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SUBMITTAL REQUIREMENTS PRELIMINARY PLAT

Planning Division

1055 South Grady Way, Renton, WA 98057

Phone: 425-430-7294 | www.rentonwa.gov

PURPOSE: To establish the layout of the land division and to ensure the proposed plat 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 providing adequate public services/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 through at least the final plat application.

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. **Land Use Permit 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. **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** This can be found on the City’s website <https://edocs.rentonwa.gov/Documents/ElectronicFile.aspx?docid=955782&dbid=1&repo=CityofRenton>
- 9. **Construction Mitigation Description:** A written narrative addressing each of the following:

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

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. **Proof of King County Plat Name Reservation:** Please provide a Plat and Condominium Name Reservation Request form approved by the King County Recorder's Office. The request form may be obtained from the King County Recorder's Office website under Plat and Condominium Name Reservation Request.
<http://www.kingcounty.gov/business/Recorders/OnlineFormsandDocumentStandards.aspx>
 The Recorders Office charges a \$50 fee for name reservation, and reservation of the plat

name expires one year after approval.

- 13. **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)

- 14. **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.

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

- 16. **Proof of Neighborhood Meeting:** Please provide the following materials with the submittal of a complete development application:
 - a. The notice provided to surrounding property owners within three hundred feet (300') of the proposed development site;
 - b. The mailing list used to send out meeting notices;
 - c. An affidavit of mailing and posting notice(s);
 - d. The meeting sign-in sheet;
 - e. Materials presented at the meeting;
 - f. Notes of the meeting including a summary of oral and written comments received; and

If no members of the public attended the neighborhood meeting and/or persons in attendance made no comments, the required submittal materials shall reflect the absence of comment, attendance, or both.

- 17. **Overall Plat Plan:** If the scale of the project requires multiple plan sheets, please provide the entire plat plan on a single sheet.

18. **Plat Plan:** Please provide a fully-dimensioned 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 plat and space for the future City file number;
 - b. Names and addresses of the engineer, licensed land surveyor, and property owners;
 - c. Legal description of the property to be subdivided;
 - d. Date, graphic scale, and north arrow oriented to the top of the paper/plan sheet;
 - e. Vicinity map (a reduced version of the neighborhood detail map defined previously);
 - f. Drawing of the subject property with all existing and proposed property lines dimensioned;
 - g. Location of the subject site with respect to nearest street intersections (including driveways and/or intersections opposite the subject property), alleys and other rights of way;
 - h. Names, locations, types, widths and other dimensions of existing and proposed streets, alleys, easements, parks, building setbacks, open spaces, and reservations. City code requires that private access easements be created via easement rather than creation of a separate tract;
 - i. Location and dimensions of all easements referenced in the plat certificate with the recording number and type of easement (e.g. access, sewer, etc.) indicated. If any recorded easement is unmappable, include a note on the face of the plan indicating the recording number and the reason it can't be mapped.
 - j. Location, distances from existing and new lot lines, and dimensions of any existing structures, existing or proposed fencing or retaining walls, and free-standing signs.
 - k. Location of existing conditions on or adjacent to the site which could hinder development.

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.

- 19. **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.

- 20. **Landscape Plan, Conceptual:** A fully dimensioned plan, prepared by a landscape architect registered in the State of Washington, a certified nurseryman, or other similarly qualified professional, drawn at the same scale as the project site plan (or other scale approved by the Community and Economic Development Administrator), clearly indicating the following:
 - a. Date, graphic scale, and north arrow;
 - b. Location of proposed buildings, parking areas, access and existing buildings to remain;
 - c. Names and locations of abutting streets and public improvements, including easements;
 - d. Existing and proposed contours at five foot (5') intervals or less;
 - e. Location, size, and purpose of planting areas, including those required in RMC 4-4-070, Landscaping, and those required in RMC 4-3-090, Shoreline Master Program Regulations;
 - f. Location and height for proposed berming;
 - g. Location and elevations for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.;
 - h. Location, size, spacing and names of existing and proposed shrubs, trees, ground covers, and decorative rockery or like landscape improvements in relationship to proposed and existing utilities; and
 - i. The location, size and species of all protected trees on site. Protected trees shall have the approximate drip line shown (see RMC 4-4-130, Tree Retention and Land Clearing Regulations). (Ord. 5100, 11-1-2004; Ord. 5304, 9-17-2007; Ord. 5633, 10-24-2011; Ord. 5676, 12-3-2012)

21. **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.
22. **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 Retention. (Ord. 5304, 9-17-2007; Ord. 5748, 1-12-2015)

- 23. **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>
- 24. **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.
- 25. **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. 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)

26. **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)

27. **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.

28. **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 4-3-050I3c; 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)
29. **Biological Assessment/Critical Areas Study:** 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)

30. **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)

31. **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.
32. **Utilities Plan, Generalized (sewer, water, stormwater, transportation improvements):** Please provide a plan drawn on 22" x 34" plan sheets using a graphic scale of 1" = 40' (or other size or scale approved by the Planning Division) clearly showing all existing (to remain)

and proposed public or private improvements to be dedicated or sold to the public including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, free-standing lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall also be shown.

- 33. **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 [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)

- 34. **Drainage Report:** Please provide a report complying with the requirements of the City of Renton Drafting Standards in RMC [4-6-030](#), and the [King County Surface Water Design Manual](#) 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
 - Section 10: Operations and Maintenance Manual.

- 35. **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.

- 36. **Traffic Study:** A report prepared by a State of Washington licensed engineer containing the elements and information identified in the City of Renton “Policy Guidelines for Traffic Impact Analysis of New Development” in sufficient detail to define potential problems related to the proposed development and identify the improvements necessary to accommodate the development in a safe and efficient manner.

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

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

- 39. **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.

- 40. **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)

- 41. **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)

All Plans and Attachments are subject to Electronic File Standards

REVIEW PROCESS: The platting process is comprised of three (3) basic steps:

1. Preliminary Plat Application;
2. Installation of street and utility improvements according to the approved Preliminary Plat; and
3. Final Plat Application.

This handout covers only the first step in the process – the Preliminary Plat Application and approval 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 application will then 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.

After the fourteen (14) day appeal period has ended, the project can be scheduled for public hearing before the City Hearing Examiner, provided no appeals have been filed.

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 and the Environmental Review Committee decision to the Hearing Examiner prior to the hearing. This report will be mailed to all persons listed on the Master Application and all parties of record. Notice of the public hearing will be published in the *Renton Reporter* at least 10 days prior to the hearing. 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 application concurrently with any environmental appeals and issue a final decision(s) within fourteen (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 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.

BUILDING AND CONSTRUCTION PERMIT ISSUANCE AND INSTALLATION OF IMPROVEMENTS: In the City of Renton, a **Building Permit** must be obtained to build buildings and structures. A **Construction Permit** must be obtained to install utility lines, transportation improvements and undertake work in City right-of-ways. **Building and Construction Permits are separate permits.**

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

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

INSTALLATION OF IMPROVEMENTS: Prior to applying for Final Plat approval, all required improvements must be installed. The developer shall obtain all necessary construction permits and pay all fees and inspection costs. **Typically, a Final Plat application cannot be processed until required improvements have been satisfactorily installed.**

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

EXPIRATION AND EXTENSIONS: Once an application has been approved, the applicant has five (5) years to comply with all conditions of approval and to submit for Final Plat before the approval becomes null and void. In order to revitalize an expired Preliminary Plat, a new application must be submitted to the Planning Division. One one-year extension shall be granted to an applicant who files a written request with the Administrator at least thirty (30) days before the expiration of this five (5) year period, provided the applicant demonstrates that he/she has attempted in good faith to submit the final plat within the five (5) year period. **It is the responsibility of the sub-divider to monitor the expiration date.**

ADDITIONAL EXTENSIONS: Additional time extensions beyond this one-year time period may be granted by the Hearing Examiner if the applicant can show need caused by unusual circumstances or situations which make it unduly burdensome to file the final plat within the five (5) year time period. The applicant must file a written request with the Hearing Examiner and the CED Department for this additional time extension; this request must be filed at least thirty (30) days prior to the plat expiration date. The request must include documentation as to the need for the additional time period.

PHASED SUBDIVISION: In the case of a phased subdivision, final plat approval by the Hearing Examiner of any phase of the preliminary plat will constitute an automatic one-year extension for the filing of the next phase of the subdivision.

PLAT AMENDMENTS: At any time after preliminary plat approval and before final plat approval, the applicant may submit an application to the Administrator that proposes an amendment to the approved or conditionally approved preliminary plat. The Administrator shall have the authority to determine whether the proposed amendment qualifies as a major or minor amendment.

MAJOR PLAT AMENDMENTS: Major amendments to an approved or pending plat application shall require a new application. For major amendments that due to extraordinary circumstances would result in a highly unreasonable and unconscionable burden on the applicant or plat holder, if the applicant or plat holder was required to go through a new application process, the Administrator may permit the major amendment to be treated as a minor amendment.

MINOR PLAT AMENDMENTS: Minor plat amendments may be reviewed and permitted as part of final plat approval. To be considered a minor amendment, the amendment must not:

- Decrease the aggregate area of open space in the subdivision by ten percent (10%) or more;
- Increase the number of lots in the subdivision beyond the number previously approved;
- Result in a violation of development standards;
- Relocate any roadway access point to an exterior street from the plat;
- Propose phasing of plat development; or
- Increase significantly any adverse impacts or undesirable effects of the plat on the community or surrounding area.