

City of Bellevue Submittal Requirements	60
<p>Preapplication Meeting Submittal Requirements for Residential Projects</p> <p style="text-align: right;">2/11/10</p>	
<p>For the homeowner, pursuing a variance, getting permission to disturb Critical Areas, or building on the shoreline can be a bit intimidating. The City of Bellevue has emphasized the importance of achieving a fast, efficient, and predictable process without compromising quality.</p> <p>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.</p> <p>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. Please schedule a conference by requesting to speak with the land use technician at 425-452-6800. Assistance for the hearing impaired: dial 711.</p>	
<p style="text-align: center;"> <input type="checkbox"/> Variance <input type="checkbox"/> Critical Areas Land Use Permit <input type="checkbox"/> Shoreline Project </p> <p>Conference Date and Time: _____</p>	

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: 1 copy is 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
Variance: Include the unique topography, size or shape of your property, similarities or differences to property in the immediate surroundings, and your request.
Protected Area Development Exception: Include the nature of the Protected Area on the site and a description of the work proposed in this area.
Shoreline Development: Include the monetary value of the work. If repair work, identify what components of the structure are to be repaired/replaced. If new work, describe the existing condition and proposed development.

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 Protected 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 (refer to Handout L-1, *Single-Family Site Plan*, for further guidance)

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	1:10, 1:20, or 1:30 only is accepted for the site plan.
	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 that is part of the proposed project.
	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 the 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.metrokc.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 and route to the house of water, sewer, and storm drainage systems. Delineate what is proposed and what is existing.

	Streets	Label the road surface(s) and show other features of the right of way (including drainage ditches, rockeries, bridges, culverts, curbs, and edge of pavement).
	Critical Areas	Streams, wetlands, floodplains, slopes 40% or greater, and coalmine hazard areas are protected. Show the required primary and structure setback from the Protected 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.
	Structure(s)	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.
	Impervious Surfaces	Show walkways, parking areas, path surfaces, driveways, sport courts, etc. Specify surface materials.
	Contours and Elevations	Show existing contour lines and proposed contour changes 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.metrokc.gov/recelec/records/ or from a land use planner in the Permit Center.
	Building Height for Land Use Review and Building Code Purposes	<i>Applicable only if requesting a variance to height restrictions.</i> Show building height measured from average finished grade to the midpoint of the highest pitched roof. If in the Shoreline Overlay District, also show building height measured from average existing grade to the top of the structure.
	Lot Coverage	<i>Applicable only if requesting a variance to lot coverage restrictions.</i> Show lot coverage of existing and proposed structures.
	Shoreline Projects only	Show the Ordinary High Water Mark (OHWM).
		Show the lateral lot lines (property lines extending into the lake).
		Show the Shoreline Overlay District setback from OHWM.
		Show the top and bottom elevation of the existing and proposed bulkhead at the end and middle of the bulkhead.

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

Staff Initial for waiver	Include all of the following applicable information:	
	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 that 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	<i>Applicable only if requesting a variance to height restrictions.</i> Show building height measured from average finished grade to the midpoint of the highest pitched roof. If in the Shoreline Overlay District, also show building height measured from average existing grade to the top of the structure.
	Shoreline Projects only	Show the Ordinary High Water Mark (OHWM).
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