

VA

SUBMITTAL REQUIREMENTS VARIANCE

Planning Division

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

PURPOSE: A means by which citizens may be granted relief from the strict application of the provisions of certain land use regulations. The process is intended to review situations where uniform requirements would unduly burden one property more than other properties in the vicinity.

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 Planning Division 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.

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/>.

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. **Master Application Form:** The standardized application form used for the majority of land use permit applications including, but not limited to, the following:
 - a. Owner, applicant, and contact person names, addresses and telephone numbers;
 - b. Notarized signatures of all current property owners;
 - c. Name of the proposed project;
 - d. Project/property address;
 - e. King County Assessor’s tax account number;
 - f. Existing and proposed land uses;
 - g. Existing and, if applicable, proposed Comprehensive Plan map designation;
 - h. Existing and, if applicable, proposed zoning designation;
 - i. Site area;
 - j. Estimated project cost;
 - k. Whether or not the project site contains any environmentally sensitive areas; and
 - l. Property legal description.
- 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. **Variance Request Justification:** Please provide a written statement separately addressing and justifying each of the issues to be considered by the City. The burden of proof as to the appropriateness of the application lies with the applicant. In order to approve a variance request, the Reviewing Official must find **ALL** the following conditions exist:

- The applicant suffers practical difficulties and unnecessary hardship and the variance is necessary because of special circumstances applicable to subject property, including size, shape, topography, and location or surroundings of the subject property, and the strict application of the Zoning Code is found to deprive subject property owner of rights and privileges enjoyed by other property owners in the vicinity and under identical zone classification;
- The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which

subject property is situated;

- The approval shall not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the subject property is situated; and
- The approval is the minimum variance that will accomplish the desired purpose.

7. **Density Worksheet**
<https://edocs.rentonwa.gov/Documents/ElectronicFile.aspx?docid=955782&dbid=1&repo=CityofRenton>
8. **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.
9. **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.
10. **Affidavit of Installation of Public Information Sign(s):** A notarized statement signed by the applicant or applicant's representative attesting that the required public information sign(s) has been installed in accordance with City Code requirements.
11. **Site Plan:** A single fully dimensioned plan sheet drawn at a scale of one inch equals twenty feet (1" = 20') (or other scale approved by the Planning Division Director or designee) clearly indicating the following:
- a. Name of proposed project;
 - b. Date, scale, and north arrow oriented to the top of the plan sheet;
 - c. Drawing of the subject property with all property lines dimensioned and names of adjacent streets;
 - d. Widths of all adjacent streets and alleys;

- e. The 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;
- f. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing trees on and abutting the site, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding liquid fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, and landscaped areas;
- g. The location and dimensions of natural features such as streams, lakes, marshes and wetlands. 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;
- h. Ordinary high water mark, existing and proposed, and name of water body if applicable;
- 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;
- j. A legend listing the following must be included on one of the site plan sheets:
 - i. Total square footage of the site,
 - ii. Square footage (by floor and overall total) of each individual building and/or use,
 - iii. Total square footage of all buildings (footprint of each building),
 - iv. Percentage of lot coverage,
 - v. Square footage of all landscaping (total, parking lot, and wildlife habitat),
 - vi. Allowable and proposed building height,
 - vii. Building setbacks required by Code,
 - viii. Proposed building setbacks,
 - ix. Parking analysis, including:
 - Number of stalls required, by use; number of stalls provided, by use,
 - Sizes of stalls and angles,
 - Location and number of handicap stalls, compact, employee and/or guest parking stalls,
 - Location and size of curb cuts,
 - Traffic flow within the parking, loading, and maneuvering areas and ingress and egress,
 - Location of wheel stops,
 - Loading space,
 - Stacking space,
 - Location and dimensions of bicycle racks, carpool parking spaces, and other facilities designed to accommodate access to the site,
 - Square footage of interior parking lot landscaping;

- k. Footprint of all proposed buildings showing the location of building entrances, window openings, and landscape features (required for Urban Center Design Overlay District review packet only);
- l. Footprint of all abutting and adjacent buildings showing the location of building entrances, window openings, and landscape features (required for Urban Center Design Overlay District review packet only);
- m. For nonconforming use or structure rebuild approval permits: draw on the scaled plan the exact sizes and locations of existing structures and uses, whether damaged or not; write on the scaled plan the dates these structures/uses were established; on a separate sheet, identify the subject property, abutting lots and buildings and list adjacent and abutting land uses.

- 12. **Landscape Analysis, Lot Coverage, and Parking Analysis (For commercial/industrial properties only):** Please provide a landscape and parking analysis including:
 - Total square footage of the site and the footprints of all buildings
 - Total square footage of existing and proposed impervious surface area(s)
 - Square footage (by floor and overall total) of each individual building and/or use
 - Percentage of lot covered by buildings or structures
 - Number of parking spaces required by City code
 - Number and dimensions of standard, compact, and ADA accessible spaces provided
 - Square footage of parking lot landscaping (perimeter and interior)

- 13. **Floor Plans:** A basic line drawing plan of the general building layout showing walls, exits, windows, and designated uses indicating the proposed locations of kitchens, baths and floor drains, bedrooms and living areas, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine sizing of side sewer.

- 14. **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;
- n. Where the drip line of a tree overlaps an area where construction activities will occur, this shall be indicated on the plan;
- o. 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;
- p. 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;
- q. Show all trees to be retained in critical area buffers; and
- r. 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 Retention.

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

<https://edocs.rentonwa.gov/Documents/1/edoc/955781/Tree%20Retention%20Worksheet.pdf>

16. **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.
17. **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.

18. **Wetland Mitigation Plan-Preliminary:** A preliminary wetland mitigation plan shall include the following:
- a. A site plan demonstrating sufficient area for replacement ratios;
 - b. Proposed planting scheme for created, restored, and enhanced wetlands;

- c. Written report, formatted to eight and one-half inches (8.5") by eleven inches (11"), shall include:
- i. Identifying direct and indirect impacts of the project to the wetland area and wetland functions, environmental goals and objectives, and performance standards, and evaluating alternative methods of developing the property using the following criteria in this order:
 - Avoiding any disturbances to the wetland or buffer;
 - Minimizing any wetland or buffer impacts;
 - Compensating for any wetland or buffer impacts;
 - Restoring any wetlands or buffer impacted or lost temporarily;
 - Creating new wetlands and buffers for those lost; and
 - Enhancing an existing degraded wetland to compensate for lost functions and values, in addition to restoring a wetland or creating a wetland.
 - ii. Evaluating each of the mitigation plan criteria found in RMC [4-3-050L](#).
 - iii. For projects proposing a reduction in wetland buffer width with enhancement, providing a detailed analysis of the project's compliance with each of the following criteria:
 - The reduced buffer will function at a higher level than the standard buffer;
 - An enhanced buffer shall never be less than seventy five percent (75%) of the standard width at its narrowest point; and
 - The buffer area has less than fifteen percent (15%) slopes and no direct or indirect, short-term or long-term, adverse impacts to regulated wetlands, as determined by the City, will result from a regulated activity; and
 - The proposal shall rely upon a site-specific evaluation and documentation of buffer adequacy based upon Wetlands in Washington State, Volume 1: A Synthesis of the Science (Ecology Publication No. 05-06-006, March 2005) and Wetlands in Washington State, Volume 2: Managing and Protecting Wetlands (Ecology Publication No. 04-06-008, April 2005), or similar approaches; and
 - The proposed buffer standard is based on consideration of the best available science as described in WAC [365-195-905](#).
 - iv. And, for projects proposing averaging in wetland buffer width with enhancement, providing a detailed analysis of the project's compliance with each of the following criteria:
 - There are existing physical improvements in or near the wetland and buffer; and

- That width averaging will not adversely impact the wetland function and values; and
- That the total area contained within the wetland buffer after averaging is no less than that contained within the required standard buffer prior to averaging; and
- A site-specific evaluation and documentation of buffer adequacy based upon Wetlands in Washington State, Volume 1: A Synthesis of the Science (Ecology Publication No. 05-06-006, March 2005) and Wetlands in Washington State, Volume 2: Managing and Protecting Wetlands (Ecology Publication No. 04-06-008, April 2005), or similar approaches have been conducted. The proposed buffer standard is based on consideration of the best available science as described in WAC [365-195-905](#); and
- In no instance shall the buffer width be reduced by more than seventy five percent (75%) of the standard buffer. Greater buffer width reductions require review as a variance pursuant to RMC [4-9-250B](#); and
- An analysis of the effectiveness of the proposed Buffer Enhancement. (Ord. 4835, 3-27-2000; Ord. 5137, 4-25-2005; Ord. 5757, 6-1-2015)

19. **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):

- 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);
- 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);
- 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);
- 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;
- 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);
- 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.
- b. Grading Plan:** A grading plan prepared in accordance with RMC 4-8-120D7, and showing 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.
- c. Stream or Lake Assessment Narrative:** A narrative report, formatted to eight and one-half inches (8.5") by eleven inches (11"), shall be prepared to accompany the site plan and describes:
- i. The 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;
 - ii. The vegetative cover of the site, including the stream or lake, banks, riparian area, wetland areas, and flood hazard areas extending one hundred feet (100') upstream and downstream from the property line, including the impacts of the proposal on the identified vegetation;
 - The ecological functions currently provided by the stream/lake and existing riparian area and the impacts of the proposal on the identified ecological functions;
 - Observed or reported fish and wildlife that make use of the area including, but not limited to, salmonids, mammals, and bird nesting, breeding, and feeding/foraging areas, including the impacts of the proposal on the identified fish and wildlife;
 - Measures to protect trees, as defined in RMC 4-11-200, and vegetation; and
- For shorelines regulated under RMC 4-3-090, Shoreline Master Program Regulations, the study shall demonstrate if the proposal meets the criteria of no net loss of ecological functions as described in RMC 4-3-090D2. If the proposal requires mitigation for substantial impacts to the existing vegetation buffer in order to demonstrate no net loss of ecological functions, a supplemental stream or lake study is required.

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.

20. **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 [4-3-050](#)13c; 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.

21. **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.

22. **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;
- 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)

23. **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.

- 24. **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)

- 25. **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)

- 26. **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:
 - a. Identify building elevations by street name (when applicable) and orientation i.e. Burnett Ave. (west) elevation;
 - b. Existing and proposed ground elevations;
 - c. Existing average grade level underneath proposed structure;
 - d. Height of existing and proposed structures showing finished roof top elevations based upon site elevations for proposed structures and any existing/abutting structures;
 - e. Building materials and colors including roof, walls, any wireless communication facilities,

- and enclosures;
- f. Fence or retaining wall materials, colors, and architectural design;
- g. Architectural design of on-site lighting fixtures;
- h. Screening detail showing heights, elevations, and building materials of proposed screening and/or proposed landscaping for refuse/recycling areas; and
- i. Cross section of roof showing location and height of roof-top equipment (include air conditioners, compressors, etc.) and proposed screening.

- 27. **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](#), as adopted and amended by the City of Renton. (Amd. Ord. 4835, 3-27-2000; Ord. 5526, 2-1-2010)

- 28. **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 designer) clearly indicating the following:
 - a. Graphic scale and north arrow;
 - b. Dimensions of all property lines, easements, and abutting streets;
 - c. 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;
 - d. 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;
 - e. Location of natural drainage systems, including perennial and intermittent streams, the presence of bordering vegetation, and floodplains;
 - f. 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);
 - g. Finished contours drawn at five foot (5') intervals as a result of grading;
 - h. Proposed drainage channels and related construction with associated underground storm lines sized and connections shown; and
 - i. 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.
- x. Finished floor elevation(s) of all structures, existing and proposed.

- 29. **Photographs of the Property:** Photographs may be submitted with the application as exhibits.
- 30. **Colored Rendering:** A computer-generated exterior color view of the proposed building(s), site, and landscaping in three (3) dimensional form.
- 31. **Covenants, Existing:** The recorded limitation on property which may be set forth in the property deed and/or identified in a title report.
- 32. **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.
- 33. **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)
- 34. **Parking, Lot Coverage, Landscaping Analysis:** A listing of the following information (may also be included on the first sheet of the site plan):
 - a. Total square footage of the site;
 - b. Total square footage of existing area(s) of impervious surfacing;
 - c. Total square footage of existing natural/undeveloped area;
 - d. Square footage (by floor and overall total) of each individual building and/or use;
 - e. Total square footage of the footprints of all buildings;
 - f. Percentage of lot covered by buildings or structures;

- g. Total pavement square footage, both existing pavement to remain plus new pavement proposed to be installed;
- h. Square footage of any on-site wetlands;
- i. Parking analysis to include the total number of parking spaces required and provided, number of compact and “ADA accessible” spaces provided, and parking space dimensions;
- j. Square footage of landscaping for each area, for interior parking lot landscaping, and total;
- k. Allowable and proposed building height;
- l. Building setbacks required by Code; and
- m. Proposed building setbacks. (Ord. 4587, 3-18-1996)

- 35. **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.

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. The review process that follows varies depending on the type of application request.

Administrative Variances: A public hearing is not required. The Planning Division reviews the proposal and any staff or public comments prior to making a decision. The decision to approve, conditionally approve, or deny the proposal will be provided to all persons listed on the Master Application and all parties of record.

Hearing Examiner Variances: A public hearing is required. After review of the proposal and any staff or public comments, the Planning Division staff will forward a report and recommendation 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. 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. Then the applicant and any citizens in support of the proposal will give testimony. When giving testimony, names and addresses must be stated for the record. Following this, individuals with 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 proposed application and issue a final decision 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 the 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 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 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 City Clerk's Office.

An appeal may be filed without first requesting reconsideration by the Reviewing Official; however, it must be filed within 14 days of the date when the original decision was issued. See RMC [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 not apply for building and construction permits concurrently with their request for a land use application.

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 Development Engineering 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.

EXPIRATION AND EXTENSIONS: Once an application has been approved, the applicant has two (2) years to comply with all conditions of approval, apply for any necessary permits, and/or commence construction or otherwise implement effectively the variance granted before the approval becomes null and void. The approval body that approved the original application may grant a single one (1) year extension if the applicant requests an extension prior to the expiration, specifying the reasons for the request. The approval body may require a public hearing for such extension.