



# RESIDENTIAL PLAN SUBMITTAL CHECKLIST

	<b>The words that have highlights are the information that is often missed and the application will not be accepted unless everything applicable on this list has been submitted.</b>	Yes	No	N/A
1	<b>2 (Two) Complete sets (One extra floor plan)</b> of legible plans drawn to scale, showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident. For approved Master Plans, submit the stamped re-issue set with two additional sets of plans.			
2	<b>2 (Two) Site/Plot plans drawn to scale and the scale used noted on the plot plan. The plan must show: North arrow, lot and building setback dimensions; property corner elevations (if there is more than 1-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building); location of easements and driveway, street names, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazard areas, direction indicator, lot area, impervious area, existing structures on site, and surface drainage. Please provide the percentage of the slope and if the slope is a north facing or south facing slope.</b> If canyon rim property, provide and meet requirements of the Redmond Development Code Section 8.0335 development standard along the perimeter of the canyon. If driveway cut or sidewalk permits will be issued, show <b>location(s) and dimensions</b> on plot plans. Driveway approaches should include wings (minimum cut width is 20', maximum is 33' - see back of this form for details).			
3	Foundation plan and Cross Section. Show footing and foundation dimensions, size and dept of all enlarged footings for point loads, <b>anchor bolts, any hold-downs and reinforcing steel, connection details,</b> foundation vent size and location.			
4	Floor plans. Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
5	Cross sections(s) and details. Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
6	Elevation view. Provide elevations for new construction; minimum of two elevations for additions and remodels. <b>Exterior elevations must reflect the actual grade if the change is greater than 1-ft. at building envelope.</b> Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7	Wall bracing (prescriptive path) and/or lateral analysis plans. <b>Building plans must show construction details and locations of lateral brace panels; for non -prescriptive path analysis provide specifications and calculations to engineering standards.</b>			
8	Floor/roof framing plans are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection detail. Show location of attic ventilation. <b>For engineered systems, provide manufacture engineer stamped floor/truss design details.</b>			
9	Beam calculations. Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam joist carrying a non-uniform load.			
10	Energy Code Compliance. Compliance with ORSC Table N1101.1(1) and (2) additional measures from ORSC Table N1101.1(2). <b>Two Additional Measure #_____.</b>			
11	<b>NEW Planning Article I &amp; III Zoning Standards Minimum Residential Design Standards Section 8.0140, Architectural Design Standards Section 8.0141, Fence Standards Section 8.0340 and Street Trees Section 8.3035. See attached details of new code sections.</b>			

I hereby certify that I have read and examined this checklist and know that if the information that is applicable to my application is not submitted, my building permit will be deemed incomplete and the plan review will not be completed until all the information is received by the Building Department. I understand that once the plan review is complete, I am responsible for all plan review fees. By signing below, I agree to pay any additional plan review fees not covered by my deposit, whether this permit is issued or not.

Signature of Owner or Applicant \_\_\_\_\_ Date \_\_\_\_\_

# RESIDENTIAL PLAN SUBMITTAL CHECKLIST

## Architectural Design Standards - Section RDC 8.0141

**APPLIES TO: All Single Family, Duplex, Triplex, and Fourplex Dwellings**  
 ➤ Including plans approved through the Architectural Master Plan application

**Wall Design. The sole use of T-111 on all sides is not allowed.**

Is T-111 proposed on all sides? Check one ( Yes / No )

### Front Wall Design Requirement (Check 5 Boxes)

These five (5) façade elements shall be used on the front elevation

**Fenestration Requirement:**

**40% fenestration of the first story front façade.**

*Fenestration* defined: any puncture into the wall of the façade, such as windows, doors, louvers, vents, and curtain walls.

The proposed house has the following square footage for the front façade and wall elements:

Windows: \_\_\_\_\_ sq ft

Doors: \_\_\_\_\_ sq ft

Garage Door: \_\_\_\_\_ sq ft

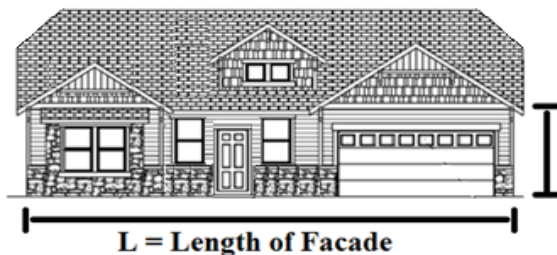
Vents: \_\_\_\_\_ sq ft

Other: \_\_\_\_\_ sq ft

Total: \_\_\_\_\_ sq ft



	Length of Façade (L)	Height of first story (H)	Provide Façade Area L x H = AREA	% Req'd	Total Required Amount of Fenestration AREA x (% Req'd)	Proposed Amount of Fenestration	Pass/ Fail
<i>SAMPLE Front</i>	<i>50 feet</i>	<i>9 feet</i>	<i>50 feet x 9 feet = 450 sq ft</i>	<i>x .40</i>	<i>450 x .40 = 180 sq ft</i>	<i>200 sq ft</i>	<u><i>Pass/ Fail</i></u>
<b>Front</b>				x .40			<b>Pass / Fail</b>



Height is measured from grade to the top plate of the 1st story.

# RESIDENTIAL PLAN SUBMITTAL CHECKLIST

Window trim or surround (casing) at least 3.5 inches wide that surrounds the window on the front of the structure;

Band course, band molding, bellyband, belt course or similar horizontal element that runs the entire width of the front façade of relatively slight projection (check only if the following apply);

1) Is this proposed on the front? Check one ( Yes / No )

2) and at the break of the second floor (if one exists)



Is this proposed? Check one ( Yes / No )

3) and at the line made by the lower roofline at the gable end except when single wall panel systems are used;



Is this proposed? Check one ( Yes / No )

Variation in wall siding, wall surface pattern or decorative materials if an area above the highest band course exists, it must contain a different siding material than the area below the band on walls that front onto public spaces;

## RESIDENTIAL PLAN SUBMITTAL CHECKLIST

- Recessed or covered front entry at least 20 square feet, with a minimum 4 foot depth measured from the front door. If columns are used they must be decorative and no less than 6" x 6". Plain support columns are not allowed.

1) Is this proposed? Check one ( Yes / No )

2) Are columns used? Check one ( Yes / No )

3) Are the columns decorative, not plain supports?

Check one ( Yes / No / N/A )

- Box window, shelf and/or under-window planter box unit that is designed to accommodate live plants, watering/drainage and projects at least 6 inches outward from the wall plane;
- Windows with multi-paned sashes, operable sashes, or windows that are elliptical, round, arched, bay, semi-circular or similar design;
- Shutters, as a matched pair for windows, either decorative, fixed or movable;
- Balconies with usable area
- Decorative garage doors, with or without windows, including patterning relief over the door surface;

## RESIDENTIAL PLAN SUBMITTAL CHECKLIST

These elements may be used in substitution to the items of the Front Wall Design Requirement or for further enhancement:

- Enclosed soffits;
  - 1 ½” caliper tree in front landscape area, in addition to required street trees;
  - 1 ½” caliper tree in rear or side landscape area, in addition to required street trees;
  - Eave greater than 12 inches in depth, including extended soffit details;
  - Covered entry feature over secondary doors, separate from eave;
  - Covered rear patio or porch
  - Where gable ends are proposed, at least three (3) gable end elements such as windows, decorative vent cover, decorated verge boards, trusses, false beams, corbels, brackets, molding, rake, fascia, cornice return treatments, or other decorative elements in gable ends shall be used; and,
  - Masonry accents
  - Variations in paint color schemes, with a minimum of 2 colors used (example: Trim & Exterior Wall colors)
  - Other elements as approved by the Community Development Director:
- 

\* Graphic of Soffit and Fascia on Page 11

# RESIDENTIAL PLAN SUBMITTAL CHECKLIST

## Side Wall Design – Elements (if applicable)

Does this property abut two or more streets (is a corner lot)?

Check one ( Yes / No )

If “No”, please move on to the Roof Design Elements.

If “Yes” to the above, the following public-facing, corner lot side requirements apply:

10 square feet of Windows or Doors on the Side Façade

**AND**

Full-lap Siding

**OR**

3.5” Window Trim on all Windows on the Side Façade

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## Roof Design Elements

Please check the appropriate boxes below.

**Roof Design.** Both roof design elements shall be used on the structure(s). Elements include:

Pitched or sloping roof

Eave of at least 12 inches

# RESIDENTIAL PLAN SUBMITTAL CHECKLIST

## House Repetition Review

To meet code requirements, repeating the same house plan in close proximity is not allowed. Please check the appropriate boxes below.

Is there a building design replication near this property?

Check one (Yes / No )

Did you provide a master plan for the development?

Check one (Yes / No )

(include building plan name/label and elevation designation – Example: “A”, “1”, etc.)

-----OR-----

Did you provide photo evidence of non-replication?

Check one (Yes / No )

(homes by other builders may be denoted as “Home by Others”)

Please provide photos of the 1 house to the Left of the House (A & B)  
Please provide photos of the 1 house to the Right of the House (C & D)  
Please provide photo of house across the street (E)

		A		B		
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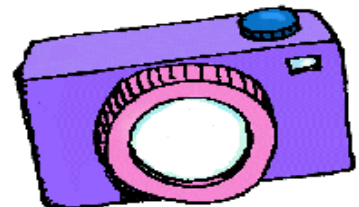
Street

			C			
--	--	--	---	--	--	--

A- \_\_\_\_\_  
Address

B- \_\_\_\_\_  
Address

C- \_\_\_\_\_  
Address



Provide Photo Evidence

# RESIDENTIAL PLAN SUBMITTAL CHECKLIST

## Landscaping and Street Trees

**Landscaping front and corner yards is required.**

<p><b>Check One</b> (Yes or No )</p>	<p><b>Landscaping Plan or Master Landscaping Plan</b> All lots on which new single-family dwellings, duplexes, triplexes, or fourplexes are constructed which abut a public or private street, not including an alley, shall be landscaped between the corresponding façade of the structure and the edge of the street, for the entire length of the street frontage(s).</p> <p>Landscaping can include grass, shrubs, trees, bark mulch, decorative rock, etc. <u>Areas of exposed dirt is not allowed.</u></p> <p>Street Trees. Street trees are required to be installed on all residential lots fronting on public or private streets, including on lots already platted.</p> <ul style="list-style-type: none"> <li>Number of Trees Required. <ul style="list-style-type: none"> <li>1 Tree for 50 feet and less (Lot Width).</li> <li>2 Trees for 51-100 feet (Lot Width).</li> <li>3 Trees for 101- 150 feet (Lot Width)</li> </ul> </li> </ul> <p>Location of Trees. Street trees shall be planted within existing and proposed planting strips. If no planter strip exists, street trees shall be planted within 5-10 feet of the front property line.</p> <p>* Timing of Improvements. <u>All street tree(s) shall be installed prior to issuance of a Certificate of Occupancy for the home.</u></p>
<p><b>Check One</b> (Yes or No )</p>	<p><b>Screening Mechanical Equipment</b> (if beyond the front façade) Screen must be at least 3' in height.</p>
<p><b>Check One</b> (Yes or No )</p>	<p><b>Screening Trash Storage Areas</b> (in garage)</p>
<p><b>Check One</b> (Yes or No )</p>	<p><b>Front Door</b> A front door that is visible from the public street frontage (front yard) and an identifiable pedestrian connection between the front door and the public sidewalk is required.</p>
<p><b>Check One</b> (Yes or No )</p>	<p><b>Garage</b> Will this lot have a 1-car garage (min.) and a driveway with a width and size of 18' x 20' (minimum)? All driveways must comply with 8.0141.5.B.6</p>
<p><b>Check One</b> (Yes or No )</p>	<p><b>Paving</b> Will the driveway be paved with concrete, asphalt, and/or all-weather, permeable surface sufficient for vehicle travel? All driveways must comply with 8.0141.5.B.6.</p>

If No, the applicant must discuss with Community Development Staff and review against RDC 8.0141



# RESIDENTIAL PLAN SUBMITTAL CHECKLIST



## Article I, Zoning Standards

### 8.0141 Architectural Design Standards for Single Family Dwellings, Duplexes, Tri-plexes, and Four-plexes

1. Purpose. The purpose of these Architectural Design Standards is to promote and sustain:
  - A. High quality development throughout a variety of housing choices;
  - B. A diversity of individual styles that incorporate positive design characteristics throughout the City; and,
  - C. Excellence in architectural design that:
    1. Enhances the visual environment and character of the community;
    2. Preserves and protects property values, as well as public and private infrastructure investment;
    3. Conveys a sense of balance, integrity and character among all neighborhoods throughout the City;
    4. Elevates the attractiveness and quality of life in Redmond; and

2. Intent. The intent of the Architectural Design Standards is to:
  - A. Maintain flexibility for a variety of architectural style to be developed throughout the City;
  - B. Establish a basis for architectural character for each dwelling, regardless of architectural style;
  - C. Continue to allow innovations in design that recognize newer technologies such as solar and wind power, telecommunications, and environmentally conscious construction methods; and,
  - D. Promote quality design characteristics that will enhance the long-term desirability of the dwelling, neighborhood and community as an attractive place to live.

3. Procedure. New single-family dwellings, duplexes, tri-plexes, and four-plexes shall be reviewed for conformance with the requirements listed in this Section, subject to the procedures outlined below:
  - A. Track 1. Conformance with Section 8.0141(5), below. An application demonstrating conformance with Section 8.0141(5) shall be submitted to the City. Conformance with the objective standards included in Section 8.0141(5) shall be shown on the architectural plans submitted with the building permit application and administered as part of the plan review process. These applications are reviewed administratively by the City.

Fast-track process: If an Architectural Master Plan application is submitted and approved, all requirements of this section must be met prior to occupancy.

- B. Track 2. As an alternative to the procedure for Review as a Development Action as listed in Section 8.0141(3)(A) above (in cases where the proposed design does not, or the applicant chooses not to comply with the requirements of Section 8.0141(5)), an application may be submitted to the City which demonstrates conformance with the Purpose and Intent of this Section as listed in Sections 8.0141(1) and (2), above. These applications are reviewed administratively by the City unless it is determined that a public hearing is necessary, in which case the application will be reviewed to the Hearings Body. The City may also approve other architectural designs or design elements not listed in this section, approve exceptions or uniquely identifiable house styles provided they comply with the intent of this section.
- C. Design Review for Manufactured and Mobile Homes not within approved mobile home parks: Some manufactured homes and mobile homes may not be able to fully comply with the requirements above. In those cases, the following features are required.
  1. At least one covered porch;
  2. Changes in wall siding material on 3 sides;
  3. Band courses on 3 sides; and
  4. One additional tree.

# RESIDENTIAL PLAN SUBMITTAL CHECKLIST

These applications are reviewed administratively by City, unless it is determined a public hearing is necessary, in which case the application will be reviewed by the Hearings Body.

4. Application and Approval Process. The applications for either a Track 1 or Track 2 review as specified in Sections 8.0141(3)(A) and (B) above, shall be submitted prior to or in conjunction with an application for a building permit. Building permits will not be issued until the design review action is completed and approved by the City. The application shall be submitted on a form prescribed by the City with an accompanying fee.
5. Architectural Design Standards. Although specific architectural styles (i.e. craftsman, colonial, Tudor, prairie, etc.) are not mandated, single family dwelling and duplex design shall conform with the following standards:
  - A. Screening of Mechanical Equipment. All exterior ground mounted mechanical equipment located forward from the line of the front façade of the building shall be screened from the street at the ground/eye level line of sight by use of landscaping materials such as shrubs and trees at least three (3) feet in height at installation. Solar power, wind power, satellite dish or other equipment necessitating placement on walls or roofs for normal operation are exempt from this provision. For this section, Alleys are not considered streets for screening purposes.
  - B. Building Design.
    1. Architectural Design. To discourage the appearance of the same, similar or tract-type housing, the following is required: The same, similar, or tract home designs must be separated by at least one (1) lots/attached buildings on either side of the home and not be directly across the street from one another. This is required for single family dwellings and duplexes with the same or very similar design when viewed from the street frontages. The same or very similar designs are those which consist of mirror image elevations, or exterior elevations of the same basic design which utilize different colors, materials or ornamentation. This also includes similar elevations not substantially modified by use of altered rooflines, projections, garage doors, orientation, or glazing materials. The Community Development Director or designee shall be allowed to interpret what constitutes the same or very similar designs.
      - a. Process. Builders of multiple homes on the same street shall submit a plat showing the plan names and elevation designations (“A”, “1”, etc.) for adjacent homes. No photographs will be required. Homes by other builders may be denoted as “Home by Others”.
    2. Roof Design. The city may require a set of roof elements that complement and help establish the overall style and character of a dwelling.

Required Roof Design Elements:

      - a. Pitched or sloping roof;
      - b. Eave of at least 12 inches;
    3. Front Façade Wall Design. All façade elements below shall be used on the front elevation. Multiple siding treatments are highly encouraged; the sole use of T-111 on all sides is not allowed.
      - a. 40% fenestration of the first story front façade
      - b. Window trim or surround (casing) at least 3.5 inches wide that completely surrounds the window;
      - c. Band course, band molding, bellyband, belt course or similar horizontal element that runs the entire width of the front façade of relatively slight projection; and at the break of the second floor (if one exists) and at the line made by the lower roofline at the gable end except when single wall panel systems are used;
      - d. Variation in wall siding, wall surface pattern or decorative materials if an area above the highest band course exists, it must contain a different siding material than the area below the band on the walls that front onto public spaces;
      - e. Recessed or covered front entry at least 20 square feet, with a minimum 4-foot depth measured from the front door. If columns are used, they must be decorative and no less than 6” x 6”. Plain support columns are not allowed.

## RESIDENTIAL PLAN SUBMITTAL CHECKLIST

- f. Box window, shelf and/or under-window planter box unit that is designed to accommodate live plants, watering/drainage and projects at least 6 inches outward from the wall plane;
- g. Windows with multi-paned sashes, operable sashes, or windows that are elliptical, round, arched, bay, semi-circular or similar design;
- h. Shutters, as a matched pair for windows, either decorative, fixed or movable;
- i. Balconies with usable area.
- j. Decorative garage doors, with or without windows, including patterning relief over the door surface;
- k. Optional enhancements & substitutions:
  - 1. Enclosed soffits;
  - 2. 1 ½" caliper tree in front landscape area, in addition to required street trees;
  - 3. 1 ½" caliper tree in rear or side landscape area;
  - 4. Covered entry feature over secondary doors, separate from eave;
  - 5. Covered rear patio or porch;
  - 6. Eave greater than 12 inches in depth, including extended soffit details;
  - 7. Where gable ends are proposed, at least three (3) gable end elements such as windows, decorative vent cover, decorated verge boards, trusses, false beams, corbels, brackets, molding, rake, fascia, cornice return treatments, or other decorative elements in gable ends shall be used; and
  - 8. Other elements as approved by the Community Development Director.
  - 9. Masonry accents
  - 10. Variations in paint color schemes, with a minimum of 2 colors used (example: Trim & Exterior Wall colors)
- 4. Side Elevations facing public streets. Side elevations facing streets must include either window trim at least 3.5" in width, or full-lap siding. Façade facing street are required to have at least 10 square feet of windows or doors.
- 5. Front Door. A front door that is visible from the public street frontage (front yard) and an identifiable pedestrian connection between the front door and the public sidewalk is required. Front porches, including covered front porches, are highly encouraged.
- 5. Driveways and Garages.
  - a. A garage is required for each newly constructed dwelling unit and shall be of adequate size to accommodate a minimum of one vehicle and shall at a minimum meet the design requirements in Section 8.0500 through 8.0515 (Off Street Parking and Loading Requirements) of the City of Redmond Development Code.
  - b. Driveway access to any street less than 28 feet wide shall be in conformance with Section 8.2710(3)(Table 1), of Article 3, the City of Redmond Land Division Code.
  - c. Driveways, whether accessed from a public or private street or alley, shall be of adequate size to accommodate a minimum of one vehicle, and shall at a minimum meet the design requirements in Section 8.0515 (Parking Table and Diagram) of the City of Redmond Development Code.
  - d. Notwithstanding Section 8.0141(5)(B)(5)(a, b and c) above, all garages and driveways accessed directly from public or private streets or alleys less than 36 feet in width shall be sized to accommodate a minimum of 2 cars based on the parking space design standards listed in Section 8.0515 (Parking Table and Diagram) of the City of Redmond Development Code.
  - e. If a garage as required by subsection 8.0141(5)(B)(5)(a) above is converted to living or other space permissible by this Code, two off-street parking spaces shall be provided pursuant to Section 8.0500 through 8.0515 (Off Street Parking and Loading Requirements) of the City of Redmond Development Code.
  - f. Notwithstanding the applicable provisions of Sections 8.0500 through 8.0515 (Off Street Parking and Loading Requirements) of the City of Redmond Development Code, all required off street parking areas and driveways constructed in conjunction with single family dwellings and duplexes may have alternative surfaces to concrete or asphalt and may include permeable surfaces to the extent they provide an all-weather

# RESIDENTIAL PLAN SUBMITTAL CHECKLIST

surface sufficient for vehicular travel. Loose gravel, aggregate and similar surface treatments are not permitted for required parking spaces.

6. Landscaping. All lots on which new single-family dwellings or duplexes are constructed which abut a public or private street, not including an alley, shall be landscaped between the corresponding façade of the structure and the edge of the street, for the entire length of the street frontage(s). A master template shall be used to denote the required interior or corner lot landscaping.
7. Fences. Fences constructed in conjunction with any single-family dwelling or duplex (including fences constructed by the developer of a subdivision as perimeter fences) shall be in accordance with the applicable provisions of Section 8.0340 of the City of Redmond Development Code.

[Section 8.0141 added by Ord. #2013-04 passed May 14, 2013]

[Section 8.0141 amended by Ord. #2014-14 passed July 22, 2014]

[Section 8.0141 amended by Ord. #2015-04 passed May 19, 2015]

## Reference Photo for Fascia and Soffit

