Design Review:

General Information, Application Instructions, and Submittal Requirements

Updated September 26, 2023

The City of Seattle's Design Review process requires that certain new construction projects undergo a discretionary review of the site plan and design of new development. This Tip is intended to provide general information about Design Review and offer detailed instructions about the application, submittal and review process.

This Tip addresses the City of Seattle's Full Design Review (FDR) and Administrative Design Reviews (ADR), which apply to most larger-scale commercial, multifamily and mixed-use projects. ADR follows the same steps as Full Design Review, however, the Seattle Department of Construction and Inspections (SDCI) Land Use Reviewer conducts the Design Review and there is no Design Review Board public meeting. A separate Streamlined Design Review (SDR) process applies to certain smaller-scale multifamily projects, and is addressed in Tip 238B, Streamlined Design Review: General Information, Application Instructions, and Submittal Requirements.

What Is Design Review?

Design Review is a component of a Master Use Permit (MUP) application and is required for most new commercial, mixed-use and multifamily developments.

The City also administers other types of Design Review, such as the review of public capital improvements projects, landmarks, or development in historic districts. Those types of reviews are not covered as part of this Tip, which is dedicated to describing SDCI's Design Review process only. They are explained in other materials and consultation with the Department of Neighborhoods (DON) and the Design Commission.

Design Review provides a forum through which neighborhoods, developers, architects, and City staff can work together to ensure that new developments contribute positively to Seattle's neighborhoods.

Design Review has three principal objectives:

1. To encourage excellence in site planning and design of projects such that they enhance the character of the City.

2. To provide flexibility in the application of development standards.

3. To improve communication and participation among developers, neighbors and the City early in the design and site plan of new development.

SDCI examines Design Review and other MUP components like environmental review (SEPA), variances, rezones, etc.

Design Review applications involve public notice and opportunity for public comment like these other components. SDCI staff review most of the different types of components. With ADR, SDCI staff provide Design Review guidance and recommendations. With FDR, a Design Review Board provides Design Review guidance and recommendations.

The final decision on the Design Review component is made by the Director of SDCI, along with decisions on any other MUP components. This decision may be appealed to the Seattle Hearing Examiner.

What are Design Review Guidelines?

We have published 2 sets of Design Review guidelines to provide greater predictability to designers, developers, and community members, and ensure greater consistency in Design Review decision-making.

The 2 sets are:

■ Seattle Design Guidelines that apply throughout Seattle's neighborhoods, outside of downtown

■ Design Review Guidelines for Downtown Development that apply specifically to downtown Seattle

There are additional specific design guidelines that are required in many neighborhoods. Neighborhood-

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specific guidelines enhance the Seattle design guidelines (citywide) and the guidelines for downtown development by addressing more specific design concerns that have significance to a particular neighborhood.

You should check with us to determine if a proposed project lies within an area that is covered by neighborhood specific guidelines. All of the neighborhood specific design guidelines are available on our Design Review website.

What is Subject to Design Review?

Applications for all proposals over the thresholds (see Table A on page 3) are required to go through the Design Review process.

What is Not Subject to Design Review?

Applications for certain Low-Income Housing (LIH) are not subject to Design Review. Please review this handout for how to qualify for Low-Income Housing (LIH Checklist).

Applications for Mandatory Housing Affordability (MHA) onsite performance proposals are not subject to Design Review.

MHA proposals need to complete the Statement of Intent to elect the exemption from Design Review. See Statement of Intent for more information.

What are the Different Types of Design Review?

There are 3 types of Design Review including full, administrative and streamlined. This Tip addresses the full and administrative reviews; a separate SDR process applies to certain smaller-scale multifamily projects, and is addressed in Tip 238B.

FDR includes working with an assigned land use planner and giving presentations to a Design Review Board. The Board will hold at least one Early Design Guidance (EDG) meeting, followed by at least one Recommendation meeting after you submit your MUP application. The Code allows either you or the department to require additional meetings.

ADR is administered by an assigned Land Use Reviewer. All the application materials and process steps for ADR are the same as full Design Review, except these projects are not reviewed by the Design Review Board and therefore do not require a public Design Review meeting. Instead, you should plan to meet with your assigned planner to discuss project design issues.

Design Review is required when the development exceeds the thresholds in Table A on page 3.

In some cases, an applicant may elect to go through Design Review on a voluntary basis if they want to ask for Design Review Departures or retain large trees on site. These options are described in SMC 23.41.004.C.

What is a Development Standard Design Review departure?

A Design Review development standard departure allows a project design to achieve flexibility in the application of most of the land use code standards or requirements. To allow a Design Review departure from a land use code standard, an applicant must demonstrate that it would result in a design that better meets the intent of the adopted design guidelines.

Applicants should clearly identify all Design Review departure requests in the Design Review packet and in the plan sets as follows:

Requested (or Granted after final Recommendation phase has occurred) development standard Design Review departures from the Land Use Code:

Code Section	Requirement	Proposed	Sheet Note
SMC 23.47A.008.B.2.a	60% transparency	45%	No. A-3

Design Review departures may be granted from any land use code development standard or requirement, except for requirements such as (see SMC 23.41.012 for a complete list):

- Procedures, measurements, and definitions
- Shoreline code requirements in SMC 23.60
- Subdivision and short plat requirements
- Subdivision and short plat requirements
- Size and types of uses allowed on site, except for street level uses
- Residential density limits
- Noise and odor standards
- Most Floor Area Ratio (FAR) requirements
- Most requirements related to maximum building height
- Many requirements related to transportation, traffic and parking
- Most Mandatory Housing Affordability (MHA) requirements
- Standards for storage of solid-waste containers

Design Review Thresholds - Effective July 1, 2018		
Table A for 23.41.004		
Design Review thresholds by size of development and specific site characteristics outside of downtown and industrial zones		
If **any** of the site characteristics in part A of this table are present, the Design Review thresholds in part B apply. If **none** of the site characteristics in part A of this table are present, the Design Review thresholds in part C apply.		
Part A	**Category**	**Site Characteristic**
	A.1.Context	a. Lot is abutting or across an alley from a lot with neighborhood residential zoning. b. Lot is in a zone with a maximum height limit 20^{ft} or greater than the zone of an abutting lot or a lot across an alley.
	A.2.Scale	a. Lot is 43,000$^{sq\,ft}$ in area or greater. b. Lot has any street lot line greater than 200^{ft} in length
	A.3.Special Features	a. Development proposal includes a type IV or V Council Land Use decision. b. Lot contains a designated landmark structure. c. Lot contains a character structure in the Pike/Pine Overlay District.
Part B	**Development on a lot containing any of the specific site characteristics in part A is subject to the thesholds below.**	
	Amount of gross floor area of development	**Design Review type[1]**
	B.1. Less than 8,000 sq ft	No Design Review[2,3]
	B.2 At least 8,000 but less than 35,000 sq ft	Administrative Design Review
	B.3. 35,000 sq ft pr greater	Full Design Review[4]
Part C	**Development on a lot not containing any of the specific site characteristics in Part A of this table is subject to the thresholds below.**	
	Amount of gross floor area of development	**Design Review type[1]**
	C.1. Less than 8,000 sq ft	No Design Review[2,3]
	C.2. At least 8,000 sq ft but less than 15,000 sq ft	Streamlined Design Review
	C.3. At least 15,000 but less than 35,000 sq ft	Administrative Design Review
	C.4. 35,000 sq ft or greater	Full Design Review

[1]Applicants for any development proposal subject to administrative Design Review may choose ful Design Review instead, and applicants for any project subject to streamlined Design Review may choose administrative or full Design Review.

[2]The following development is subject to streamlined Design Review: (1) Development that is a least 5,000$^{sq\,ft}$ but less than 8,000$^{sq\,ft}$ and (2) is proposed on a lot that was rezoned from Residential Neighborhood zone to a Lowrise 1 (LR1) zone or Lowrise 2 (LR2) zone, within five years after the effective date of the ordinance introduced as Council Bill 119057. This requirement shall only apply to applications for new development submitted on or before December 31, 2023.

[3]The following development is subject to administrative Design Review: (1) development that is at least 5,000$^{sq\,ft}$ but less than 8,000$^{sq\,ft}$ and (2) is proposed on a lot that was rezoned from a Residential Neighborhood zone to a Lowrise 3 (LR3) zone, any Midrise zone, Highrise zone, Commercial (C) zone, or Neighborhood Commercial (NC) zone, within five years after the effective date of the ordinance introduced as Council Bill 119057. This requirement shall only apply to applications for new development submitted on or before December 31, 2023.

[4]Development proposals that would be subject to the full Design Review, may elect to be reviewed pursuant to the administrative Design Review process according to Section 23.41.016, if the applicant elects the MHA preformance option according to Sections 23.58B.050 or 23.58C.050. If the applicant elects administrative Design Review process pursuant to this footnote, the applicant shall not be eligible to change its election between preformance and payment pursuant to subsections 23.58B.025.B.2.c or 23.58C.030.B.2.c.

Table B for 23.41.004		
Design Review thresholds by size of development in downtown and industrial zones		
Zone	**Amount of gross floor area of development**	**Design Review type**
A. All DOC1, DOC2, or DMC zones	50,000$^{sq\,ft}$ or greater	Full Design Review
B. All DRC, DMR, DH1, DH2, PMM zones outside the Pike Place Market historical district or IB zones	20,000$^{sq\,ft}$ or greater	Full Design Review

LEGAL DISCLAIMER: *This Tip should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Tip.*

- Building structures extending into the public right of way

- In some areas, different Design Review departures may be possible or specifically not allowed (Downtown, Seattle Mixed zones, Yesler Terrace, Pike/Pine Conservation Overlay, pedestrian zones, some areas of Lake City and Ballard, etc.

- Additional Design Review departures are possible for Living Building and 2030 Challenge High Performance Existing Building Pilot Program development.

What Is the Design Review Board?

Projects subject to FDR are brought before a Design Review Board, before the MUP application, during the EDG phase, and after the MUP application during the Recommendation phase.

Seattle is divided into 8 Design Review Board districts (boundaries are indicated on Design Review Board Districts Map), each with its own 5-member Board*. The 5 volunteer members represent the following interests:

- 1 design profession

- 1 development

- 1 business or landscape design

- 2 local residential/community

Board members are appointed by the Mayor and Council and confirmed by City Council.

The manager of the Design Review program may appoint former board members to serve as substitutes for current members who are periodically absent.

* The Design Review Board participates in the YMCA's Get Engaged program, which places young adults (18-29) on the city's boards and commissions for 1-year appointments. These members have full voting rights. Each year, 1-2 Get Engaged members serve on 1-2 of the Design Review Boards, bringing the total number of members for that Board to 6.

Who is the Land Use Reviewer?

We assign a Land Use Reviewer to each Design Review project. The Land Use Reviewer explains the permitting process, specifically the steps to navigate Design Review and associated reviews. The Land Use Reviewer works closely with the applicant team to achieve a design that best responds to the design guidelines.

For FDR projects, the Land Use Reviewer helps prepare the applicant team for Design Review Board meetings. The Land Use Reviewer also attends and

helps facilitate Design Review Board meetings and documents the Board's deliberations.

The Land Use Reviewer prepares the Design Review reports that summarize the design guidance or recommendations. The EDG report follows the EDG review/meeting and provides guidance about how to develop the design for the next stage of review. The Recommendation report follows the Recommendation review/meeting and identifies the approval as well as any conditions to resolve before approval. The applicant uses the reports to guide and modify the design as needed.

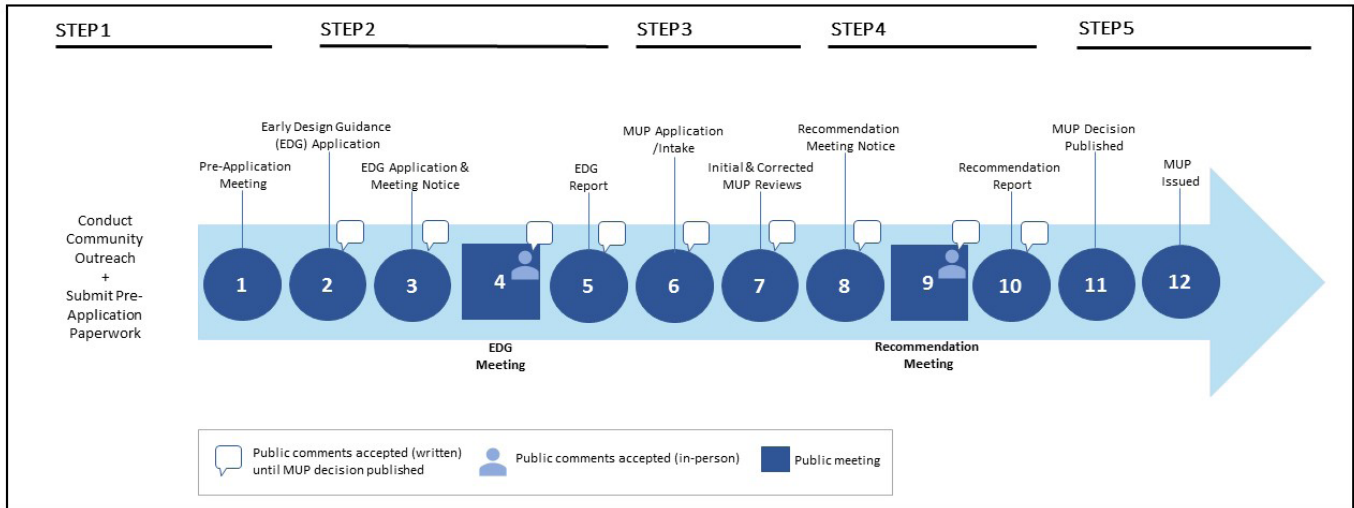## Figure 2: Design Review Board District Map
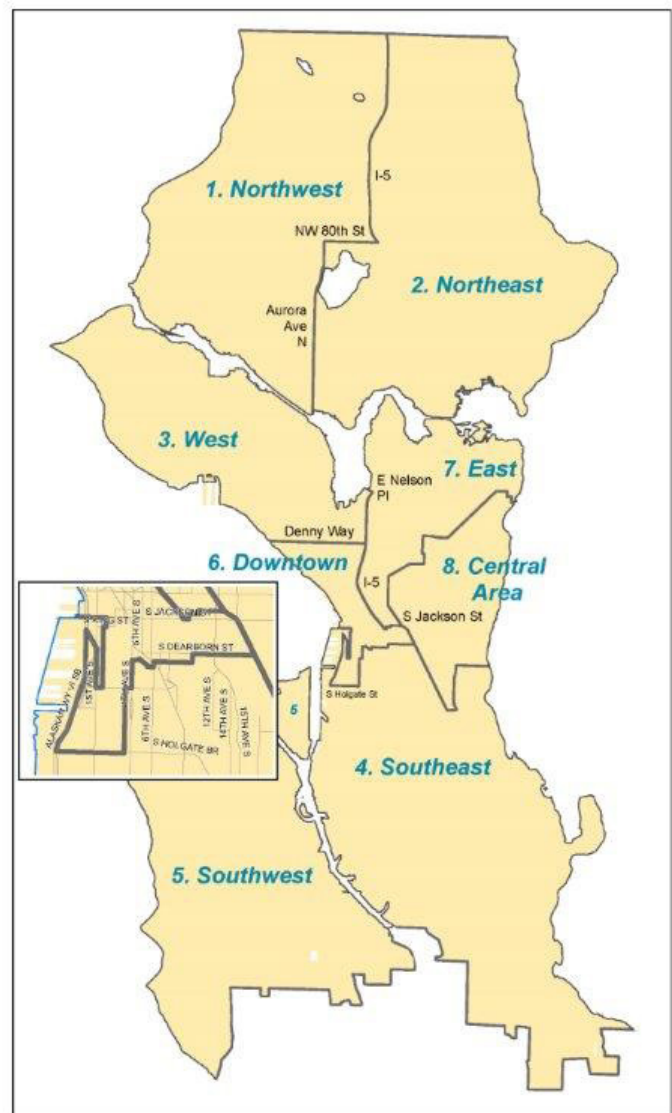
What Is the Design Review Process?

The following diagram shows the basic steps of the FDR process (which is explained in greater detail later in this Tip):

Figure 3:

Full Design Review Process

The ADR process mimics the same steps of the FDR process, except that the project does not go before a Design Review Board and does not include public Design Review board meetings. Instead, all the Design Review is conducted administratively by the assigned Land Use Reviewer. The following diagram illustrates the ADR process:

Figure 4:

Administrative Design Review Process
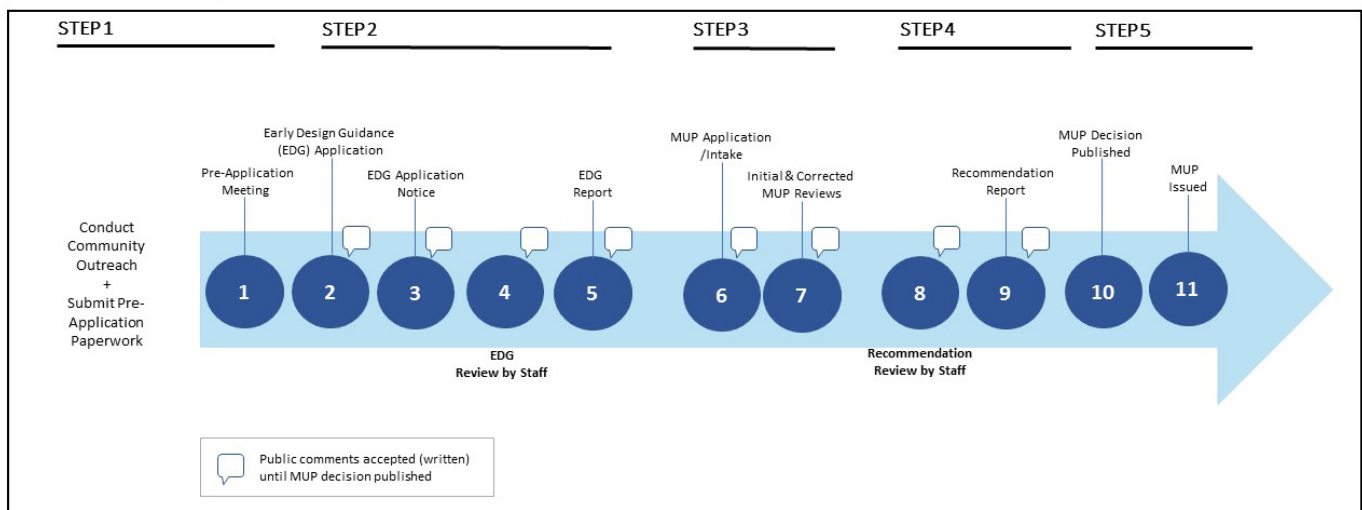
Permitting Process

Step 1

PRE-SUBMITTAL APPLICATION AND CONFERENCE

Using the Seattle Services Portal, complete the Building & Land Use Pre-Application. You will need to upload a site plan and a complete legal description for your site. Your preliminary application materials will be sent to other departments for their review and comment.

An EDG pre-submittal conference meeting is also required. Submit the pre-submittal conference application when you submit your other materials.

1. *Pre-Application Site Visit Request (PASV) Note: This form may be submitted electronically via your project portal.*

2. *Preliminary Application Form (PAF) Note: This form may be submitted electronically via your project portal.*

3. *Pre-Submittal Conference Application*

4. *Statement of Financial Responsibility / Agent Authorization*

5. *Basic Site Plan per Tip 103, Site Plan Requirements*

Please note that the pre-submittal date is scheduled several weeks from the application date to allow time for the completion of the Preliminary Assessment Report. Fees for pre-submittal conferences and additional hours of review are listed in the current version of the Fee Subtitle and are summarized in the Land Use Application and Fee Requirements document available online on our "Fees" page.

We highly encourage you to upload a draft EDG packet along with the pre-submittal materials. This will allow staff to begin review of your packet and provide feedback at the meeting and likely save review time after the application is submitted. We also recommend that you use the EDG Packet Checklist Worksheet to document where the information has been provided; please provide a copy of this worksheet to your planner along with the draft packet.

Public Outreach:
Visit DON's Early Community Outreach for Design Review webpage for information and resources about planning, conducting, and documenting your required community outreach. The DON staff contact listed on that webpage is responsible for reviewing and approving your outreach documentation and is available to answer any questions you have about your outreach. You may begin your outreach at any time, however it must be completed before we will schedule your EDG meeting or begin any review of your application.

Pre-Submittal Conference:
Design Review requires an EDG pre-submittal conference with your assigned Land Use Reviewer. The pre-submittal conference is held online. You will be provided with a link to attend the meeting and options to join via phone. Various city staff will attend the pre-submittal conference to discuss your project.

During the conference, please be prepared to make a brief presentation that includes the project site, surrounding building context, and your general development program. This is an opportunity for all parties to discuss the following:

- Review draft design packet and design thinking
- Process steps
- Community outreach
- Nearby projects and/or initiatives in the planning or construction phases
- Possible development standard departures
- Other important preliminary issues

A designated member of your team will need to take minutes/notes during the pre-submittal meeting. Following the meeting, email the draft notes (in Word format) to the Land Use Reviewer, ideally within two weeks of the pre-submittal meeting. The Land Use Reviewer will share the notes with city staff. Staff will update and approve the final notes and add them to the Record documents.

The pre-submittal conference notes need to be approved and uploaded to the Record before you can submit an EDG application.

STEP 2

EDG APPLICATION, MEETING PREPARATION AND PRESENTATION

EDG Application:
The EDG application may be submitted immediately following the approval and upload of the staff-approved

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pre-submittal conference notes by staff to the Record, following the procedures outlined under Step 1 on the Design Review website.

All EDG applications are accepted daily, based on when a complete application is submitted through your Seattle Services Portal. You do not need to schedule an intake appointment for EDG applications. You do, however, need to follow the steps in How to Submit Your EDG Application.

The following are the required items that must be included for a successful, complete EDG application:

1. **Draft EDG packet developed using the EDG Packet Checklist:** In this packet, describe the conditions influencing the design and graphically demonstrate the proposed design. This packet is what the planner and/or Board will evaluate during Design Review.

2. **Statement of Financial Responsibility Form / Agent Authorization**: signed by the property owner.

3. **Complete payment of Early Design Guidance fees:** and any additional land use hourly fees due will also be collected at this time. Current Land Use Fees.

The EDG Design Proposal Packet
The 11"x17" packet enables you to describe things about the site and nearby area that affect your design, and to graphically demonstrate the project proposal. Please make sure your EDG packet includes all the required information in the checklist.

In general, the EDG packet should include:

1. **Formatting and information that matches packet standards**. Please see EDG checklist.

2. **Project Info**: Record number, address, meeting type and date.

3. **Development Objectives**: Approximate size of development (number of residential units, amount of commercial square footage, number of parking stalls, etc.).

4. **Site Plan**: Clear site plan showing property lines, dimensions, spot elevations, topography, structure footprint, adjacent structures, trees, access, right-of-way dimensions and landscaping, as well as a legal description.

5. **Urban Design Analysis**:
- Include vicinity map, aerial map, graphics and photos, showing:
  - surrounding uses and structures
  - zoning
  - notable features
  - trees and landscaping
  - topography/slopes/natural features
  - vehicle, pedestrian, bike access
- Axonometric or other three-dimensional drawings, photos, or models to demonstrate the size and scale of development near the site.
- Graphics showing shadow impacts on nearby sites and parks/open spaces.
- Call-out notes or captions to highlight design context cues in nearby sites.
- Explain how you used this context and information to develop your design alternatives.

6. **Zoning Data**: Summary of applicable standards.

7. **Design Guidelines**: Briefly list the guidelines most applicable to the site and design. Use graphics and text to explain your choice of guidelines and the design response.

8. **Architectural Massing Concepts**: Include 3 viable alternative architectural massing concepts, one of which meets all Code requirements (no departures).
- Graphics for all 3 options should be comparable.
- List design opportunities and constraints explaining the reasoning for each option.
- Conceptual floor plans to show ground level uses and how the exterior design relates to the floor plan for each option.
- 3D studies and sketches at the street level can help to demonstrate how the options respond to Design Guidelines.

9. **Design Review Departures**: Summary table for all potential development standard Design Review departures, including the following for each departure:
- Code section and Code requirement
- Rationale explaining how the Design Review departure results in a project which better meets the intent of specific design guidelines.
- Dimensioned graphics clearly showing the code requirement and area of requested departure

EDG Packet Review (ADR and FDR) and Meeting Preparation (FDR)

Once the EDG application has been submitted, we will review the materials. If you are missing materials or need to change the EDG packet, we will send a correction letter identifying what is needed. The Land Use Reviewer may schedule a meeting with you to discuss the correction items.

For FDR, we contact you and schedule the Design Review Board public meeting. The Design Review Board members, the public, and the project applicants will be invited. We maintain a calendar of all scheduled, upcoming meetings.

Notice of ADR reviews and FDR meetings is provided in our weekly Land Use Information Bulletin, which is available online and through mailed notice to residents and property owners within 300 feet of the site, and with notice posted at the project site.

Once the Land Use Reviewer indicates that your proposal packet is sufficient, you will receive information about submitting hard copies of the final packet and uploading the final packet. You will need to:

- FDR: Deliver 8 hard copies of the final packet to SDCI offices 16 calendar days before the meeting

- ADR and FDR: Upload a PDF file of the packet (10 calendar days before an FDR meeting)

Instructions for creating and uploading the PDF file are located on the Design Review website. We will distribute the hard copies to board members as applicable and post the digital copy online . The Land Use Reviewer will send a memo to the Board summarizing their feedback to you.

EDG Presentation (FDR) and Report (ADR and FDR)

At the Board meeting, focus your presentation on specific information from the EDG packet, such as:

- Site: existing buildings, slope, street edges, land-scaping/trees, etc.

- Context: nearby architecture, open space, and other things that might influence the design.

- Proposal: the size and type of the proposed development

- Describe the 3 options and explain how they were developed using early community input, context

cues, response to site opportunities and constraints, and how the respond to design guidelines

- Departures: describe any that are proposed and explain how they better meet the intent of Design Guidelines

- Optional: early ideas for exterior materials, landscape choices, other details you're considering in your design, and examples of other projects you've built

Tips for an Effective Presentation:

1. *If you are new to Design Review or the Board area, please attend or review recorded board meetings for nearby projects.*

2. *Your project presentation is limited to 20 minutes so using this time wisely and efficiently is critical! For EDG presentations:*
   - *5 minutes max: Describe site and context*
   - *10 minutes: design options and response to Design Guidelines/context/public comment/staff memo/Board questions*
   - *1-2 minutes per Design Review departure*

3. *Use north arrows, street names, and landmarks in your graphics to reduce any confusion*

4. *Use graphics that are clearly readable on a screen or mobile device; limit text on slides.*

5. *Focus on the specific conditions, architectural cues and site cues that inform your early design concepts.*

6. *Plan to spend a few minutes addressing any specific or major issues raised in the staff memo, public comment or Board questions; these will likely be issues of Board focus.*

7. *Rehearse your presentation ahead of time! Remember to project your voice and wear a headset for better clarify.*

After your presentation, the public is invited to offer their comments and concerns regarding the siting and design of development on the site. At EDG, Board members deliberate and identify the design guidelines that are of the highest priority for the site, provide feedback on which option to develop, identify aspects of the design options to retain or change, and incorporate any relevant comments from the public.

The assigned Land Use Reviewer will summarize the Board's feedback (FDR) or staff feedback (ADR) in an EDG report. The report is sent to all parties

that attended the meeting or who have written to us regarding the project. These reports, as well as the 11"x17" design proposals, are available under Search Project Reviews located on the Design Review page.

STEP 3

MASTER USE PERMIT (MUP) APPLICATION

You will need to develop plans and information that show how you have developed the design in response to EDG and submit that information with the MUP application.

In your MUP application materials, include a written explanation of how the design responds to the guidance in the EDG report.

In addition to MUP intake fees, any outstanding EDG fees must be paid at the time of MUP application.

When you apply for a MUP, be sure to include responses to any other reviews such as zoning, SEPA (if required), administrative conditional use, etc.

In addition to MUP submittal checklist items, be sure to include the following at intake:

- A minimum of four colored and shadowed elevations on a single sheet. Include a key to show areas of specific proposed exterior materials and colors.

- A colored site/ landscape plan showing plants and hardscape materials

- Sheet(s) identifying any proposed Design Review development standard departures, including code section, code requirement, dimensions of proposed departure, and graphics showing area of departure

- Draft Recommendation packet with any graphics that are useful to demonstrate how the design responds to EDG (see Step 4)

We will send notice by mail and provide a public comment period allowing people to comment on the project, including siting and design issues.

The assigned planners will begin their reviews of your application materials. They will provide correction notices as needed to request further information, clarification, or require changes.

STEP 4

Design Review BOARD RECOMMENDATION MEETING: PREPARATION AND PRESENTATION

The Recommendation Design Proposal Packet The 11"x17" packet enables you to describe the parameters affecting the design and graphically demonstrate the project proposal.

In general, the recommendation packet should include:

- Follow packet standards. Please see the full checklist.

- Project Info: Record number, address, meeting type and date.

- Proposal Info: Size of development (number of residential units, amount of commercial square footage, number of parking stalls, etc.)

- Summary of Existing Site and Context: include this info from the EDG packet, plus any additional context information that was requested in the EDG report

- Zoning Data: Summary of applicable standards

- Response to EDG: Use graphics and text to describe how the proposal responds to the priority design guidelines and guidance from EDG.

- Composite Site Plan: Clear composite site plan showing proposed structure footprint, including all dimensions and spot elevations, adjacent structures, open spaces, access, and landscaping.

- Composite Landscape/Hardscape Plan

- Elevation drawings: Call out materials, colors, fenestration details, venting locations

- Floor Plans: Indicate property lines, uses, entries, access, setbacks, dimensions, and adjacent building locations.

- Materials/Color Palette. Photo of the materials/colors board, with key

- Color perspectives or renderings. Views from the pedestrian level and above can help demonstrate how the design responds to EDG and Guidelines.

- Exterior Lighting Plan with light fixture locations and designs

- Signage Concept Plan showing location and type of signage

- Building Sections showing existing adjacent sites

- Design Review departures: Summary table for all potential development standard Design Review departures, including the following for each departure:

  - Code section and Code requirement

  - Rationale explaining how the Design Review departure results in a project which better meets the intent of specific design guidelines.

  - Dimensioned graphics clearly showing the code requirement and area of requested departure

Recommendation Packet Review (ADR and FDR) and Meeting Preparation (FDR)

The Land Use Reviewer will review your draft recommendation packet and the design, and work with you to revise the draft packet so that it better meets the criteria outlined in Design Review: Recommendation Proposal Packet Checklist.

FDR: The Design Review Board public Recommendation meeting will be scheduled after:

- The first cycle of reviews are complete,

- You have submitted correction responses to all out-standing corrections, and

- There are no major design changes necessary to meet zoning or Design Review (these will be identi-fied in a correction letter, if applicable)

FDR: We will contact you and schedule the Design Review Board public meeting. The Design Review Board members, the public, and the project applicants will be invited. We maintain a calendar of all scheduled, upcoming meetings.

When the meeting is scheduled, you will receive information about submitting hard copies of the final packet and uploading the final packet. You will need to:

- FDR: Deliver 8 hard copies of the final packet to SDCI offices 16 calendar days before the meeting

- ADR and FDR: Upload a PDF file of the packet (10 calendar days before an FDR meeting)

Instructions for creating and uploading the PDF file are located on the Design Review website. We will distribute the hard copies to board members as applicable and post the digital copy online. For FDR, the Land Use Reviewer will send a memo to the Board summarizing their feedback and any outstanding design issues.

Notice of the meeting will be provided in our weekly Land Use Information Bulletin.

Recommendation Meeting Presentation (FDR) and Report (ADR and FDR)

Your project presentation is limited to 20 minutes, so organized time and efficient communication are very important. For Recommendation presentations:

- 3 minutes max: Refresher on site/context

- 12 minutes: use graphics and words to describe how the design has developed in response to EDG, items in staff memo, public comment, and Board questions

- 1-2 minutes per Design Review departure

Please see Tips for an Effective Presentation page 9.

If you want to show 3D models, computer-assisted graphic images, or video clips at the Recommendation meeting, please work with your assigned Land Use Reviewer.

After your presentation, the public is invited to offer their comments and concerns regarding the design. Board members consider comment, deliberate, and make recommendations about whether the proposal and departures meet Design Guidelines.

The outcome can be recommending approval, recommending approval with conditions, or recommending another meeting. Departures may be recommended for approval or denial. The Land Use Reviewer will summarize the Board's feedback (FDR) or Staff feedback (ADR) in Recommendation report. The report is sent to all parties that attended the meeting (FDR) or who have written to us regarding the project. These reports, as well as the 11"x17" design proposals, are available under Search Project Reviews located on the Design Review page.

STEP 5

DIRECTOR'S DECISION

The SDCI Director makes the final decision on the Design Review component of a MUP application. However, if four of the Design Review Board members recommend the same thing, the director must accept that recommendation in most cases.

SDCI's Director may override the Board's recommendation only if the board has made a clear error in the application of the guidelines, has exceeded its authority, or has required design changes that disregard other non-waivable local, state or federal requirements. Conversely, when the Board's recommendation is supported by less than four members, the Director will give due consideration to the Board's recommendation in reaching their decision.

The SDCI Director's Design Review decision will be published in a single document along with the decisions on other MUP components related to the project. SDCI issues public notice of this decision, sending information to everyone who has commented on the proposal and listing it in the weekly Land Use Information Bulletin.

Small changes to the design may be required between this point and final issuance of the MUP, if necessary to comply with Design Review conditions.

STEP 6

Design Review APPEALS AND CONTRACT REZONES
As with other discretionary MUP-component decisions, the Design Review decision may be appealed by any interested party. Appeals may be made during the 14-day appeal period after the MUP decision, by submitting a letter and a filing fee to the Seattle Hearing Examiner. The Hearing Examiner must give substantial weight to the Director's decision, basing any decision to the contrary on a finding of clear error or omission, not simply of differing opinion or conclusion. You can't make an appeal of a Design Review decision to the Seattle City Council.

In the case of a contract rezone proposal with Design Review, the SDCI Director will make a recommendation to the Hearing Examiner. The Hearing Examiner then provides a recommendation to the City Council, where the final decision is made.

STEP 7

BUILDING PERMIT
You may apply for a building permit following the submittal of a complete MUP application.

Submit colored elevations with the building permit plans and include material and color call outs. This information will help the Land Use Reviewer efficiently determine that your plans match the approved MUP design.

Building permit applications for Design Review projects are reviewed by a Land Use Reviewer, who compares this set of plans against the MUP plans to confirm consistency with the approved MUP.

The Land Use Reviewer will begin their review of the Building Permit drawings after the MUP is issued.

The MUP must be issued before any demolition or building permits can be issued.

STEP 8

Design Review REVISIONS AND INSPECTIONS
Any revisions that affect the exterior of the building with a MUP for Design Review need to be considered through a MUP revision. Pease see Tip 224B, Master Use Permit Revisions for more information.

Minor MUP revisions: Changes to a MUP that have little or no effect on the design or other approvals may be considered minor revisions. These are reviewed by staff and do not require public notice or a new MUP decision.

Major MUP revisions: Larger changes to the approved design, many small changes that change the design, and/or changes that require additional approvals such as departures are considered major revisions. These require a new MUP application, public notice, they may require Design Review Board meeting(s), and they require a new MUP decision with appeal period.

Inspections: The Land Use Reviewer will inspect constructed projects prior to temporary certificate of occupancy to ensure compliance with Design Review approval. Hourly Land Use Review fees apply.

Additional Information on Design Review

Visit our Design Review webpage for more information about Seattle's Design Review program.
In addition to basic program information, the site features:

■ Links to the Preliminary Application Form (PAF), Statement of Financial Responsibility/Agent Authorization Form and Fee Worksheet and other required application materials

■ Checklists of the packet requirements for both Early Design Guidance and Recommendation phases

■ A calendar of upcoming Design Review meetings

■ Design proposal packets

■ Visual gallery of design guideline examples

■ Visual gallery of successful projects

Visit our Shaping Seattle map to see all of the Design Review projects currently under review, along with their design proposals.

Access to Information

Links to electronic versions of SDCI Tips, Director's Rules, and the Seattle Municipal Code are available on our website at **www.seattle.gov/sdci**.

Attachment 1

Project No. _____

City of Seattle

Response to Guidelines: MUP Application for Design Review

(Attach additional sheets as needed)

1. Please describe the proposal in detail, including types of uses; size of structure(s), location of structure(s), amount, location and access to parking; special design treatment of any particular physical site features (e.g., vegetation, watercourses, slopes), etc in response to design guidelines.

2. Include in the MUP plan set initial design response drawings with at least four (4) colored and shadowed elevation drawings and site/landscape plan. SDCI strongly encourages applicants to include a draft Recommendation packet with the MUP application, to reduce the number of Design Review corrections.

3. Please describe how the proposed design responds to the Early Design Guidance (EDG).

4. Please include in the MUP plan sheet(s) any specific requests for development standard Design Review departures (SMC 23.41.012). I, include the Code requirement, the amount of proposed departure, diagrams showing the area of proposed departure, and the specific rationale(s) for how the design with departure better meetings the intent of specific Design Guidelines.