.
6. Grading Plan (Sheet 3 of 4 of engineering plans): Please replace only sheet 3 of 4 of this plan set. Retain original sheets 1, 2 and 4 of this plan set.
7. Traffic Study (New): A new traffic study is provided. No traffic study was previously submitted.

If you have any questions regarding these revisions, please contact me at (206) 555-2222.

Sincerely,

Adam Smith
Project Architect