



# Submittal Requirements

3/1/2016

## PREDEVELOPMENT SERVICES

- \_\_\_\_\_ **Building Services:** Review and services performed by the Building Division prior to submittal of a permit application, such as exiting, structural systems and construction types. **(DC)**
- \_\_\_\_\_ **Clearing & Grading Services:** Review and services performed by the Clearing & Grading Section of the Building Division prior to submittal of a permit application, such as review of rainy season restrictions, response to questions about erosion and sedimentation control requirements, and geotechnical information. **(DC)**
- \_\_\_\_\_ **Fire Services:** Review and services performed by the Fire Department prior to submittal of a permit application, such as sprinklers, fire alarms, and smoke control systems. **(DC)**
- \_\_\_\_\_ **Land Use Services:** Review and services performed by the Land Use Division prior to submittal of a permit application including third party wetland boundary delineation, staff review of critical areas studies (including but not limited to geotechnical reports, wetland reports, wetland typing, stream reports, stream typing, tree hazard forms, shoreline studies, flood hazard studies), field evaluation of hazard trees, overview of process timelines, and response to feasibility questions. **(DC)**
- \_\_\_\_\_ **Transportation Services/Right of Way:** Review and services performed by the Transportation Department prior to submittal of a permit application, such as a concurrency check and review of private street dedications. **(DC)**
- \_\_\_\_\_ **Utilities Services:** Review and services performed by the Utilities Department prior to submittal of a permit application, such as method or requirements of service for water, sewer and/or storm drainage. **(DC)**
- \_\_\_\_\_ **Wireless Communications Facility (WCF) Modification:** Required review and services performed by the Land Use Division prior to submittal of any permit application for a modification to an existing WCF under section 6409(a). **(DC)**
- \_\_\_\_\_ **Preapplication Conference:** Required for Preliminary Plats, Design Reviews, Planned Unit Developments, Conditional Uses, Shoreline Conditional Uses, and Master Development Plans, unless waived by the director. **(DB)**

Site Address: _____	Date: _____
FOR OFFICE USE ONLY: This section to be completed prior to submittal by the Planner in Development Services for all Preapplication Conferences, and Predevelopment Services.	
Planner: _____	
Comments: _____	

To submit your application online use [www.mybuildingpermit.com](http://www.mybuildingpermit.com).

If you are applying in person at City Hall, submit the number of copies specified below for your application type.

	Predevelopment Services*	Predevelopment Services for WCF Modification*	Preapplication Conference
Initial for waiver by City of Bellevue Planner			
This Chart	1	1	1
Application	1	1	1
"Bill To" Form	1	1	

	Predevelopment Services*	Predevelopment Services for WCF Modification*	Preapplication Conference
Preliminary Plans	1 C	1	11 A
Project Description or Narrative	1	1	
Environmental Information and/or Reports	1 B		
Documentation of Prior Approval		1	
WCF Modification Chart		1 <sup>D</sup>	
Miscellaneous Documentation*	1		
Fees	Permit Processing provides current fee information (425-452-4898). <b>Fees are due at submittal</b> ; additional fees may be due in monthly billings		

\*The representative in Development Services will identify any other submittal requirements.

### Footnotes

- <sup>A</sup> See Sheet # 58 for Commercial and Multifamily buildings.  
 See Sheet # 59 for Preliminary Plats and PUDS.  
 See Sheet # 61 for Wireless Communication projects.  
 See Sheet # 62 for Downtown Commercial and Multifamily buildings.  
 If the Preapplication Meeting is for a City Project – submit 12 copies of preliminary plans.
- <sup>B</sup> Submit 1 copy of the completed Environmental Services form with the Predevelopment Services application. Required for wetland delineation, confirmation and rating, and stream typing. These are services provided by City of Bellevue staff, with the assistance of an independent consultant, prior to submittal of a formal land use application.
- <sup>C</sup> Submit 1 copy of plans per service requested (For example, if requesting service from Utilities, Land Use, and Transportation please include 3 copies of the preliminary plans).
- <sup>D</sup> Submit 1 copy of WCF Modification Chart Sheet #18b

### Please Note

The property owner bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal.

If the property contains or is adjacent to critical areas (streams and stream buffers, wetlands, floodplains, and geologic hazard areas) additional information may be required. See a planner for handouts.

The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call Development Services (425-452-6800) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 a.m. to 4 p.m.).

The city will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: Dial 711 (Telecommunications Relay Service).

### Fees

Fees are based on the published hourly rate and fee schedule adopted at the time of application submittal. Application submittal requires a minimum fee deposit. Billing is based on time spent in review of and in response to the applicant request.