

**Preapplication Conference Submittal Requirements for
Commercial and Multifamily Buildings**
(Design Review Projects)

10/5/16

For anyone interested in developing a commercial or multifamily project, gathering all the information needed to create a complete and approvable design requires detailed information from many city departments.

In a preapplication conference, Bellevue staff can begin to guide you through the permit process and will help you understand the rules and regulations that apply to your proposal. The City of Bellevue has emphasized the importance of achieving a **fast, efficient, and predictable** process without compromising quality.

The following items must be submitted two weeks before your conference date so that staff can become familiar with your proposal and provide you with the information you need to assemble a successful design and application submittal. To schedule a conference, please call the Land Use Desk in the Development Services Center at 425-452-4188. Assistance for the hearing impaired: dial 711.

Office Retail Multifamily Other _____

Conference Date and Time: _____

REQUIRED INFORMATION: The following information must be included in your submittal unless waived by Bellevue staff.

Format: Drawings must be submitted, at the minimum, on 11 x 17 bond paper.

Quantity: 11 copies are required unless noted otherwise.
If the meeting is a for a city project – submit 12 copies of preliminary plans.

Quality: The drawings must be legible; the scope of proposed work distinguished from existing with different line types, shading, or hatching. We will accept owner-produced plans if of adequate quality.

Photos of the site and vicinity

Provide pictures of the site, street frontage, access points, and adjacent properties keyed to the site plan. Arrange photos on 11x17 paper.

Written Narrative

Provide a description of the existing site, including on-site or nearby Critical Areas and the context of the surrounding neighborhood. Describe the overall design concept, including the use of color and materials, the proposed density (F.A.R. for office or units per acre for multifamily), and the parking supply.

List of specific questions

Staff from a variety of disciplines will be present at the preapplication conference. Please provide a list of specific questions you would like answered by city review staff.

(more)

Critical Areas Reports (REQUIRED WHERE APPLICABLE)

Staff Initial for waiver	Include all of the following applicable information:	
	Geotechnical Report	Required on sites with Critical Slopes (slopes greater than 40%). A geotechnical report may be required where unstable soil conditions exist or for sites with slopes greater than 15%. Refer to submittal requirement handout #25 for more information.
	Wetland Delineation	Required on sites with wetlands or abutting sites with wetlands. Refer to submittal requirement sheet #26 for more information, or contact the Land Use desk in the Permit Center in person, via e-mail at LandUseReview@bellevuewa.gov , or by phone at 425-452-4188.
	Stream Typing	Required on sites with streams or abutting sites with streams. For more information contact a land use planner at the Land Use desk in the Permit Center (see box above).

Site Plan

Staff Initial for waiver	Include all of the following applicable information:	
	Vicinity Map	Provide small vicinity map with arrow indicating the site.
	North Arrow	Provide north direction.
	Graphic Scale	1:30 – 1:50 maximum.
	Property Lines	Show and dimension all property lines.
	Title Block	Provide owner name and site address; provide lot and plat name if applicable.
	Easements on the property and access easements on adjacent property	Show location and dimension of existing easements. Check your title report and/or plat map to identify easements. Easement information can be obtained from a number of sources, including a recent title report and/or survey, a plat map, and King County. The King County web site is www.kingcounty.gov . Inquire with the City of Bellevue Utilities Department for public utility easements. NOTE: Failure to indicate dimensioned and accurately located easements may place your project at risk.
	Utilities	Show the location of existing and proposed utility facilities.
	Streets	Label the existing road surface(s) and show other features of the right of way (including sidewalks, drainage ditches, rockeries, bridges, culverts, curbs, and edge of pavement). Include driveways located 50 feet from the edge of the property, on both sides of the street.

	Access	Identify existing and proposed (if different) access points to the property.
	Critical Areas	Streams, wetlands, floodplains, slopes 40% or greater, and coal mine hazard areas are protected. Show the required primary and structure setback from the Critical Area on or adjacent to your property.
	Setbacks	Show existing and proposed setbacks—including front, side, and rear from structures to property lines; private streets; and access easements.
	Structures	Show the location and size (overall square footage) of all existing and proposed structures and identify the use. Include decks, patios, retaining walls, and rockeries that are more than 30 inches in height. Show the closest distances to property lines of the existing and proposed structures.
	Landscaping	Show the location and dimension of proposed landscaping buffers and parking lot landscaping. (Specific planting plans are not required at this time.)
	Parking	Identify the location and number of existing and proposed parking spaces.
	Impervious Surfaces	Show walkways, parking areas, path surfaces, driveways, etc.
	Contours and Elevations	Show existing contour lines at 2-foot intervals (unless the site slope is less than 15%). Use different line types to distinguish between existing and proposed contour lines.
	Plat Restrictions and Conditions	This information is available through the King County Records web site at http://www.kingcounty.gov/records or in the Permit Center.

Schematic Building Elevations

Staff Initial for waiver	Include all of the following applicable information:	
	Graphic Scale	1:8 maximum – 1:4 minimum
	Title Block	Provide owner name and site address; provide lot and plat name if applicable.
	Structures	Show the location, dimensions, and use of all existing and proposed structures. Include decks, patios, retaining walls, and rockeries that are more than 30 inches in height. Show the closest distances to property lines of the existing and proposed structures.
	Building Height	Show building height measured from average finished grade to the midpoint of the highest pitched roof or top of a flat roof. If in the Shoreline Overlay District or Transition Area, show building height measured from average existing grade to the top of the structure.

Cross Section(s) (A sketch of the proposed improvements drawn as if they were cut vertically to show how they are to be constructed)

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waiver		
	Graphic Scale	1:8 maximum or 1:4 minimum
	Property Lines	Show and dimension all property lines. For properties located on lakes, include only the area that is 25 feet landward of the Ordinary High Water Mark and the area within the water which is part of the proposed project.
	Title Block	Provide owner name and site address; provide lot and plat name if applicable.
	Structure(s)	Show proposed location, height, and materials and identify the use of all existing and proposed structures. Include decks, patios, retaining walls, and rockeries that are more than 30 inches in height. Show the closest distances to property lines of the existing and proposed structures.
	Building Height	Show building height measured from average finished grade to the midpoint of the highest pitched roof or top of a flat roof. If in the Shoreline Overlay District, also show building height measured from average existing grade to the top of the structure. For Transition Areas, show from average existing grade to midpoint of a pitched roof or top of flat roof.