



Preapplication Conference for Preliminary Plats and PUDs

Submittal Requirements

A preapplication conference is required prior to applying for a Preliminary Plat (LL) permit or a Planned Unit Development (LK) permit.

During the preapplication conference, City of Bellevue staff will guide you through the development process and help you understand the code standards, guidelines and policies that will apply to your proposal. The city has emphasized the importance of achieving a fast, efficient and predictable process without compromising quality.

Contact the land use division at 425-452-4188 to schedule a preapplication conference.

Required Information

The following items must be submitted at least three weeks before the preapplication conference date so that staff can become familiar with the proposal and provide the information necessary to provide substantive, useful information.

Complete and submit a [Preapplication Conference Application](#).

1. List of Specific Questions

Please provide a list of specific questions you would like answered by the city review team who will attend the conference. The review team may include representatives from the fire, utilities and transportation departments, as well as clearing & grading, building and land use divisions of the Development Services Department. Certain projects may require other city departments, such as the parks department, to attend.

2. Written Information

Project Narrative - Preliminary Plat

Provide a description of the existing conditions, including critical areas on or near the site, and the proposed development, including density, access, utilities locations and vegetation to be retained.

Project Narrative - Planned Unit Development (PUD)

Provide a description of the existing conditions, including critical areas on or near the site, and the proposed housing type and design concept, density, open space and recreation space.

Preliminary Critical Areas and Shoreline Analysis

To ensure applicants receive the most value from their preapplication review it is recommended applicants provide preliminary exploration and reconnaissance of all critical areas or shorelines that may impact any proposed development. Preliminary analysis should include environmental features on and off site that may have buffers that extend onto the site. See LUC 20.25H for more information. Critical areas include:

- Geologically hazardous areas (steep slopes, landslide hazards, coal mine hazards, seismic hazards)
- Streams
- Wetlands and ponds
- Floodplains
- Habitats for species of local importance

Shorelines include Lake Washington, Lake Sammamish, Phantom Lake, Lower Kelsey Creek, Mercer Slough, any wetlands, floodplains and floodways associated with shorelines, and any land with 200 feet of a shoreline. See [LUC 20.25E](#) for more information.

3. Plans

Survey

It is recommended that a complete [boundary and topographic survey](#) be provided. If no survey is provided the level of certainty that staff can provide is reduced.

Site Plan

A site plan is needed to show the existing site, site features, improvements and proposed development. The plan should contain the following:

- Vicinity Map** - Provide a small vicinity map with arrow indicating the site or include on the coversheet of the drawing package.
- North Arrow** - Provide north direction.
- Graphic Scale** - 1:50 (minimum) – 1:30 (maximum).
- Property Lines** - Show and dimension all property lines.

- Title Block** - Provide owner name and site address. Provide lot and plat name if applicable.
- Easements** - Show and dimension all existing easements. Check your title report and/or plat map to identify easements. Easement information can be obtained from a recent title report and/or survey, a plat map or the [King County Records](#) website. Inquire with the City of Bellevue Utilities Department for public utility easements. **Note:** Failure to indicate dimensions and accurately locate easements may place your project at risk.
- Utilities** - Show the location of existing and proposed utilities.
- Streets** - Label the existing road surface(s) and show other features of the right of way (including sidewalks, drainage ditches, rockeries, bridges, culverts, curbs and edge of pavement). Include driveways located 50 feet from the edge of the property on both sides of the street.
- Critical Areas** - Show streams and top-of-bank, wetlands, 100-year floodplains, slopes 40 percent or greater, landslide hazards, coal mine hazards and seismic hazards. Show the required buffers and structure setback from the critical area on or adjacent to your property.
- Shorelines** - Show Ordinary High Water Mark (OHWM), required setbacks from OHWM, shoreline environmental designation, vegetation conservation area and improvements on the water.
- Trees** - Show all trees on the project site.
- Setbacks** - Show existing and proposed setbacks including front, side and rear from structures to property lines; private streets; and access easements.
- Structures and Improvements** - Show the location and size (overall square footage) of all existing and proposed structures and improvements and identify the use.
- Impervious and Hard Surfaces** - Show walkways, parking areas, path surfaces, driveways, etc.
- Contours and Elevations** - Show existing contour lines at two-foot intervals (unless the site slope is less than 15 percent). Use different line types to distinguish between existing and proposed contour lines.
- Plat Restrictions and Conditions** - This information is available from the Bellevue Permit Center or on the King County Records website.

Building Elevations (PUD Only)

In addition to the information above, also provide conceptual building elevations of proposed structures and describe their design, materials, colors, glazing and compatibility with surrounding development.

4. Submittal Packet Requirements

You have the option of submitting your preapplication packet online or in paper format.

Paperless Format

Upload your submittal packet at MyBuildingPermit.com. The city prefers preapplication submittals in paperless format.

- All pages must be numbered.
- All fonts should be legible and 1/8-inch high minimum.
- All graphics should be oriented consistently with street names, north arrow and graphic bar scale.