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SUBMITTAL REQUIREMENTS MODIFICATION

Planning Division

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

PURPOSE: A modification is a means by which an applicant may request to modify a Code requirement when there are practical difficulties involved in carrying *any* of the provisions of the regulations when a special individual reason makes the strict letter of the Code impractical.

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.”

APPLICATION SCREENING: Applicants are required to bring 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 of the application package for informal review by staff, prior to scheduling an intake meeting. Please allow approximately 45 minutes for application screening.

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.

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 425-430-7294 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

All Plans and Attachments are subject to Electronic File Standards

APPLICATION MATERIALS:

- 1. **Pre-Application Meeting Summary:** If the application was reviewed at a “pre-application meeting.”

- 2. **Waiver Form:** If you received a waiver form during or after a “pre-application meeting.”
- 3. **Land Use Permit Master Application Form:** The 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.
- 4. **Fees:** The application must be accompanied by the required application fee (see [Fee Schedule](#)). Please call 425-430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount. Credit cards may also be used to pay required application fees. Fees are paid at Cashier on the 1st Floor City Hall.
- 5. **Project Narrative:** Please provide a clear and concise description and summary of the proposed project including the specific code sections being modified.
- 6. **Justification for the Modification Request:** Please provide a written justification for the modification request. The Burden of proof as to the appropriateness of the application lies with the applicant. Whenever there are practical difficulties involved in carrying out the provisions of this Title, the Department Administrator may grant modifications for individual cases provided he/she shall first find that a specific reason makes the strict letter of this Code impractical, that the intent and purpose of the governing land use designation of the Comprehensive Plan is met and that the modification is in conformity with the intent and purpose of this Code, and that such modification.

Please submit a written statement addressing and justifying how the modification request complies with each of the following issues to be considered by the Administrator:

- a. Substantially implements the policy direction of the policies and objectives of the Comprehensive Plan Land Use Element and the Community Design Element and the proposed modification is the minimum adjustment necessary to implement these policies and objectives;
 - b. Will meet the objectives and safety, function, appearance, environmental protection and maintainability intended by the Code requirements, based upon sound engineering judgment;
 - c. Will not be injurious to other property(ies) in the vicinity;
 - d. Conforms to the intent and purpose of the Code;
 - e. Can be shown to be justified and required for the use and situation intended; and
 - f. Will not create adverse impacts to other property(ies) in the vicinity.
- 7. **Neighborhood Detail Map:** Please provide 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.

8. **Site Plan:** Please provide 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;
 - For projecting signs, 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 (to remain) and proposed:
 1. Signs, including setbacks from all lot lines
 2. Lot 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; and
 - For projects near the Cedar River, ordinary high water mark and distance to closest area of work for any project located within 200-feet of the river.
9. **Architectural Elevations:** Please provide for *each* building and *each* building face (N, S, E, & W) 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 International Building Code (IBC) and RCW 19.27 (State Building Code Act, Statewide amendments), including, but not limited to the following:
- Identify sign/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; and
- Sign materials, colors and architectural design.

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REVIEW PROCESS: The Administrator will review your request for modification and issue a written decision within several weeks. A public hearing is not required unless there is an appeal filed.