

# PRE

## SUBMITTAL REQUIREMENTS PRE-APPLICATION

### Planning Division

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

**FREE REVIEW:** We offer a free pre-application meeting approximately 2-3 weeks after the receipt of conceptual plans to discuss development proposals prior to formal submittal of an actual land use application package and fee payment.

Proposals may either be hand delivered to the attention of the City of Renton Planning Division or you may apply via the [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) website. **Meetings are not scheduled until materials are received by the City.** In order for us to review your preliminary proposal, you should provide the following information **folded to a size not exceeding 8 ½ by 11 inches** a minimum of 2 weeks prior to your preferred Thursday meeting date:

1. **Project Narrative:** Please provide **5 copies** of a letter addressed to the Planning Division referencing the project location and proposed project name, requesting preliminary review and indicating specific questions or area(s) of concern. The letter should include your phone number and describe the proposed project in **DETAIL**. Discuss the current use(s) of the site and any existing improvements as well as the proposed use(s) of the property and the scope of the project and proposed improvements. This is a good time to ask for an estimate of fees and to inquire as to all required on and off-site improvements. If you are located out of the area and are unable to attend the meeting in person, please note this in your letter and provide a mailing address where we can send your comments.
  
2. **Vicinity Map:** Please provide **5 copies** of a vicinity map at a scale of 1" = 200' or 1" to 100' (see sample on following page). The map should highlight the property, and include a north arrow (oriented to the top of the paper/plan sheet), the scale used for the map. Kroll Map Company (206-448-6277) produces maps of this type.
  
3. **Site Plan:** Please provide **5 copies** of a detailed site plan--or plat map in the case of subdivision proposals--drawn at a legible scale appropriate to the size of the site. We suggest the map show the following:
  - Parcel number or street address
  - Date, scale, and north arrow (oriented to the top of the paper/plan sheet)
  - Subject property with all property lines, adjacent streets and easements dimensioned and identified. Be sure to use City of Renton and not King

County street names

- Location, dimensions and property line setbacks of existing and proposed structures, parking and loading areas, driveways, and landscape areas
- Location of existing driveways adjacent to the subject property or on the opposite side facing the subject property
- Existing public improvements including: curbs, gutters, sidewalks fire hydrants
- Generalized utilities plan, drainage and storm water run-off provisions, (if available)
- Natural features such as streams, lakes, and wetlands
- Topography-existing and proposed contours shown at intervals not greater than 5'
- Building(s) square footage, type of construction and description of use/occupancy.

4. **Floor Plans (optional):** Please provide **5 copies** of a plan showing general building layout, proposed uses of space, walls, exits and proposed locations of kitchens, baths, and floor drains, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required, to determine the sizing of a side sewer, and whether proposed parking is adequate to meet code requirements).
5. **Critical Areas Studies (optional):** Please provide **2 copies** of any critical areas studies available for the property.
6. **Conceptual Building Elevations (optional):** Please provide **5 copies**, this is particularly helpful if your project is located within a design district.
7. **Sewer and/or Water Availability Information (if property is located outside of the City of Renton's utility service area):** Please provide 5 copies of the information provided to you from the utility district (e.g. Soos Creek Water and Sewer District) regarding their ability to serve the property.

**REVIEW PROCESS:** In order to determine development feasibility, we offer a free pre-application meeting approximately 2-3 weeks after the receipt of conceptual plans to discuss proposals. Meetings are not scheduled until materials are received. These meetings are held on Thursdays and appointments are available on a first-come, first-served basis. These meetings may be conducted on speculative projects. The applicant does not need to be a property owner in order to propose development. When you submit your preliminary application, we will schedule a meeting date for you and City staff to discuss issues raised by the proposal.

This process provides comments in a written report and verbally in a meeting forum where questions may be asked directly. A member of the Planning Division provides information on Renton's development regulations; an engineering plan reviewer provides information on transportation and

utilities; and a representative of the Fire Department provides comments on fire and emergency services issues. If plans are detailed enough, our Building Section will also provide comments.

The caliber of staff comments you receive will be directly related to the amount and detail of preliminary application information provided to us. While we will attempt to cover as many of the planning-related aspects of your proposal as possible during this preliminary review, subsequent review of your formal application package and title report may reveal issues not identified during this initial review

