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## SUBMITTAL REQUIREMENTS

# EXEMPTION FROM CRITICAL AREAS REGULATIONS

### Planning Division

1055 South Grady Way-Renton, WA 98057  
Phone: 425-430-7200 | [www.rentonwa.gov](http://www.rentonwa.gov)

**PURPOSE:** To allow certain activities to intrude into a critical area or required buffer subject to the City providing a letter of exemption of any listed conditions or requirements.

**FREE CONSULTATION MEETING:** Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

**APPLICATION SCREENING:** Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.

**APPLICATION SUBMITTAL HOURS:** Applications should be submitted to Planning Division staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 a.m. and 4:00 p.m. Monday through Friday. Please call your assigned project manager to schedule an appointment or call 425-430-7200 to reach the Planning Division. **Due to the screening time required, applications delivered by messenger cannot be accepted.**

**ADDITIONAL PERMITS:** Additional permits from other agencies may be required. It is the applicant's responsibility to obtain these other approvals. Information regarding these other requirements may be found at <http://apps.oria.wa.gov/opas/>

# All Plans and Attachments must be folded to 8 ½" by 11"

## APPLICATION MATERIALS:

- 1. **Pre-Application Meeting Summary:** If the application was reviewed at a “pre-application meeting”, please provide **5 copies** of the written summary provided to you.
- 2. **Waiver Form:** If you received a waiver form during or after a “pre-application meeting”, please provide **5 copies** of this form.
- 3. **Land Use Permit Master Application Form:** Please provide the **original** plus **11 copies** of the **COMPLETED** City of Renton Planning Division’s Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.
- 4. **Critical Areas Exemption Form (attached):** Please provide **3 copies** of the attached Critical Areas Exemption form if the project consists of one of the listed activities eligible for SEPA exemption.
- 5. **Neighborhood Detail Map:** Please provide **12 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor’s maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

- 6. **Site Plan:** Please provide **12 copies** of a fully-dimensioned plan sheet drawn at a scale of 1"=20' (or other scale approved by the Planning Division). We prefer the site plan be drawn on *one* sheet of paper unless the size of the site requires several plan sheets to be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet. The Site Plan should show the following:
  - Name of proposed project
  - Date, scale, and north arrow (oriented to the top of the paper/plan sheet)

- Drawing of the subject property with all property lines dimensioned and names of adjacent streets
- Widths of all adjacent streets and alleys
- Location of all existing public improvements including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, etc., along the full property frontage
- Location and dimensions of existing and proposed:
  1. structures
  2. setbacks
  3. parking, off-street loading space, curb cuts and aisle ways
  4. fencing and retaining walls
  5. free-standing signs and lighting fixtures
  6. refuse and recycling areas
  7. utility junction boxes and public utility transformers
  8. storage areas and job shacks/sales trailers/model homes
- Location and dimensions of all easements referenced in the title report with the recording number and type of easement (e.g. access, sewer, etc.) indicated
- Location and dimensions of natural features such as streams, lakes, required buffer areas, open spaces, and wetlands
- Ordinary high water mark and distance to closest area of work for any project located within 200-feet from a lake or stream

A legend/analysis of the following information MUST be included on the site plan:

- Total square footage of the site
- Square footage (by floor and overall total) for each individual building and/or use
- Total square footage of all buildings/structure footprints
- Total impervious surfacing. List the square footage of both existing impervious area to remain plus new impervious areas to be installed, and the total square footage of parking areas
- Percentage of lot coverage
- Square footage of all landscaping (total, interior of parking lot, and wildlife habitat/natural areas)
- Allowable and proposed building heights
- All building setbacks required by code
- Proposed building setbacks
- Square footage of any on-site critical areas
- Parking analysis including the following:
  1. Number of stalls required by Code (if more than one use/ratio show required number for each use)
  2. Total number of stalls proposed (if less or more than total required attach a request for a parking modification to the application package)
  3. Location and number of "ADA accessible" stalls, compact, employee and/or guest parking stalls, and parking space dimensions
  4. Sizes of various types of stalls proposed
  5. Angle of stalls (if other than 90 degrees)
  6. Location and size of curb cuts

7. Traffic flow within the parking, loading, maneuvering areas, ingress and egress
8. Location of wheel stops
9. Loading space(s) location and dimensions
10. Number of stacking space(s) for any drive-up windows
11. Location and dimensions of any bicycle racks, bus shelters, carpool parking spaces, or facilities designed to accommodate access to the site.

7. **Topography Map:** Please provide **4 copies** of a plan showing the site's existing contour lines at five-foot vertical intervals.

8. **Tree Retention/Land Clearing (Tree Inventory) Plan:** Please provide **4 copies** of a fully dimensioned plan drawn by a certified arborist or a licensed landscape architect if **ANY** trees or vegetation are to be removed or altered. The plan shall be based on finished grade, drawn at the same scale as the project site plan with the northern property line at the top of the paper, and clearly show the following:

- All property boundaries and adjacent streets, location and dimensions of rights-of-way, utility lines, fire hydrants, street lighting, and easements;
- Location of all areas proposed to be cleared;
- Location, species, and sizes of trees on or immediately abutting the site. This requirement applies only to trees with a caliper of at least six inches (6"), or an alder or cottonwood tree with a caliper of at least eight inches (8"), when measured at fifty-four inches (54") above grade;
- Clearly identify trees to be retained and to be removed;
- Future building sites and drip lines of any trees which will overhang/ overlap a construction line. Where the drip line of a tree overlaps an area where construction activities will occur, this shall be indicated on the plan;
- Show critical areas and buffers.

9. **Arborist Report:** Please provide **4 copies** of an arborist report by a certified arborist or a licensed landscape architect that correlates with the Tree Retention/ Land Clearing Plan and addresses the following:

- Identification scheme used for each tree (e.g. tree number);
- Species and size of each tree (caliper measured at 54 inches above grade);
- Reason(s) for any tree removal (e.g. poor health, high risk of failure due to structure, defects, unavoidable isolation (high blow down potential), unsuitability of species, etc.) and for which no reasonable alternative action is possible (pruning, cabling, etc.);
- For trees proposed to be retained, a complete description of each tree's health, condition, and viability;
- For trees proposed to be retained, a description of the method(s) used to determine the limits of disturbance (e.g., critical root zone, root plate diameter, or a case-by-case basis description for individual trees);
- A description of the impact of necessary tree removal to the remaining trees, including those in a grove or on abutting properties;
- The suggested location and species of supplemental trees to be used when required. The report shall include planting and maintenance specifications;

- An analysis of retained trees according to Priority of Tree Retention Requirements specified in RMC [4-4-130H.1.b](#).
  
- 10. **Wetland Assessment:** Please provide **12 copies** of the map and **5 copies** of the report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in RMC [4-8-120D.23](#). In addition, if any alteration to the wetland or buffer is proposed, **5 copies** of a **wetland mitigation plan** is also required. See RMC [4-8-120D.23](#) for plan content requirements.
  
- 11. **Standard Stream or Lake Study:** Please provide **12 copies** of a report containing the information specified in RMC Section [4-8-120D.19](#). In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required (**12 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (12 copies)** and **mitigation plan (12 copies)** are also required. See RMC [4-8-120D.19](#) for plan content requirements.
  
- 12. **Flood Hazard Data:** Please provide **12 copies** of a scaled plan showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, and drainage facilities. Also indicate the following:
  - Elevation in relation to mean sea level of the lowest floor (including basement) of all structures
  - Elevation in relation to mean sea level to which any structure has been flood-proofed
  - Certification by a registered professional engineer or architect the flood-proofing methods criteria in RMC [4-3-050G.4.c](#) have been met
  - Description of the extent to which a watercourse will be altered or relocated as a result of proposed development
  
- 13. **Biological Assessment/Critical Areas Study:** provide **12 copies** if the project is located in a designated floodplain. (RMC [4-8-120D.2](#))
  
- 14. **Habitat Data Report:** If the project site contains or abuts a *critical habitat* per RMC [4-3-050F.2.b](#), please provide **12 copies** of a report containing the information specified in RMC [4-8-120D.8](#).
  
- 15. **Geotechnical Report:** Please provide **5 copies** of a study prepared and stamped by a State of Washington licensed professional engineer including soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements.
  
- 16. **Letter of Understanding Geologic Risk:** Please provide **5 copies** of a letter from the applicant, or the owner of the site, stating that he or she understands and accepts the risk of developing in an unstable area and that he or she will advise, in writing, any prospective purchasers of the site, or any prospective purchasers of structures or portions of structures on the site, of the unstable potential of the area.

17. **Grading Plan, Detailed:** Please provide **12 copies** of a 22" x 34" plan drawn by a State of Washington Licensed civil engineer or landscape architect at a scale of one inch to forty feet clearly indicating the following:
- Graphic scale and north arrow
  - Dimensions of all property lines, easements, and abutting streets
  - Location and dimension of all on-site structures and the location of any structures within 15-feet of the subject property or that may be affected by the proposed work
  - Accurate existing and proposed contour lines drawn at two-foot, or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within 100-feet of the site
  - Location of natural drainage systems, including perennial and intermittent streams and the presence of bordering vegetation
  - Setback areas and any areas not to be disturbed
  - Finished contours drawn at two-foot intervals as a result of grading
  - Proposed drainage channels and related construction with associated underground storm lines sized and connections shown
  - Finished floor elevation(s) of all structures, existing and proposed
- General notes addressing the following (may be listed on a cover sheet):
- Area in square feet of the entire property
  - Area of work in square feet
  - Both the number of tons and cubic yards of soil to be added, removed, or relocated
  - Type and location of fill origin, and destination of any soil to be removed from site
18. **Drainage Control Plan:** Please provide **4 copies** of a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of RMC [4-6-030](#) and the King County Surface Water Management Design Manual, 2009 edition, as adopted and amended by the City of Renton.
19. **Drainage Report:** Please provide **4 copies** of a report stamped and dated by a State of Washington licensed engineer complying with the requirements of the City of Renton Drafting Standards, RMC [4-6-030](#), the King County Surface Water Design Manual (KCSWDM), 2009 edition, and the City of Renton Amendments to the KCSWDM, Chapters 1 and 2 as adopted by the City of Renton. The report shall contain the following:
- Table of Contents
  - Technical Information Report (TIR) Worksheet
  - Section 1: Project Overview
  - Section 2: Conditions and Requirements Summary
  - Section 3: Offsite Analysis
  - Section 4: Flow Control and Water Quality Facility Analysis and Design
  - Section 5: Conveyance System Analysis and Design
  - Section 6: Special Reports and Studies
  - Section 7: Other Permit
  - Section 8: Construction Stormwater Pollution Prevention Plan (CSWPPP) Analysis and Design
  - Section 9: Bond Quantities, Facility Summaries, and Declaration of Covenant

- Section 10: Operations and Maintenance Manual.

20. **Plan Reductions:** Please provide **one 8 ½" x 11" legible reduction** of each full size plan sheet (unless waived by your Project Planner). The sheets that are always needed in reduced form are: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, critical areas plans, grading plan, and building elevations. The quality of these reductions must be good enough so that a photocopy of the reduced plan sheet is also legible. If your reduced plans are not legible once photocopied, you will need to increase the font size or try a different paper type. Illegible reductions cannot be accepted. Once the reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Some of the local Renton print shops that should be able to provide you with reductions of your plans are Alliance Printing 425-793-5474, Apperson Print Resources 425-251-1850, and PIP Printing 425-226-9656. Nearby print shops are Digital Reprographics 425-882-2600 in Bellevue, Litho Design 206-574-3000 and Reprographics NW/Ford Graphics 206-624-2040.
21. **Digital Copy:** Please provide a digital copy of each of the submittal items; this can be submitted either on a CD, a USB portable (flash/hard) drive, other device or pathway as approved by your assigned project manager.

**All Plans and Attachments must be folded to 8½" by 11"**

# CRITICAL AREAS EXEMPTION

## (FOR SEPA EXEMPT ACTIVITIES)

**Planning Division**

1055 South Grady Way-Renton, WA 98057  
Phone: 425-430-7200 | [www.rentonwa.gov](http://www.rentonwa.gov)

Applicant Name	Project Name	Phone Number
Parcel Number	Project Address	
Brief Description of Project		
Type of Critical Area	<input type="checkbox"/> Work Occurs in Critical Area	<input type="checkbox"/> Work Occurs in Buffer

**PURPOSE:** Exempt activities provided with a letter of exemption from the Development Services Administrator may intrude into a critical area or required buffer (Subject to any conditions or requirements provided by the Administrator).

**APPLICABILITY OF EXEMPTIONS:** The following is a general list of activities that may be exempt from the critical areas regulations. More specific descriptions of the activities are contained in the Critical Areas Regulations. Some of the listed activities may not be exempt in certain critical areas. The Planning Division will evaluate your request according to the City of Renton Critical Areas Regulations in RMC [4-3-050C](#), J, L, and N.

**I AM REQUESTING A CRITICAL AREAS EXEMPTION FOR ONE OR MORE OF THE FOLLOWING ACTIVITIES:**

- Conservation, Enhancement, and Related Activities:
  - Conservation or preservation of soil, water, vegetation, fish, and other wildlife
  - Enhancement activities as defined in RMC [4-11](#)
  - Any critical area and/or buffer restoration, or other mitigation activities that have been approved by the City
  
- Research and Site Investigation:
  - Nondestructive education and research
  - Site investigative work necessary for land use application submittals such as surveys, soil logs, etc.

- Agricultural, Harvesting, and Vegetation Management:
  - Harvesting wild foods
  - Existing/Ongoing agricultural activities
  - Removal of dead, terminally diseased, damaged, or dangerous ground cover or hazardous trees which have been certified as such by a forester, registered landscape architect, or certified arborist
  
- Surface Water Alteration:
  - New surface water discharges provided the discharge meets the requirements of the Storm and Surface Water Drainage Regulations
  - New or modified regional storm water facilities
  - Flood hazard reduction
  
- Roads, Parks, Public and Private Utilities:
  - Relocation of Existing Utilities out of Critical Area and Buffer
  - Maintenance, operation, and repair of existing parks, trails, roads, facilities, and utilities
  - Installation, construction, replacement, or operation of utilities, traffic control, and walkways within existing improved right-of-way or easement
  - Modification of existing utilities and streets by 10% or less
  - Management and essential tree removal for public or private utilities, roads and public parks
  
- Wetland Disturbance, Modification, and Removal:
  - Any activity in small Category 3 wetlands
  - Temporary disturbances of a wetland due to construction activities that do not include permanent filling
  
- Maintenance and Construction for Existing Uses and Facilities:
  - Remodeling, replacing, or removing existing structures
  - Normal and routine maintenance and repair of any existing public or private uses and facilities where no alteration of the critical area and required buffer or additional fill materials will be placed
  - Construction activity connected with an existing single family residence or garage, provided that no portion of the new work occurs closer to the critical area or required buffers than the existing structure and/or the developed area of the site
  - Existing activities which have not been changed, expanded or altered provided they comply with the applicable requirements of RMC [4-10](#)
  
- Emergency Activities:
  - Removal of trees or ground cover by a City department, agency, public, or private utility in an emergency situation
  - Public interest emergency use, storage, and handling of hazardous materials by governmental organizations in an Aquifer Protection Area

**ADDITIONAL PERMITS:** Additional permits from other agencies may be required. It is the applicant's responsibility to obtain these other approvals. Information regarding these other requirements may be found at <http://apps.oria.wa.gov/opas/>

I, the undersigned, declare under penalty of perjury under the laws of the State of Washington, that to the best of my knowledge the above information is true and complete.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For City Use Only***

**Exemption Granted**

**Exemption Denied**

\_\_\_\_\_  
Jennifer Henning, Planning Director  
Department of Community & Economic Development

\_\_\_\_\_  
Date

**Conditions of Approval:**