

## Preapplication Conference Submittal Requirements for Preliminary Plats and PUDs

10/2/16

For anyone interested in platting (dividing property into more than nine lots) or developing a Planned Unit Development (PUD), 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.

 Preliminary Plat

 PUD (Planned Unit Development)

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 11x17 bond paper.

**Quantity:** 11 copies are required unless noted otherwise.

**Quality:** The drawing 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**

*Plat:* Provide a description of the existing conditions, including Critical Areas in or near the site, and the proposed final development—including density, access, utilities locations, and vegetation to be retained.

*PUD:* Provide a description of existing conditions, including Critical Areas on or near the site, and the proposed housing type and design concept, density, open space, and recreation space.

**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.

**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 <a href="mailto:LandUseReview@bellevuewa.gov">LandUseReview@bellevuewa.gov</a> , 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. Include square footage of existing and proposed parcels.
	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 <a href="http://www.metrokc.gov">www.metrokc.gov</a> . Inquire with the City of Bellevue Utilities Department for public utility easements. <b>NOTE:</b> 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 and proposed streets or access easement areas.
	Critical Areas	Streams, wetlands, floodplains, slopes 40% or greater, and coalmine hazard areas are protected. Show the required primary and structure setback from the Critical Area on or adjacent to your property.

	Structures	Show the location, size, and use of all existing structures. Show the closest distances to proposed property lines.
	Contours and Elevations	Show existing contour lines at two-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 <a href="http://www.metrokc.gov/recelec/records">www.metrokc.gov/recelec/records</a> or in the Permit Center.
	Trees	Show major clusters (three or more trees) of trees whose diameter is eight inches or greater.
	Disturbance	Show general location of buildable area where buildings will be located.
<b>PUD Only</b>	In addition to the above information, provide the following:	
	Schematic Building Elevations	Show schematic design, including building materials. Include floor-to-floor and overall building height dimensions.
	Landscaping	Show the location and dimension of proposed landscaping buffers and parking lot landscaping. (Specific planting plans are not required at this time.)