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SUBMITTAL REQUIREMENTS URBAN DESIGN REGULATION MODIFICATION

City of Renton Planning Division
1055 South Grady Way-Renton, WA 98057
Phone: 425-430-7200 Fax: 425-430-7231

PURPOSE: A modification is a means by which an applicant may request to modify a Code requirement when there are practical difficulties involved in carrying *any* of the provisions of the Urban Design Regulations when a special individual reason makes the strict letter of the Code impractical. Special Requirements for Urban Design Districts 'A' and 'B': Modifications to the requirements in RMC Sections 4-3-100E2a and E3a are limited to the following circumstances:

- a. When the building is oriented to an interior courtyard, and the courtyard has a prominent entry and walkway connecting directly to the public sidewalk; or
- b. When a building includes an architectural feature that connects the building entry to the public sidewalk; or
- c. In complexes with several buildings, when the building is oriented to an internal integrated walkway system with prominent connections to the public sidewalk(s).

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."

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. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

APPLICATION SCREENING: Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.

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) 430-7200 extension 4 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

All Plans and Attachments must be folded 8 ½”by 11”

APPLICATION MATERIALS:

1. **Pre-Application Meeting Summary:** If the application was reviewed at a “pre-application meeting”, please provide **5 copies** of the written summary provided to you.

2. **Waiver Form:** If you received a waiver form during or after a “pre-application meeting”, please provide **5 copies** of this form.

3. **Land Use Permit Master Application Form:** Please provide the **original** plus **4 copies** of the **COMPLETED** City of Renton Planning Division’s Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.

4. **Fees:** As listed in the City’s currently adopted Fee Schedule Brochure.

5. **Project Narrative:** Please provide **5 copies** of a clear and concise description and summary of the proposed project, including the following:
 - Project name, size and location of site;
 - Zoning designation of the site and adjacent properties;
 - Current use of the site;
 - Special site features (i.e. wetlands, water bodies, steep slopes);
 - Proposed use of the property and scope of the proposed development;
 - Total estimated construction cost and estimated fair market value of the proposed project;
 - Estimated quantities and type of materials involved if any fill or excavation is proposed; and
 - Number, type and size of trees to be removed.

6. **Justification for the Modification Request:** Please provide **5 copies** of a written justification for the modification request. The Burden of proof as to the appropriateness of the application lies with the applicant. Please submit a written statement addressing and justifying how the modification request complies with each of the following issues to be considered by the Administrator:
 - a. The intent and purpose of the governing land use designation of the Comprehensive Plan is met;
 - b. The modification is in conformity with the intent and purpose of the Renton Municipal Code;
 - c. The modification substantially implements the policy direction of the policies and objectives of the Comprehensive Plan Land Use Element and the Community Design Element;
 - d. The modification is the minimum adjustment necessary to implement these policies and objectives;
 - e. The modification will meet the objectives and safety, function, appearance,

environmental protection and maintainability intended by the Code requirements, based upon sound engineering judgment;

- f. The modification will not be injurious to other property(ies) in the vicinity;
 - g. The modification conforms to the intent and purpose of the Code;
 - h. The modification can be shown to be justified and required for the use and situation intended;
 - i. The modification will not create adverse impacts to other property(ies) in the vicinity;
 - j. The project as a whole meets the intent of the minimum standards and guidelines in subsections E, F, G, H, I, J, and K of the design regulations;
 - k. The requested modification meets the intent of the applicable design standard;
 - l. The modification will not have a detrimental effect on nearby properties and the City as a whole;
 - m. The deviation manifests high quality design; and
 - n. The modification will enhance the pedestrian environment on the abutting and/or adjacent streets and/or pathways.
7. **Neighborhood Detail Map:** Please provide **5 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, surrounding properties' lot lines, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet. Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.
8. **Site Plan:** Please provide **5 copies** of a fully-dimensioned plan sheet drawn at a scale of 1"=20' (or other scale approved by the Planning Division). We prefer the site plan be drawn on *one* sheet of paper unless the size of the site requires several plan sheets be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet.

The Site Plan should show the following:

- Name of proposed project
- Date, scale, and north arrow (oriented to the top of the paper/plan sheet)
- Drawing of the subject property with all property lines dimensioned and names of adjacent streets
- Widths of all adjacent streets and alleys
- Location of all existing public improvements including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, etc., along the full property frontage
- Location and dimensions of existing and proposed:
 1. Structures, including setbacks from all lot lines
 2. parking, off-street loading space, curb cuts and aisle ways
 3. fencing and retaining walls
 4. free-standing signs and lighting fixtures

5. refuse and recycling areas
6. utility junction boxes and public utility transformers
7. lot lines

- Location and dimensions of all easements referenced in the title report with the recording number and type of easement (e.g. access, sewer, etc.) indicated
- Location and dimensions of natural features such as streams, lakes, required buffer areas, open spaces, and wetlands and
- Ordinary high water mark and distance to closest area of work for any project located within 200-feet from a lake or stream.

9. **Architectural Elevations:** Please provide **5 copies**, for *each* building and *each* building face (N,S,E,W), of 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 Uniform Building Code and RCW 19.27 (State Building Code Act, Statewide amendments), including, but not limited to the following:

- Identify building elevations by street name (when applicable) and orientation i.e. Burnett Ave. (west) elevation
- Existing and proposed ground elevations
- Existing average grade level underneath proposed structure
- Height of existing and proposed structures showing finished roof top elevations based upon site elevations for proposed structures and any existing/abutting structures
- Building materials and colors including roof, walls, any wireless communication facilities, and enclosures
- Fence or retaining wall materials, colors, and architectural design
- Architectural design of on-site lighting fixtures
- Screening detail showing heights, elevations, and building materials of proposed screening and/or proposed landscaping for refuse/recycling areas
- Cross section of roof showing location and height of roof-top equipment (include air conditioners, compressors, etc.) and proposed screening

10. **Floor Plans:** Please provide **5 copies** of a plan showing general building layout, proposed uses of space, walls, exits and proposed locations of kitchens, baths, and floor drains, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine the sizing of a side sewer. If you do not provide floor plans, your project narrative must state that the project is a "speculative" project.

11. **Utilities Plan, Generalized (sewer, water, stormwater, transportation improvements):** Please provide **5 copies** of 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.

12. **Geotechnical Report (except when waived by Plan Review Section):** Please provide **5 copies** of a study prepared and stamped by a State of Washington licensed professional engineer including 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.

13. **Fill Source Statement:** (Required only for projects located within an Aquifer Protection Area): Unless exempt by RMC 4-8-120f, if the project will involve stockpiling or grading of imported fill at

the project site in excess of 50 cubic yards in APA Zone 1 or 100 cubic yards in APA Zone 2, please provide **5 copies** of a “source statement” certified by a professional engineer licensed in the State of Washington. A source statement, as defined in RMC 4-8-120D19, shall be required for each source location from which imported fill will be obtained. If the project is located within an Aquifer Protection Area but no fill is planned for the site, please state this in the “project Narrative”. However, if you do not know the source of the fill at this stage, you will be required to provide this information at the time of building or construction permit application.

14. **Wetland Assessment:** Please provide **12 copies** of the map and **5 copies** of the report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in RMC 4-8-120D. In addition, if any alteration to the wetland or buffer is proposed, **5 copies** of a **wetland mitigation plan** are also required. See RMC 4-8-120D for plan content requirements.
15. **Standard Stream or Lake Study:** Please provide **12 copies** of a report containing the information specified in RMC Section 4-8-120D. In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required (**12 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (12 copies)** and a **mitigation plan (12 copies)** are also required. See RMC 4-8-120D for plan content requirements.
16. **Plat Certificate or Title Report:** Please provide **3 copies** of 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) **5 copies** of 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.
17. **Flood Hazard Data (if applicable):** Please provide **12 copies** of a scaled plan showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, and drainage facilities. Also indicate the following:
- Elevation in relation to mean sea level of the lowest floor (including basement) of all structures
 - Elevation in relation to mean sea level to which any structure has been flood proofed
 - Certification by a registered professional engineer or architect the flood proofing methods criteria in RMC [4-3-050](#) have been met
 - Description of the extent to which a watercourse will be altered or relocated as a result of proposed development
18. **Plan Reductions:** Please provide **one 8 ½" x 11" legible reduction** of each full size plan sheet (unless waived by your Project Planner). The sheets that are always needed in reduced form are: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, critical areas plans, grading plan, and building elevations. These reductions are used to prepare public notice posters and to provide the public with information about the project. The quality of these reductions must be good enough so that a photocopy of the reduced plan sheet is also legible. The reduced plans are typically sent in PDF format to the print shop and then are printed on opaque white mylar-type paper (aka rhino cover) to ensure legibility. If your reduced plans are not legible once photocopied, you will need to increase the font size or try a different paper type. Illegible reductions cannot be accepted. Please also be sure the reduced Neighborhood Detail Map is legible and will display enough cross streets to easily identify the project location when cropped to fit in a 4" by 6" public notice space. Once the reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Some of the local Renton print shops that should be able to provide you with reductions of your plans are Alliance Printing (425) 793-5474, Apperson Print Resources (425) 251-1850, and PIP Printing (425) 226-9656. Nearby print shops are Digital Reprographics (425) 882-2600 in Bellevue, Litho Design (206) 574-3000 and Reprographics NW/Ford Graphics (206) 624-2040.

All Plans and Attachments must be folded to 8½” by 11”

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