PURPOSE: Short Plats establish the layout of the land division and ensure the proposed development is in accordance with City of Renton’s adopted standards, consistent with the City’s goal to protect public health, safety, welfare and aesthetics, and provides for adequate public services and infrastructure.

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.

PLAT NAME: Renton City Council requests that the plat name remains constant throughout all development applications. Please give careful consideration to your plat name with special attention to uniqueness, as it will be used by the City throughout the development process.

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.oria.wa.gov/opas/.
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:** A clear and concise description and summary of the proposed project, including the following:
   a. Project name, size and location of site;
   b. Zoning designation of the site and adjacent properties;
   c. Current use of the site and any existing improvements;
   d. Special site features (i.e., wetlands, water bodies, steep slopes);
   e. Statement addressing soil type and drainage conditions;
   f. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.);
   g. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.);
   h. Total estimated construction cost and estimated fair market value of the proposed project;
   i. Estimated quantities and type of materials involved if any fill or excavation is proposed;
   j. Number, type and size of trees to be removed;
   k. Explanation of any land to be dedicated to the City; and
   l. For shoreline applications only:
i. Name of adjacent water area or wetlands,

ii. Nature of existing shoreline – describe:
   - Type of shoreline (i.e., lake, stream, lagoon, marsh, bog, floodplain, floodway);
   - Type of beach (i.e., accretion, erosion, high bank-low bank);
   - Type of material (i.e., sand, gravel, mud, clay, rock, riprap); and
   - The extent and type of any bulkheading, and

iii. The number and location of structures and/or residential units (existing and potential) which might have views obstructed as a result of the proposed project; and

m. The proposed number, size, and density of the new lots, for subdivision applications only.

☐ 6. **Environmental Checklist:** The standard State of Washington form required under WAC 197-11-742 and 197-11-960.

☐ 7. **Rezone, Variance, Modification, or Conditional Use Justification:** Please contact the Planning Division to determine whether your project proposal triggers any additional land use permits. If so, additional information may be required.

☐ 8. **Density Worksheet**

☐ 9. **Construction Mitigation Description:** A written narrative addressing each of the following:
   a. Please provide a written narrative addressing each of the following:
      i. Proposed construction dates (begin and end dates);
      ii. Hours and days of operation;
      iii. Proposed hauling/transportation routes;
      iv. Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics;
      v. Any special hours proposed for construction or hauling (i.e. weekends, late nights); and
      vi. Preliminary traffic control plan.

**Note:** 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 (FAA) notification will be required.
10. **Plat Certificate or Title Report:** Please provide 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), 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.

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

12. **Neighborhood Detail Map:** A map, drawn at a scale of one inch equals one hundred feet (1" = 100') or one inch equals two hundred feet (1" = 200') (or other scale approved by the Planning Division Director or designee). The map shall show the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet (1,000') or approximately two thousand five hundred feet (2,500') for properties over five (5) acres and identifying the subject site with a darker perimeter line than that of surrounding properties. The map shall also show the property’s lot lines, existing land uses, building outlines, City 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. (Amd. Ord. 4963, 5-13-2002)

13. **Affidavit of Installation of Public Information Sign(s):** Please complete and provide the attached notarized affidavit attesting the required public information sign(s) has been installed in accordance with City Code requirements. See attachment titled “Public Information Signs” for information about the size and location requirements for public information signs.

14. **Short Plat Plan:** Please provide a fully-dimensionalized plan prepared by a State of Washington registered professional land surveyor in accordance with RCW 18.43.020, drawn at a scale of 1" = 40' (or other size or scale approved by the Planning Division) and including the information required by the City of Renton Subdivision Regulations in RMC 4-7:
   a. Name of the proposed short plat (and space for the future City file number);
   b. Names and addresses of the engineer, licensed land surveyor, and all property owners;
   c. Legal description of the property;
   d. Date, graphic scale, and north arrow oriented to the top of the plan sheet;
   e. Vicinity map (a reduced version of the “neighborhood detail map” as defined above);
   f. A drawing of the subject property with all existing and proposed property lines dimensioned, indicating the required yards (setbacks) with dashed lines;
g. Location of the subject site with respect to the nearest street intersections (including intersections opposite the subject property), alleys and other rights-of-way, showing how access will be provided to all lots;

h. Names, locations, widths and other dimensions of existing and proposed streets, alleys, easements, parks, open spaces and reservations;

i. Contours and elevations at minimum five foot (5') vertical intervals to the extent necessary to predict drainage characteristics of the property. Approximate, estimated contour lines shall be extended at least one hundred feet (100') beyond the boundaries of the proposed short plat;

j. Location and dimensions of any existing and proposed structures, existing trees on and abutting the site, existing or proposed fencing or retaining walls, freestanding signs, and easements;

k. Location of existing conditions on or adjacent to the site which could hinder development. Include boundaries of utility, open space, and/or critical area(s) tracts, square footage, and purpose statement of each tract. Clearly delineate the critical area and buffer boundaries within the tract and indicate a dimension for buffer width;

l. Flood hazard information and boundary on the subdivision drawing including the nature, location, dimensions, and elevations of the subdivided area; and

m. A legend listing the following included on the first sheet of the short plat plan:
   i. Short plat,  
   ii. Proposed number of lots,  
   iii. Zoning of the subject site,  
   iv. Proposed square footage in each lot, and  

A legend listing the following included on the first sheet of the Short Plat Plan:

a. Total area in acres of proposed plat;  
b. Proposed number of lots;  
c. Zoning of the subject site;  
d. Proposed square footage (gross and net) of each lot (net reflects deductions of private access easements and those portions of the lot narrower than 80% of the minimum lot width);  
e. Square footage of land in critical areas;  
f. Square footage of land in critical area buffers;  
g. Square footage of land in publicly dedicated streets;  
h. Square footage of land in private access easements;  
i. Density proposed and density permitted by code.

For commercial/industrial properties please also include the following in the legend:

a. Total area of existing impervious surface;  
b. Total area of existing undeveloped area;
c. Square footage (by floor and overall total) of each individual building and/or use;
d. Building footprint area;
e. Percentage of lot covered by buildings and structures;
f. Total area of pavement (existing to remain and new);
g. Total area of landscaping;
h. Building setbacks (required and proposed) between all structures and property lines;
i. Parking analysis per lot including the number of parking spaces required and provided.

15. **Landscape Plan, Conceptual:** Please provide a fully-dimensioned plan drawn by a licensed Landscape Architect at the same scale as the project site plan (or other scale approved by the Planning Division), clearly indicating the following:
   a. Date, graphic scale, and north arrow;
   b. Location of proposed buildings, parking areas and access, and existing buildings to remain;
   c. Names and locations of abutting streets and public improvements, including easements;
   d. Existing and proposed contours at two-foot intervals or less;
   e. Location and size of planting areas;
   f. Location and height of proposed building;
   g. Location and elevations for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.;
   h. 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; and
   i. 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. **Topography Map:** A map showing the existing land contours using vertical intervals of not more than five feet (5'). For any existing buildings the map shall show the finished floor elevations of each floor of the building.

17. **Tree Retention/Land Clearing (Tree Inventory) Plan:** A completed tree retention worksheet accompanied by a full dimensional plan, drawn by a certified arborist or a licensed landscape architect, based on finished grade, drawn at the same scale as the project site plan with the northern property line at the top of the sheet, clearly showing the following:
   a. All property boundaries and adjacent streets;
   b. Location of all areas proposed to be cleared;
   c. Species and sizes of vegetation to be removed, altered or retained and the boundaries and predominant species of stands of trees consisting of five (5) or more trees. This requirement applies only to trees six inch (6") caliper and larger, fifty four inches (54") above grade, and the location, size and species of all protected trees on the site;
   d. For trees proposed to be retained, a complete description of each tree’s health,
condition, and viability;

e. For trees proposed to be retained, a description of the method(s) used to determine the limits of disturbance (i.e., critical root zone, root plate diameter, or a case-by-case basis description for individual trees);

f. For trees proposed to be preserved within a tree protection tract, any special instructions for maintenance (e.g., trimming, ground clearing, root pruning, monitoring, aftercare, etc.);

g. For trees not viable for retention, the reason(s) for removal based on poor health, high risk of failure due to structure, defects, unavoidable isolation (i.e., high blow down potential), or unsuitability of species, etc., and for which no reasonable alternative action is possible (pruning, cabling, etc.);

h. A description of the impact of necessary tree removal to the remaining trees, including those in a grove or on abutting properties;

i. For development applications, a discussion of timing and installation of tree protection measures that must include fencing and be in accordance with the tree protection standards as outlined in RMC 4-4-130H9, Protection Measures During Construction;

j. The suggested location and species of supplemental trees to be used when required. The report shall include planting and maintenance specifications;

k. Future building sites and drip lines of any trees which will overhang/overlap a construction line;

l. Location and dimensions of rights-of-way, utility lines, fire hydrants, street lighting, and easements;

m. Where the drip line of a tree overlaps an area where construction activities will occur, this shall be indicated on the plan;

n. For allowed activities, including allowed exemptions, modifications, and variances, show all trees proposed to be removed in priority tree retention areas: slopes twenty five percent (25%) to thirty nine percent (39%), high or very high landslide hazard areas, and high erosion hazard areas;

o. Show trees to be removed in protected critical areas: wetlands, Shorelines of the State, streams and lakes, floodways, floodplain slopes forty percent (40%) or greater, very high landslide hazard areas, and critical habitat if the activity is exempt or allowed by the critical areas regulations in RMC 4-3-050C3, Exemptions – Critical Areas and Buffers;

p. Show all trees to be retained in critical area buffers; and

q. In all other areas of the site, trees to be removed may be indicated generally with clearing limit lines except for protected trees. The location, size, and species of all protected trees on a site shall be shown. The plan shall also differentiate any approved replacement trees from the protected trees. Replacement trees may be authorized in accordance with RMC 4-4-130H1e, Replacement Requirements, and the number of replacement trees shall be determined pursuant to any planned replanting areas in accordance with RMC 4-4-130H1c, Calculating Tree
18. **Tree Retention Worksheet:** Please provide a completed City of Renton tree retention worksheet.

19. **Arborist Report:** A report prepared by a certified arborist or licensed landscape architect that correlates with the Tree Retention/Land Clearing Plan and identifies size, species, health, and reason for any removal. The report shall identify the limits of disturbance for all retained trees.

20. **Wetland Assessment:** A wetland assessment includes the following:
   a. A description of the project and maps at a scale no smaller than one inch equals two hundred feet (1" = 200') showing the entire parcel of land owned by the applicant and the wetland boundary surveyed by a qualified surveyor, and pursuant to RMC 4-3-050F2, Plans and Studies Required;
   b. A description of the vegetative cover of the wetland and adjacent area including identification of the dominant plant and animal species;
   c. A site plan for the proposed activity at a scale no smaller than one inch equals two hundred feet (1" = 200') showing the location, width, depth and length of all existing and proposed structures, roads, stormwater management facilities, sewage treatment and installations within the wetland and its buffer;
   d. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations;
   e. Elevations of the site and adjacent lands within the wetland and its buffer at contour intervals of no greater than five feet (5') or at a contour interval appropriate to the site topography and acceptable to the City;
   f. Top view and typical cross-section views of the wetland and its buffer to scale;
   g. The purposes of the project;
   h. Such other information as may be needed by the City, including but not limited to a study of hazards if present on site, the effect of any protective measures that might be taken to reduce such hazards; and any other information deemed necessary to verify compliance with the provisions of this Section. (Ord. 4587, 3-18-1996; Amd. Ord. 4835, 3-27-2000; Ord. 5137, 4-25-2005; Ord. 5757, 6-1-2015)

**Note:** Please provide a map and a report if ANY wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must be prepared by a qualified professional and include the information specified in RMC 4-8-120D.23. In addition, if any alteration to the wetland or buffer is proposed, a **wetland mitigation plan** is also required. See RMC 4-8-120D.23 for plan content requirements.

21. **Standard Stream or Lake Study:** A report shall be prepared by a qualified biologist and include the following information:
a. Site Map: Site map(s) indicating, at a scale no smaller than one inch equals twenty feet (1" = 20') (unless otherwise approved by the Community and Economic Development Administrator):
   i. The entire parcel of land owned by the applicant, including one hundred feet (100') of the abutting parcels through which the water body(ies) flow(s);
   ii. The ordinary high water mark (OHWM) determined in the field by a qualified consultant pursuant to RMC 4-3-050G7, Streams and Lakes, (the OHWM must also be flagged in the field);
   iii. Stream or lake classification, as recorded in the City of Renton’s COR Maps, the City’s online interactive mapping application available through the City’s website, for the City of Renton Water Class or RMC 4-3-090 (if unclassified, see “Supplemental Stream or Lake Study” below);
   iv. Topography of the site and abutting lands in relation to the stream(s) and its/their buffer(s) at contour intervals of two feet (2') where slopes are less than ten percent (10%), and of five feet (5') where slopes are ten percent (10%) or greater;
   v. One hundred (100) year floodplain and floodway boundaries, including one hundred feet (100') of the abutting parcels through which the water body(ies) flow(s);
   vi. Site drainage patterns, using arrows to indicate the direction of major drainage flow;
   vii. Top view and typical cross-section views of the stream or lake bed, banks, and buffers to scale;
   viii. The vegetative cover of the entire site, including the stream or lake, banks, riparian area, and/or abutting wetland areas, extending one hundred feet (100') upstream and downstream from the property line. Include position, species, and size of all trees of at least six inch (6") caliper and larger, fifty four inches (54") above grade, and the location, size and species of all protected trees on the site that are within one hundred feet (100') of the OHWM, and the location of measures to protect trees on and abutting the site;
   ix. The location, width, depth, and length of all existing and proposed structures, roads, stormwater management facilities, wastewater treatment and installations in relation to the stream/lake and its/their buffer(s); and
   x. Location of site access, ingress and egress.

Note: Please provide a report containing the information specified in RMC Section 4-8-120D.19. In addition, if the project involves an unclassified stream, a supplemental stream or lake study is also required. If any alteration to a water-body or buffer is proposed a supplemental stream or lake study and mitigation plan are also required.

☐ 22. Flood Hazard Data: Flood hazard data includes:
a. Plans in duplicate drawn to scale showing the nature, location, dimensions, and
elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing;

b. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;

c. Elevation in relation to mean sea level to which any structure has been floodproofed;

d. Certification by a registered professional engineer or architect that the floodproofing methods criteria in RMC 4-3-05013c; and for any nonresidential structure meet the floodproofing; and

e. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development. (Ord. 4835, 3-27-2000)

23. **Biological Assessment/Critical Areas Study:** All development projects located in a floodplain and projects with the potential to impact fish (Chinook salmon, bull trout, steelhead trout), unexpected, new, rare or other endangered species habitat (bald eagles) shall provide a biological assessment/critical area study. The purpose of this assessment is to determine whether a proposed action is likely to: (1) adversely affect listed or de-listed species or designated critical habitat; (2) jeopardize the continued existence of species that are proposed for listing, or unexpected, new or rare species; or (3) adversely modify proposed critical habitat. A biological assessment/critical area study is a written study that evaluates the proposal, all probable impacts and risks related to the critical area, and recommends appropriate mitigation measures to adequately protect the functions and values of the critical area, and preserve anadromous fish and their habitat.

The assessment/study shall be prepared by a person with experience and training in the scientific discipline appropriate for the relevant critical area in accordance with WAC 365-195-095(4). A qualified professional must have obtained a B.S. or B.A. or equivalent degree in biology, engineering, environmental studies, fisheries, geomorphology, biological assessment, or related field, and have at least five (5) years of related work experience.

a. A qualified professional for wetlands must be a professional wetland scientist with at least two (2) years of full-time work experience as a wetlands professional, including delineating wetlands using the federal manuals and supplements, preparing wetlands reports, conducting function assessments, and developing and implementing mitigation plans.

b. A qualified professional for Habitat conservation must have a degree in biology or a related degree and professional experience related to the subject species.

c. A qualified professional for a geological hazard must be a professional engineer or geologist, licensed in the state of Washington.

d. A qualified professional for Wellhead Protection Areas means a hydrogeologist, geologist, engineer, or other scientist with experience in preparing hydrogeologic assessments.

The assessment/study shall use scientifically valid methods and studies in the analysis of critical area data and field reconnaissance and reference the source of the material used. Best available science is that scientific information applicable to the critical area prepared.
by local state or federal natural agencies or a qualified scientific professional that is consistent with the criteria established in WAC 395-195-900 through 365-195-925.

The assessment/study shall contain, at a minimum, the following information, as applicable:

a. The name and contact information of the applicant;

b. The dates, names, and qualifications of the persons preparing the assessment/study and documentation of any fieldwork performed on the site;

c. A description of the proposal and identification of the permits requested;

d. A site plan showing:
   i. Identified critical areas, buffers and the development proposal with dimensions;
   ii. Topography at two-foot (2') intervals;
   iii. Limits of any areas to be cleared/impacted; and
   iv. A description of the proposed stormwater management plan for the development and consideration of impacts to drainage alterations;

e. Accurate identification, location, and characterization of critical areas, water bodies, and buffers adjacent to the proposed project area or potentially impacted by the proposed project;

f. A statement specifying the accuracy of the assessment/study, assumptions used in the assessment/study, and explaining how best available science has been incorporated;

g. Determination of the degree of hazard and risk from the proposal both on the site and on surrounding properties;

h. An assessment of the probable cumulative impacts to the critical areas, their buffers and other properties resulting from the proposal;

i. An evaluation of the project’s compliance with sections 7 and 9 of the Endangered Species Act;

j. A description of reasonable efforts made to apply mitigation sequencing to avoid, minimize, and mitigate impacts to critical areas;

k. Plans for adequate mitigation to offset any impacts and an explanation of how best management practices will be used to minimize impacts to critical area; and

l. Recommendations for maintenance, short-term and long-term monitoring, contingency plans and security requirements. (Ord. 5675, 12-3-2012; Ord. 5757, 6-1-2015)

24. **Habitat Data Report**: Habitat data reports include:

a. Site Plan: The site plan shall indicate:
   i. The vegetative cover types reflecting the general boundaries of the different plant communities on the site;
   ii. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations;

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Rev: 12/2019
iii. Top view and typical cross-section views of critical habitat/wildlife habitat to scale;

iv. The results of searches of the State Department of Fish and Wildlife’s Natural Heritage and Non-Game Data System databases;

v. The results of searches of the Washington State Department of Fish and Wildlife Priority Habitat and Species database.

b. Narrative Report: A narrative report shall be prepared to accompany the site plan which describes:

i. The layers, diversity and variety of habitat found on the site;

ii. The location of any migration or movement corridors;

iii. The species typically associated with the cover types, including an identification of any critical wildlife species that might be expected to be found;

iv. Identification of any areas that have been previously disturbed or degraded by human activity or natural processes;

v. A summary of existing habitat functions and values, utilizing a habitat evaluation procedure or methodology approved by the City;

vi. A summary of proposed habitat alterations and impacts and proposed habitat management program. Potential impacts may include but are not limited to clearing of vegetation, fragmentation of wildlife habitat, expected decrease in species diversity or quantity, changes in water quality, increases in human intrusion, and impacts on wetlands or water resources. (Ord. 4835, 3-27-2000)

25. Geotechnical Report: A study prepared in accordance with generally accepted geotechnical practices and stamped by a professional engineer licensed in the State of Washington which includes 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. If the evaluation involves geologic evaluations or interpretations, the report shall be reviewed and approved by a geologist. Further recommendations, additions or exceptions to the original report based on the plans, site conditions, or other supporting data shall be signed and sealed by the geotechnical engineer. If the geotechnical engineer who reviews the plans and specifications is not the same engineer who prepared the geotechnical report, the new engineer shall, in a letter to the City accompanying the plans and specifications, express his or her agreement or disagreement with the recommendations in the geotechnical report and state that the plans and specifications conform to his or her recommendations. If the site contains a geologic hazard regulated by the critical areas regulations, the preparation and content requirements of RMC 4-8-120D, Table 18 shall also apply. If the site is within a channel migration zone, within shoreline jurisdiction, the geotechnical report shall also include a geomorphic assessment by a Washington State licensed geologist with engineering geology or hydrogeology specialty license plus experience in conducting fluvial geomorphic assessments.

26. Letter of Understanding Geologic Risk: The applicant, or the owner of the site, shall submit
a letter to the City, with the plans and specifications, stating that he or she understands and accepts the risk of developing in an unstable area and that he or she will advise, in writing, any prospective purchasers of the site, or any prospective purchasers of structures or portions of structures on the site, of the unstable potential of the area. (Ord. 4835, 3-27-2000)

27. **Utilities Plan, Generalized:** A plan drawn on twenty two inch by thirty four inch (22" x 34") plan sheets using a graphic scale of one inch equals twenty feet (1" = 20') (or other scale or size approved by the Planning Division’s Development Engineering Manager or designee) 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, refuse areas, signage, freestanding 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 be shown. (Amd. Ord. 4835, 3-27-2000)

28. **Drainage Control Plan:** Please provide a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of RMC 4-6-030 and the [2016 King County Surface Water Design Manual](https://www.kingcounty.gov/), as adopted and amended by the City of Renton. (Amd. Ord. 4835, 3-27-2000; Ord. 5526, 2-1-2010)

29. **Drainage Report:** Please provide a report complying with the requirements of the City of Renton Drafting Standards in RMC 4-6-030, and the [2016 King County Surface Water Design Manual](https://www.kingcounty.gov/) as adopted and amended by the City of Renton. The report (TIR) must be stamped and dated by a civil engineer and shall contain the following:

- Table of Contents
- Technical Information Report (TIR) Worksheet
- Section 1: Project Overview
- Section 2: Conditions and Requirements Summary
- Section 3: Offsite Analysis
- Section 4: Flow Control and Water Quality Facility Analysis and Design
- Section 5: Conveyance System Analysis and Design
- Section 6: Special Reports and Studies
- Section 7: Other Permit
- Section 8: CSWPPP Analysis and Design
- Section 9: Bond Quantities, Facility Summaries, and Declaration of Covenant

30. **Street Profiles and Cross Sections:** Please provide a plan that identifies the street profiles and grades of each street, together with typical cross sections indicating width of pavement, location and width of sidewalks, and location and size of utility mains.

31. **Grading Plan:** A twenty two inch by thirty four inch (22" x 34") plan drawn by a State of Washington licensed civil engineer at a scale of one inch to forty feet (1" to 40') (horizontal feet) and one inch to ten feet (1" to 10') (vertical feet) (or other size plan sheet or scale
approved by the Planning Division Development Engineering Manager or designee) clearly indicating the following:

i. Graphic scale and north arrow;

j. Dimensions of all property lines, easements, and abutting streets;

k. Location and dimension of all on-site structures and the location of any structures within fifteen feet (15') of the subject property or which may be affected by the proposed work;

l. Accurate existing and proposed contour lines drawn at five foot (5'), or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within one hundred feet (100') of the site;

m. Location of natural drainage systems, including perennial and intermittent streams, the presence of bordering vegetation, and floodplains;

n. Setback areas and any areas not to be disturbed, including the location, size and species of all protected trees on site. Protected trees shall have the approximate drip line shown. The method of tree protection during grading and construction shall be shown. If grade changes in the vicinity of the protected trees are necessary, the method of reconciling the drip line with the finished elevation shall be included (see RMC 4-4-130, Tree Retention and Land Clearing Regulations);

o. Finished contours drawn at five foot (5') intervals as a result of grading;

p. Proposed drainage channels and related construction with associated underground storm lines sized and connections shown; and

q. General notes addressing the following (may be listed on the cover sheet):

   i. Area in square feet of the entire property.
   
   ii. Area of work in square feet.
   
   iii. Both the number of tons and cubic yards of soil to be added, removed, or relocated.
   
   iv. Type and location of fill origin, and destination of any soil to be removed from site.
   
   v. Finished floor elevation(s) of all structures, existing and proposed. (Ord. 4835, 3-27-2000; Ord. 5304, 9-17-2007)

☐ 32. Colored Rendering: A computer-generated exterior color view of the proposed building(s), site, and landscaping in three (3) dimensional form.

☐ 33. Covenants, Existing: The recorded limitation on property which may be set forth in the property deed and/or identified in a title report.

☐ 34. Easements, Existing: A recorded document by the property owner granting one or more privileges to use the owner’s land to and/or for the use by the public, a corporation or
another person or entity. Easements may be referenced by property deed and are identified in the property title report.

☐ 35. **Hazardous Materials Management Statement:** A statement which includes:

a. A description of refueling of construction vehicles that will occur on the site and an inventory of hazardous materials expected to be temporarily stored, dispensed, used, or handled on the site.

b. A description of how the requirements in RMC 4-4-030C7, Construction Activity Standards – Zones 1 and 2, will be met by the applicant. (Ord. 4851, 8-7-2000; Amd. Ord. 4992, 12-9-2002)

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**All Plans and Attachments are subject to Electronic File Standards**

**REVIEW PROCESS:** Once a complete land use application package has been accepted for initial review, the Planning Division will post one notice 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 that may have an interest in the application. The reviewers have two (2) 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.

Environmental Review is required for Short Plat Applications if the property has been previously platted, is located in an environmentally “critical” area, or if any wetlands or streams are located on site. In the event that Environmental Review is required, the Short Plat application will be presented to the City’s **Environmental Review Committee**. The Environmental Review Committee (ERC) 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; or

- **Mitigated Determination of Non-Significance (DNS-M)**-Make a determination the proposal, if modified, would have no significant negative environmental impacts; or

- **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 notice(s) 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.

A public hearing is not required. The Planning Division reviews the plan in conjunction with any Environmental Review Committee decision and any staff or public comments prior to making a decision. The decision to approve, conditionally approve, or deny the proposal will be mailed to all persons listed on the Master Application and all parties of record.

APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS: Any person, including the applicant, aggrieved by the granting or denial of an application, may make a written application for reconsideration to the Reviewing Official within fourteen (14) calendar days of the date of the decision. After review of the request, the Reviewing Official may take whatever action is deemed proper. The Reviewing Official’s written decision on the reconsideration request will be mailed to all parties of record within ten (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 fourteen (14) days to:

- The Hearing Examiner for Administrative decisions
- The City Council for Hearing Examiner decisions

An appeal may be filed without first requesting reconsideration by the Reviewing Official; however, it must be filed within fourteen (14) days of the date when the original decision was issued. See Renton Municipal Code, Section 4-8-110 for further information on the appeal process and time frames.

INSTALLATION OF IMPROVEMENTS: 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. 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 Development Engineering and receipt of all applicable development and permit fees. Once any required improvements have been installed or deferred, the applicant may proceed to the recording stage. See instructions for “Short Plat Recording” for more information.

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 Development Engineering. 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: Once an application has been approved, the applicant has five years to comply with all conditions of approval and to submit the Short Plat for recording before the approval becomes null and void. The approval body that approved the original application may grant a single one-year extension. The approval body may require a public hearing for such extension. It is the responsibility of the developer to monitor the expiration date.