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SUBMITTAL REQUIREMENTS PRELIMINARY PLANNED URBAN DEVELOPMENT

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

PURPOSE: The purpose of Planned Unit Development review is to preserve and protect natural features of the land, especially where steep slopes or other environmentally critical areas exist. Additionally, the Planned Unit Development process is intended to encourage innovation and creativity in the development of residential, business, manufacturing, or mixed use developments by permitting a variety in the type, design, and arrangement of structures and improvements.

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.

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.ecy.wa.gov/opas/>

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. ☐ **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.
4. ☐ **Land Use Permit Master Application Form:** Please provide the **original plus 11 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.
5. ☐ **Environmental Checklist:** Please provide **12 copies** of the Environmental Checklist. Please ensure you have signed the checklist and that all questions on the checklist have been filled in before making copies. If a particular question on the checklist does not apply, fill in the space with "Not Applicable".
6. ☐ **Project Narrative:** Please provide **12 copies** of a clear and concise description of the proposed project, including the following:
 - Project name, size and location of site
 - Land use permits required for proposed project
 - Zoning designation of the site and adjacent properties
 - Current use of the site and any existing improvements
 - Special site features (i.e. wetlands, water bodies, steep slopes)
 - Statement addressing soil type and drainage conditions
 - Proposed use of the property and scope of the proposed development
 - For plats indicate the proposed number, net density and range of sizes (net lot area) of the new lots
 - Access
 - Proposed off-site improvements (i.e. installation of sidewalks, fire hydrants, sewer main, etc.)
 - 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
 - Number, type and size of any trees to be removed
 - Explanation of any land to be dedicated to the City
 - Any proposed job shacks, sales trailers, and/or model homes
 - Any proposed modifications being requested (include written justification)

For projects located within 200-feet of Black River, Cedar River, Springbrook Creek, May Creek and Lake Washington please include the following additional information:

 - Distance from closest area of work to the ordinary high water mark of the proposed project site
 - Nature of the existing shoreline
 - The approximate location of and number of residential units, existing and potential, that will have an obstructed view in the event the proposed project exceeds a height of 35-feet above the average grade level

7. ☐ **Construction Mitigation Description:** Please provide **5 copies** of a written narrative addressing each of the following:
- Proposed construction dates (begin and end dates)
 - Hours and days of operation
 - Proposed hauling/transportation routes
 - Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics
 - Any special hours proposed for construction or hauling (i.e. weekends, late nights)
 - Preliminary traffic control plan

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 notification will be required.

8. ☐ **Statement Addressing Project's Compliance With Each of the Following Decision Criteria:** Please provide **12 copies** of a statement describing City Code provisions to be modified and address the following criteria:

1. **Demonstration of Compliance and Superiority Required:** Applicants must demonstrate that a proposed development is in compliance with the purposes of this Section and with the Comprehensive Plan, that the proposed development will be superior to that which would result without a planned urban development, and that the development will not be unduly detrimental to surrounding properties.
2. **Public Benefit Required:** In addition, applicants shall demonstrate that a proposed development will provide specifically identified benefits that clearly outweigh any adverse impacts or undesirable effects of the proposed planned urban development, particularly those adverse and undesirable impacts to surrounding properties, and that the proposed development will provide one or more of the following benefits than would result from the development of the subject site without the proposed planned urban development:
 - a. **Critical Areas:** Protects critical areas that would not be protected otherwise to the same degree as without a planned urban development; or
 - b. **Natural Features:** Preserves, enhances, or rehabilitates natural features of the subject property, such as significant woodlands, native vegetation, topography, or noncritical area wildlife habitats, not otherwise required by other City regulations; or
 - c. **Public Facilities:** Provides public facilities that could not be required by the City for development of the subject property without a planned urban development; or
 - d. **Overall Design:** Provides a planned urban development design that is superior in one or more of the following ways to the design that would result from development of the subject property without a planned urban development:
 - i. **Open Space/Recreation:**
 - (a) Provides increased open space or recreational facilities beyond standard code requirements and considered equivalent to features that would offset park mitigation fees; and
 - (b) Provides a quality environment through either passive or active recreation facilities and attractive common areas, including accessibility to buildings from parking areas and public walkways; or
 - ii. **Circulation/Screening:** Provides superior circulation patterns or location or screening of parking facilities; or
 - iii. **Landscaping/Screening:** Provides superior landscaping, buffering, or screening in or around the proposed planned urban development; or
 - iv. **Site and Building Design:** Provides superior architectural design, placement, relationship or orientation of structures, or use of solar energy; or
 - v. **Alleys:** Provides alleys to at least fifty percent (50%) of any proposed single family detached, semi-attached, or townhouse units.
3. **Additional Review Criteria:** A proposed planned urban development shall also be reviewed for consistency with all of the following criteria:
 - a. **Building and Site Design:**
 - i. **Perimeter:** Size, scale, mass, character and architectural design along the planned urban development perimeter provide a suitable transition to adjacent or

abutting lower density/intensity zones. Materials shall reduce the potential for light and glare.

ii. Interior Design: Promotes a coordinated site and building design. Buildings in groups should be related by coordinated materials and roof styles, but contrast should be provided throughout a site by the use of varied materials, architectural detailing, building orientation or housing type; e.g., single family, detached, attached, townhouses, etc.

b. Circulation:

i. Provides sufficient streets and pedestrian facilities. The planned urban development shall have sufficient pedestrian and vehicle access commensurate with the location, size and density of the proposed development. All public and private streets shall accommodate emergency vehicle access and the traffic demand created by the development as documented in a traffic and circulation report approved by the City. Vehicle access shall not be unduly detrimental to adjacent areas.

ii. Promotes safety through sufficient sight distance, separation of vehicles from pedestrians, limited driveways on busy streets, avoidance of difficult turning patterns, and minimization of steep gradients.

iii. Provision of a system of walkways which tie residential areas to recreational areas, transit, public walkways, schools, and commercial activities.

iv. Provides safe, efficient access for emergency vehicles.

c. Infrastructure and Services: Provides utility services, emergency services, and other improvements, existing and proposed, which are sufficient to serve the development.

d. Clusters or Building Groups and Open Space: An appearance of openness created by clustering, separation of building groups, and through the use of well-designed open space and landscaping, or a reduction in amount of impervious surfaces not otherwise required.

e. Privacy and Building Separation: Provides internal privacy between dwelling units, and external privacy for adjacent dwelling units. Each residential or mixed use development shall provide visual and acoustical privacy for dwelling units and surrounding properties. Fences, insulation, walls, barriers, and landscaping are used, as appropriate, for the protection and aesthetic enhancement of the property, the privacy of site occupants and surrounding properties, and for screening of storage, mechanical or other appropriate areas, and for the reduction of noise. Windows are placed at such a height or location or screened to provide sufficient privacy. Sufficient light and air are provided to each dwelling unit.

f. Building Orientation: Provides buildings oriented to enhance views from within the site by taking advantage of topography, building location and style.

g. Parking Area Design:

i. Design: Provides parking areas that are complemented by landscaping and not designed in long rows. The size of parking areas is minimized in comparison to typical designs, and each area related to the group of buildings served. The design provides for efficient use of parking, and shared parking facilities where appropriate.

ii. Adequacy: Provides sufficient on-site vehicular parking areas consistent with the parking demand created by the development as documented in a parking analysis approved by the City. Parking management plans shall ensure sufficient resident, employee, or visitor parking standards, and there shall be no reliance on adjacent or abutting properties unless a shared parking arrangement consistent with RMC [4-4-080](#) is approved.

h. Phasing: Each phase of the proposed development contains the required parking spaces, open space, recreation spaces, landscaping and utilities necessary for creating and sustaining a desirable and stable environment, so that each phase, together with previous phases, can stand alone.

9. ☐ **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.

10. ☐ **Draft Legal Documents:** Please provide **4 copies** of any proposed street dedications, restrictive covenants, draft Homeowners Association, or any other legal documents pertaining to the development and use of the property.
11. ☐ **Urban Center Design Overlay District Report:** After consulting the Renton Municipal Code Section 4-3-100, please provide **5 copies** of a statement addressing how the project meets the requirements of the Urban Center Design Overlay District including:
- Pedestrian building entries
 - Transition to surrounding development
 - Location of parking, design of surface parking, and/or structure/garage parking
 - Vehicular access
 - Pedestrian circulation
 - Common space
 - Landscaping
 - Building character and massing, rooflines and materials
12. ☐ **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Land use fees are calculated by charging the full amount for the most expensive land use permit needed and half-price for each additional land use permit. Please call (425) 430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and can not be accepted for over the total fee amount.
13. ☐ **Density Worksheet:** Please submit **12 copies** of a completed density worksheet for all residential projects.
14. ☐ **Neighborhood Detail Map:** Please provide **12 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, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

15. ☐ **Site Plan:** Please provide **12 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 to be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet.

The Site Plan should show the following:

- Name of proposed project
- Date, scale, and north arrow (oriented to the top of the page/plan sheet)
- Drawing of the subject property with all property lines dimensioned and names of adjacent streets
- General location and sizes of buildings and uses
- Phasing of development
- Major access points and access to public streets, vehicle and pedestrian circulation, public transit stops
- Environmentally sensitive areas
- Focal points within the project (e.g. public plazas, art work, gateways both into the site and into the City, if applicable)
- Private and public open space and recreation areas

- View Corridors
- Public access to the water and/or shoreline areas

A legend/analysis of the following information **MUST** be included on *one* of the site plan sheets:

- Total square footage of the site
- Square footage (by floor and overall total) for each individual building and /or use
- Total estimated square footage of all building/structure footprints
- Percentage estimate of lot coverage (building coverage)
- Square footage estimate of all landscaping (total and parking lot)
- Allowable and proposed building height
- Building setbacks required by code (N,S,E,W)
- Proposed building setbacks
- Square footage of any on-site wetlands or slopes which are greater than 40%
- Parking analysis, including estimated number, size, and type of stalls required, by use, and number of stalls provided, by use.

Special site plan requirements for Multi-family projects within the Center Downtown (CD) or Residential Multi-family Urban (RMU) zones:

Site plans for these projects should also include the footprint of all proposed, abutting, and adjacent buildings showing the location of building entrances, window openings, and landscape features to indicate compliance with RMC 4-3-100.

16. ☐

Landscape Plan, Conceptual: Please provide **5 copies** of a fully-dimensioned plan drawn at the same scale as the project site plan (or other scale approved by the Planning Division), clearly indicating the following:

- Date, graphic scale, and north arrow
- Location of proposed buildings, parking areas and access, and existing buildings to remain
- Names and locations of abutting streets and public improvements, including easements
- Existing and proposed contours at two-foot intervals or less
- Location and size of planting areas
- Location and height of proposed berming
- Location and elevations for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.
- Location, size, spacing and names of existing (to remain) and proposed shrubs, trees, and ground covers. Locations of decorative rocks or landscape improvements in relationship to proposed and existing utilities and structures
- Trees to be retained and associated driplines
- For wireless communication facilities, indicate type and locations of existing and new plant materials used to screen facility components and the proposed color(s).

17. ☐

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

18. ☐ **Tree Cutting/Land Clearing (Tree Inventory) Plan:** Please provide **4 copies** of a plan, based on finished grade, drawn to scale with the northern property line at the top of the paper if **ANY** trees or vegetation are to be removed or altered (if no trees or vegetation will be altered, please state so in your project narrative). The plan shall clearly show the following:
- All property boundaries and adjacent streets
 - Location of all areas proposed to be cleared
 - Types and sizes of vegetation to be removed, altered or retained. This requirement applies only to trees 6" caliper "at chest level" and larger
 - Future building sites and drip lines of any trees which will overhang/overlap a construction line
 - Location and dimensions of rights-of-way, utility lines, and easements
 - Any trees on neighboring properties which are within 25-feet of the subject property and which may be impacted by excavation, grading or other improvements
19. ☐ **Tree Retention Worksheet:** Please provide **2 copies** of a completed City of Renton tree retention worksheet.
20. ☐ **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** is also required. See RMC 4-8-120D for plan content requirements.
21. ☐ **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.
22. ☐ **Habitat Data Report:** If the project site contains or abuts a *critical habitat* per RMC 4-3-050B5b, please provide **12 copies** of a report containing the information specified in Section 4-8-120D of the Renton Municipal Code.
23. ☐ **Flood Hazard Data:** 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 floodproofed
 - Certification by a registered professional engineer or architect that the floodproofing 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
24. ☐ **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.

25. ☐ **Geotechnical Report:** 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.
26. ☐ **Grading Plan, Conceptual:** This is required if the proposed grade differential on-site will exceed 24" from the top of the curb or if the amount of earth to be disturbed exceeds 500 cubic yards. Please provide **5 copies** of a 22" x 34" plan drawn by a State of Washington licensed civil engineer or landscape architect at a scale of 1" to 40' (horizontal feet) and 1" to 10' (vertical feet) (or other size plan sheet or scale approved by the Planning Division Plan Review Supervisor) clearly indicating the following:
- Graphic scale and north arrow
 - Dimensions of all property lines, easements, and abutting streets
 - Location and dimension of all on-site structures and the location of any structures within 15-feet of the subject property or that may be affected by the proposed work
 - Accurate existing and proposed contour lines drawn at two-foot, or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within 100-feet of the site
 - Location of natural drainage systems, including perennial and intermittent streams and the presence of bordering vegetation
 - Setback areas and any areas not to be disturbed
 - Finished contours drawn at two foot intervals as a result of grading
 - Proposed drainage channels and related construction with associated underground storm lines sized and connections shown
 - Finished floor elevation(s) of all structures, existing and proposed
- General notes addressing the following (may be listed on cover sheet):
- Area in square feet of the entire property
 - Area of work in square feet
 - Both the number of tons and cubic yards of soil to be added, removed, or relocated
 - Type and location of fill origin, and destination of any soil to be removed from site
27. ☐ **Drainage Control Plan:** Please provide **5 copies** of a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of Renton Municipal Code, Section 4-6-030 and the King County Surface Water Management Design Manual, 1990 edition, as adopted by the City of Renton.
28. ☐ **Drainage Report:** Please provide **4 copies** of a report complying with the requirements of the City of Renton Drafting Standards, Section 4-6-030 of the City of Renton Municipal Code and the King County Surface Water Management Design Manual (KCSWDM), 1990 edition, as adopted by the City of Renton. The report must contain the following:
- The stamp and signature of a Washington State licensed professional Engineer
 - Complete Technical Information Report (TIR) Worksheet
 - A description of the existing and proposed on-site drainage features and construction required
 - Core and Special Requirements: Show that Core Requirements 1 – 5 Section 1.2 of KCSWDM are addressed
 - Show that all Special Requirements in Section 1.3 of KCSWDM that are applicable to this project are addressed
 - Biofiltration swale preliminary and conceptual design calculations (per Section 4.6), if for project site sub-basins with more than 5000 square feet of new impervious area subject to vehicular use or storage of chemicals
 - Wet pond sizing preliminary and conceptual design calculations
 - A Level 1 Off-Site Analysis, as described in Core Requirement #2. (Level 2 or 3 analysis may be requested later if a downstream problem is found or anticipated from review of the initial submittal of the Drainage Report)

29. ☐ **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.
30. ☐ **Topography Map:** Please provide **5 copies** of a plan showing the site's existing contour lines at five-foot vertical intervals.
31. ☐ **Traffic Study:** Please provide **5 copies** of a report prepared by a State of Washington licensed professional 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.
32. ☐ **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.
33. ☐ **Colored Maps for Display (DO NOT MOUNT ON FOAM-CORE OR OTHER BACKING):** Please color **1 copy** of each of the following full size plan sheets 24" x 36" or other size approved by the Planning Division) with a 1/4" or larger felt tip marker for use in presenting the project to the Environmental Review Committee and at any required public hearing:
- Neighborhood Detail Map
 - Site Plan
 - Landscaping Plan
 - Elevations

Please fold colored displays to 8 ½" x 11".

The following colors are required:

Red-North Arrow, outer property boundary. Proposed new lot lines (dashed). Do not color existing lot lines which are to be eliminated or relocated.

Blue-Street names identified with lettering of at least 1" in height. Street names must be legible at a distance of 15-ft.

Brown-Existing buildings (Please do not color buildings which will be demolished or removed)

Yellow-Proposed buildings

Light Green-Landscaped areas

Dark Green-Areas of undisturbed vegetation

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

REVIEW PROCESS: Once a complete land use application package has been accepted for initial review, the Planning Division will post three notices 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 who may have an interest in the application. The reviewers have two 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 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 three notices 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 either be scheduled for public hearing before the City Hearing Examiner or forwarded to the Site Plan Review Committee, provided no appeals have been filed.

A notice of the hearing will be published at least ten (10) days prior to the hearing, the project site will again be posted, and parties of record will receive notices via mail. Planning Division staff will issue a report to the Hearing Examiner seven (7) days prior to the hearing. This report will be mailed to the applicant or designated representative.

The Hearing Examiner will review the Preliminary Planned Urban Development application and make a recommendation to the Renton City Council not later than fourteen (14) days following the public hearing. Upon receipt of the recommendations, the City Council shall adopt or reject the recommendation of the Hearing Examiner at its next public meeting.

The City Council will determine whether or not appropriate provisions are made for public health, safety and general welfare, open spaces, drainage, streets, alleys, water supplies, sanitary wastes, parks, playgrounds, and sites for schools and school grounds. The City Council will also consider all other

relevant facts in order to determine whether the public interest will be served by the PUB and/or dedication.

City Council action to approve a preliminary PUD shall be by ordinance and shall include an accurate description of the boundaries, land uses, number of units, description of phases (if any), and effective date of approval and expiration.

Any party aggrieved by the decision of the City Council may appeal to the Superior Court.

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.**

The approval of the preliminary plan constitutes the City's acceptance of the general project, including density, intensity, arrangement and design. Approval authorizes the applicant or subsequent owner to apply for final plan approval of the PUD or phase(s) thereof.

Preliminary plan approval does not authorize any building permits or any site work except that required for surveying and engineering of the final plan or that required by the City for improvements that are necessary for a particular phase of the PUD for which final plan approval has been granted. An approved preliminary plan binds the future PUD site and all subsequent owners to the uses, densities, and standards of the preliminary plan until such time as a final plan is approved for the entire site or the preliminary plan is abandoned or expires subject to the provisions of *RMC 4-9-150*.

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: The developer shall prepare and submit building permit applications which are accepted as substantially complete to the Planning Division within six (6) months of the effective date of approval. The developer shall complete the approved planned urban development or any phase thereof included in the approved final plan within two (2) years from the date of the decision to approve the final plan by the Hearing Examiner, unless the Examiner designates a shorter time. Failure to complete the planned urban development, or any phase thereof, within this time limit will require the submittal of a new preliminary and final plan application in order to continue construction of the planned urban development. Failure to submit a new application or to complete the planned urban development once construction has begun shall constitute abandonment of the planned urban development subject to subsection J of this Section. Expiration of any building permit issued for a planned urban development shall be governed by the provisions of the applicable Building Code. Construction of any portion of the planned urban development requires a current approved planned urban development and a current building permit.

Approval of a final plan for any phase of the approved preliminary plan shall constitute an extension for two (2) years of the remainder of the preliminary plan from the effective date of Hearing Examiner action on the final plan.

MERGER OF APPLICATIONS OR REVIEW STAGES: The applicant may request that review and decision on the preliminary plan and final plan be merged in one decision. The merged decision shall follow the procedural steps required of a preliminary plan. However, the applicant shall submit all plans

and information in the detail required for a final plan and shall comply with all other requirements and standards for a final plan.

A preliminary planned urban development may be considered simultaneously with any other land use permit required for a proposal, including but not limited to: preliminary plats, short plats, binding site plans, critical area modifications or variances, shoreline substantial developments permits, shoreline variances, shoreline conditional use permits, grading regulation modifications or variances, or other applications. Where merged, the review criteria for all of the applications shall be considered simultaneously with the planned urban development criteria in subsection C of this Section. Where there are conflicts with review criteria, the criteria of subsection C of this Section shall govern. Where merged, all permits shall be considered simultaneously as part of the planned urban development. The review authority shall be determined consistent with *RMC 4-8-080C2*, Review Authority for Multiple Permit Applications.