

Preapplication Conference Submittal Requirements for Downtown Commercial and Multifamily Buildings

9/4/09

For anyone interested in developing a commercial or multifamily project in Downtown Bellevue, 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. Please schedule a conference by requesting to speak with the land use technician at 425-452-6800. 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.

Drawings

Format: 11x17 bond paper.

Quantity: 11 copies unless noted otherwise.

Quality: The drawings must be to scale and legible and portray broad-brush elements of the proposal. Show the scope of proposed work as distinguished from existing development with different line types, shading, or hatching. We will accept owner-produced plans if of adequate quality.

Each plan to include:

- Owner / Applicant name
- Architect / Consultant name
- Site address
- North arrow
- Scale

Photos of Site and Vicinity

Provide pictures of the site, street frontage, access points, and adjacent properties keyed to the site plan.

Written Narrative

Describe the existing site and surrounding neighborhood. Describe how the overall design concept and parking work with the site and context. Describe the building form(s) and materials, relationship to neighboring properties, streetscape development, and proposed FAR amenities.

Character Studies

Provide photos and/or sketches of proposed massing, architectural treatment, and materials. The intent is to describe the overall design concept taking into consideration the existing or intended context in the vicinity.

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.

Exceptions to Dimensional Requirements

List all requested exceptions to dimensional requirements per Land Use Code 20.25A. 020B.

Site Plan

Staff Initial for waiver	Include all of the following applicable information:	
	Vicinity Map	Provide small vicinity map with arrow indicating the site or include on coversheet of drawing package.
	Property Lines	Show and dimension all property lines.
	Easements on the property and access easements on adjacent property	Show and dimension all 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 of existing and proposed utilities.
	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.
	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.
	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 all existing and proposed parking spaces.
	Impervious Surfaces	Show walkways, parking areas, path surfaces, driveways, etc.
	Topography	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 www.metrokc.gov/recelec/records/ or in the Permit Center.

Two Feasible Massing Studies (perspective, isometric, etc.)

Staff Initial for waiver	Include all of the following applicable information:	
	Structures	Show proposed building(s) and structures(s) over 30 inches in height and adjacent existing development including general building modulation and roof form.
	Site Improvements	Show proposed site improvements such as sidewalks, plazas, open-space surface parking (if any) and vehicular circulation.

Cross Section(s) (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:	
	Property Lines	Show and dimension building setback (if any) from property lines and back of sidewalk.
	Structure(s)	Show proposed location, height, and use of all existing and proposed structures. Include all elements more than 30 inches in height.
	Building Height	Show building height measured from average finished grade to the midpoint of the highest pitched roof or highest point of a flat roof.