



Submittal Requirements

3/01/2016

PRELIMINARY PLAT APPROVALS and PLANNED UNIT DEVELOPMENT

- _____ **Preliminary Plat:** The division of land into 10 or more lots for the purpose of sale or lease. **(LL)**
- _____ **Preliminary Short Plat:** The division of land into 9 or fewer lots for the purpose of sale or lease. **(LN)**
- _____ **Planned Unit Development:** Review of a development proposal involving coordination of project characteristics with site features by allowing variety in the type, design, and arrangement of structures. Can include review and approval of the Preliminary Plat or Short Plat. **(LK)**
- _____ **Land Use Approval Amendment:** Modification of a previously approved Planned Unit Development. **(LI)**
- _____ **Land Use Code Exemption:** A activity, structure, minor addition, or site modification to a previously approved Planned Unit Development exempt from further review as determined by the director—such as an awning; canopy; fence; mechanical equipment screening; exterior color, material, façade redesign or minor window/door location; skylight; stairs; flagpole; chimney; deck; or substitution of landscape materials. **(LJ)**

To submit your application online use www.mybuildingpermit.com.

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

Initial for waiver by City of Bellevue Planner		Preliminary Plat	Preliminary Short Plat	Planned Unit Development	Land Use Approval Amendment	Land Use Exemption
	This Chart	1	1	1	1	1
	Application	1	1	1	1	1
	"Bill To" Form	1	1	1	1	1
	Preapplication Conference Letter	1		1		
	Plat Certificate or Title Report ^A	2	2	2		
	Boundary & Topographic Survey	4	4	4	3	
	Site Plan A					2
	Site Plan B ^B	6		6	5	
	Floor Plan			2	2	
	Building Elevations ^B			4	5	2
	Metes & Bounds Legal Desc ^C	1	1	1		
	Preliminary Plat or Short Plat	7	7	7 (combined)		
	Preliminary Storm Drainage Report ^H	2	2	2		
	Preliminary Clearing & Grading Plan	4	4	4	4	

	Preliminary Plat	Preliminary Short Plat	Planned Unit Development	Land Use Approval Amendment	Land Use Exemption
Preliminary Landscape Plan	3 Footnote D	3 Footnote D	5	5	4 Footnote D
Hazardous Tree Form ^E	1	1	1		
Road Plan	5	5	5	3	
Preliminary Street Lighting Plan	2	2	2		
Exterior Lighting Plan	2		2	2	
Statistical Information Sheet	1		1	1	
Geotechnical Report	3	3	3		
Wetland Report	3	3	3		
Environmental Checklist	3	3	3		
Previous Environmental Review	3		3	3	
Written Project Description	1		1	1	1
Noticing Requirements	Footnote F				
Other Requirements	Footnote G		Footnote G		
Fees	Permit Processing provides current permit fee information (425-452-4898). Fees are due at submittal ; additional fees may be due at issuance and/or in monthly billings. Note that impact fees and Utilities charges may also apply.				

Footnotes

- ^A Submit a Plat Certificate or Title Report issued or updated within 30 days of the application date; this is used to confirm ownership, easements, and encumbrances. Note that an update will be required prior to final approval.
- ^B Include proposed location(s), number, sizes, and materials for all entry monument signs. All signs must meet *Bellevue Sign Code* requirements (BCC 22B.10); obtain separate sign permits.
- ^C Property located in the East Bellevue Community Council area.
- ^D Required for commercial and multifamily-zoned land. See the planner in Development Services Center. May require a Land Use Exemption, or a minor clearing & grading permit without a building permit.
- ^E Hazardous Tree Form may be required for each significant tree proposed to be saved as required by *Land Use Code* 20.20.520.
- ^F The City of Bellevue provides mailed noticing (including labels) to all property owners with 500 feet of any boundary of the subject property. In conjunction with publishing the notice of application, the city will install a 2-sided public information sign on the site. The applicant will pay \$230 per sign.
- ^G Reviewer will notify you prior to final approval to submit **2 sets** of original drawings reduced to 8 1/2" x 11".
- ^H The storm drainage report must be stamped and signed by a civil engineer licensed in the State of Washington.

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.