

REVS

SUBMITTAL REQUIREMENTS

REVISIONS TO EXISTING LAND USE APPLICATIONS

City of Renton Development Services Division
1055 South Grady Way-Renton, WA 98055
Phone: 425-430-7200 Fax: 425-430-7231

Revisions should be submitted to the Development Services 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 submit the following items:

1. **Cover Letter:** Please submit **12 copies** of a cover letter detailing the nature and the extent of your revisions. Please include your project's City Land Use Application file number (see reverse side for sample letter).
2. **Fees:** Please submit additional review fees. All fee refund requests must be submitted in writing.
3. **Revisions:** Please submit **12 copies** of all revised submittals (unless otherwise approved by the Development Services Division).
4. **Plan Reductions:** Please provide **one 8 ½" x 11" PMT reduction** of each revised plan sheet.
5. **Colored Maps (For projects with Environmental Review or Public Hearing):** If you have revised your site plan, landscape plan, or elevations, please submit **one colored copy** of each revised plan.

Red-North Arrow, outer property boundary. Proposed new lot lines (dashed). Do not color existing lot lines which are to be eliminated or relocated.

Blue-Street names identified with lettering of at least 1" in height. Street names must be legible at a distance of 15-ft.

Brown-Existing buildings (Please do not color buildings which will be demolished or removed)

Yellow-Proposed buildings

Light Green-Landscaped areas

Dark Green-Areas of undisturbed vegetation

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

Extensive changes to your original application will require a new application. Authorization from the Development Services Division is needed for any revisions submitted after the end of the environmental determination appeal period.

Sample Cover Letter

January 1, 2005

Laureen Nicolay
City of Renton
Development Services Division
1055 Grady Way South
Renton, WA 98055

**SUBJECT: Revisions to Lake View Apartments Site Plan
City file #LUA-04-000, SA, ECF**

Dear Ms. Nicolay:

The Lake View Apartments site plan application has been revised in response to preliminary concerns of various City Departments. The density of the project has been reduced from 35 units per acre to 30 units per acre. We are also submitting a variance request in conjunction with this site plan application in order to allow construction of Building C within 25 feet of the northern property line (City Zoning Code requires a 35-foot setback from arterial streets).

Attachments and revisions:

- 0. Application form: Attached are 11 copies (including the original) of a revised master application form. These should replace our previously submitted application forms.
- 0. Project narrative: Attached are 11 copies of a revised project narrative to replace our original.
- 0. Neighborhood detail map: No changes. Retain original submittals
- 0. Site plan (sheet 1 of 4): Attached are 11 copies and one colored copy of our revised site plan for replacement.
- 0. Landscaping plan (sheet 2 of 4): Attached are 11 copies and one colored copy of our revised landscaping plan for replacement.
- 0. Grading plan (sheet 3 of 4): No changes. Please retain original submittals.
- 0. Tree cutting plan: We have revised the plan map to include all trees with a caliper of 6 or more inches. Please replace our original tree cutting plan with these 11 revised maps, attached.
- 0. Traffic Study (New): A new traffic study is attached. No traffic study was previously submitted.

If you have any questions regarding these revisions, please contact me at (206) 555-2222.

Sincerely,

Adam Smith
Project Architect