

RVMP

SUBMITTAL REQUIREMENTS

ROUTINE VEGETATION MANAGEMENT PERMIT

Planning Division

1055 South Grady Way-Renton, WA 98057
Phone: 425-430-7200 | www.rentonwa.gov

PURPOSE: To review proposals to ensure compliance with regulations for the clearing of land and the protection and preservation of trees and significant vegetation.

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 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 call your assigned project manager to schedule an appointment or call (425) 430-7200 extension 4 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 8 ½" by 11"

APPLICATION MATERIALS:

- 1. **Pre-Application Meeting Summary:** If the application was reviewed at a “pre-application meeting”, please provide **1 copy** 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 **1 copy** 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. **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Please call (425) 430-7200 to verify the exact amount required. Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount.
- 5. **Project Narrative:** Please provide **2 copies** of a clear and concise description of the proposed project, including the following:
 - Project name, size and location of site
 - Land use permits required for proposed project
 - Zoning designation of the site and adjacent properties
 - Current use of the site and any existing improvements
 - Special site features (i.e. wetlands, water bodies, steep slopes)
 - Statement addressing soil type and drainage conditions
 - Proposed use of the property and scope of the proposed development
 - For plats indicate the proposed number, net density and range of sizes (net lot area) of the new lots
 - Access
 - Proposed off-site improvements (i.e. installation of sidewalks, fire hydrants, sewer main, etc.)
 - Total estimated construction cost and estimated fair market value of the proposed project
 - Estimated quantities and type of materials involved if any fill or excavation is proposed
 - Number, type and size of any trees to be removed
 - Explanation of any land to be dedicated to the City
 - Any proposed job shacks, sales trailers, and/or model homes
 - Any proposed modifications being requested (include written justification)

For projects located within 100 feet of a stream or wetland, please include:

- Distance in feet from the wetland or stream to the nearest area of work

For projects located within 200-feet of Black River, Cedar River, Springbrook Creek, May Creek and Lake Washington please include the following additional information:

- Distance from closest area of work to the ordinary high water mark.
- Description of the nature of the existing shoreline
- The approximate location of and number of residential units, existing and potential, that will have an obstructed view in the event the proposed project exceeds a height of 35-feet above the average grade level

6. **Construction Mitigation Description:** Please provide **5 copies** of a written narrative addressing each of the following:

- Proposed construction dates (begin and end dates)
- Hours and days of operation
- Proposed hauling/transportation routes
- Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics
- Any special hours proposed for construction or hauling (i.e. weekends, late nights)
- Preliminary traffic control plan

If your project requires the use of cranes, please contact the City's Airport Manager at (425) 430-7471 to determine whether Federal Aviation Administration notification will be required.

7. **Legal Description:** Please provide **1 copy** of a legal description which delineates the subject property where the work is being completed.

8. **Neighborhood Detail Map:** Please provide **1 copy** 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.

9. **Site Plan:** Please provide **5 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 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 (e.g. Miller Tree Removal Proposal)
- 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
- 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 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
- Location of all areas proposed to be cleared
- Identify the types and sizes of trees and vegetation to be removed or altered

10. **Topography Map:** Please provide **5 copies** of a plan showing the site's existing contour lines at two-foot vertical intervals.

11. **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.

12. **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](#).

13. **Wetland Assessment:** Please provide **3 copies** of the map and **3 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, **3 copies** of a **wetland mitigation plan** is also required. See RMC [4-8-120D.23](#) for plan content requirements.
14. **Standard Stream or Lake Study:** Please provide **5 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 (**5 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (5 copies)** and **mitigation plan (5 copies)** are also required. See RMC [4-8-120D.19](#) for plan content requirements.
15. **Flood Hazard Data:** Please provide **2 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
16. **Biological Assessment/Critical Areas Study:** provide **5 copies** if the project is located in a designated floodplain. (RMC [4-8-120D.2](#))
17. **Habitat Data Report:** If the project site contains or abuts a *critical habitat* per RMC [4-3-050F.2.b](#), please provide **5 copies** of a report containing the information specified in RMC [4-8-120D.8](#).

18. **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.

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REVIEW PROCESS: Once a complete application package has been accepted for initial review, it will be routed to other City departments and other jurisdictions or agencies that may have an interest in it. The reviewers typically have two weeks to return their comments to the Planning Division. After consideration of all received comments, the Planning Division will issue a decision. The decision to approve, conditionally approve or deny the permit application will be mailed to all persons listed on the master application.

APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS: Any person, including the applicant, aggrieved by the granting or denial of an application, may make a written application for reconsideration to the Planning Division Director within 14 calendar days of the date of the decision. After review of the request, the Planning Division Director may take whatever action is deemed proper. The written decision on the reconsideration request will be mailed to all parties of record within 10 days from the date the request was filed. If any party is still not satisfied after a reconsideration decision has been issued, an appeal may be submitted within 14 days to the Hearing Examiner.

An appeal may be filed without first requesting reconsideration by the Reviewing Official; however, it must be filed within 14 days of the date when the original decision was issued. See Renton Municipal Code, Section 4-8-110 for further information on the appeal process and time frames.