

City of Seattle

Department of Planning & Development

Applicant Services Center (ASC) – 20th floor

700 5th Ave, Ste 2000

P O Box 34019

Seattle, WA 98124-4019

TEL 206-684-8850

FAX 206-233-7866

www.seattle.gov/dpd

ASC/PRC hours:

M, W, F: 7:30-5:30

T, Th: 10:30-5:30

Microfilm Library hours:

M, W, F: 9:00-4:30

T, Th: 10:30-4:30

**5 STEPS FOR SUCCESSFUL
DPD APPLICATION SUBMITTAL**

Project #: _____

Date: _____

Step 1: RESEARCH

No Fee

- **DPD website** (www.seattle.gov/dpd): research property information, zoning, permit history; determine application types and requirements, review Client Assistance Memos (CAMs), Director’s Rules, Checklists and Standards; generate fee estimates; obtain Green Building information.
- **Public Resource Center** (in-person at PRC): purchase codes, view land use files and construction drawings, research permit and plan history in the microfilm library (fees for copies may apply).
- **Coaching** (in-person at ASC): obtain general information on building code, land use code, application process and submittal requirements.

Step 2: SUBMIT PRELIMINARY APPLICATION MATERIALS – if required

Fees Apply

- The following Preliminary Application Materials may be mailed, faxed, or dropped-off (address listed above).
- Fees may be required; include checks payable to City of Seattle if submitting forms by mail.

Preliminary Application Form [PAF]

No Fee

- Submit Preliminary Application Form to start the construction and land use (MUP) permit processes.
- A Preliminary Application Form is **not required** for Plats (Full Subdivisions, Short Plats, Unit Lot Subdivisions, Lot Boundary Adjustments), Subject-to-Field-Inspection (STFI), Over-the-Counter (OTC), and mechanical permits.
- Attach required plans per Preliminary Application Form meeting all standards for site plans per [CAM 103](#), location plans per [CAM 316](#), and Building ID plans per [CAM 130](#).
- For new construction projects, applicants receive a “Preliminary Assessment Report” [PAR] containing information from DPD, SDOT, SPU, and SCL regarding drainage, utility, and right-of-way improvement requirements.
- If requesting a street improvement exception, submit Right-of-Way Improvement Exception Request Form per [CAM 205](#).

Pre-Application Site Visit [PASV] Request Form

Fee

- Required for land use (MUP), construction and grading applications meeting these criteria:
 - No PASV has been conducted at a development site within the past 18 months.
 - Greater than 750 sq ft of ground disturbance in non-environmentally critical areas (ECA).
 - Ground disturbance in an environmentally critical area (ECA). Ground disturbance is equal to or greater than 1 cubic yard of hand-dug earth disturbance (roughly 5 or 6 footings).
- Applicants receive a PASV Field Assessment and Report identifying site conditions including ECAs, drainage patterns, large trees, existing structures, street curb & potential property line impacts.
- Note: based on the PASV results, additional submittal materials may be required.

Pre-Submittal Conference Application

Fee

- Required for high-rise structure and atrium construction, and land use Early Design Guidance (EDG).
- Recommended for substantial alterations, buildings with unusual structural systems, ECA exceptions, Shoreline Substantial Development permits, complex zoning interpretations, council actions (e.g. rezones).
- Submit Pre-Submittal Conference Application Form to request conference to discuss codes, processes or complex issues spanning many disciplines (e.g. construction, land use, etc) and city departments.
- Pre-Submittal Conference availability is limited and based on resources and complexity of application questions.

Step 3: SUBMIT STREET IMPROVEMENT PLAN [SIP] TO SDOT – if required**Fee**

- Use Preliminary Assessment Report [PAR], SDOT [CAM 2206](#), SDOT [CAM 2209](#), and SDOT [Ready For Formal Circulation Checklist](#) to determine requirements for Street Improvement Plan (SIP) acceptance.
- Submit Street Improvement Plan to SDOT to screen for acceptance a minimum of five days prior to DPD intake.
 - SDOT Street Use Permit Counter: Seattle Municipal Tower; 700 5th Ave - 37th floor
 - Hours: M-F 8:00 – 4:30; (206) 684-5283 or (206) 684-5253
 - Provide DPD Project Number
- SDOT Street Use Coaching available at DPD ASC; call (206) 684-3679 for available hours and information.

Step 4: SCREENING – construction applications only**No Fee**

- Screening (in-person at ASC): available on a walk-in basis during ASC business hours.
- Required for all construction applications; screening may be waived for Consistently Prepared Applicants (CPA) with 80% or higher rating per [CAM 121](#).
- Use Screening Checklists and Standards to prepare detailed construction drawings, forms, reports and other documents for DPD to screen for completeness prior to intake.

Step 5: INTAKE**Fees Apply**

- Use Screening Checklists and Standards, Preliminary Assessment, and PASV Reports to ensure application meets all requirements and is complete and review ready prior to intake.
- If a Street Improvement Plan (SIP) is required, SIP must be submitted to SDOT, screened and accepted prior to DPD intake.
- Call 206-684-8850 to schedule intake appointment. Certain applications may use drop-off program per [CAM 105](#).

PRELIMINARY SITE PLAN EXAMPLE (see [CAM 103](#)):