City of Seattle
Department of Planning and Development
www.seattle.gov/dpd

SCREENING & SUBMITTAL CHECKLIST

Large Multi Family Projects

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Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Phone: (206) 684-8850

LARGE MULTI FAMILY PROJECTS

Project Number: _____ **Date**: _____

Project/Site Address: _____

Applicant Name: _____

Tip 106 General Standards **Other Tips:** _____

LU Screener (please initial): _____ **OS Screener (please initial):** _____

This checklist has been provided to assist the applicant in preparing a complete application. The requirements apply to all projects unless not appropriate for the type of project. It is the responsibility of the applicant to complete the checklist for the appropriate requirements. Refer to the associated SCREENING STANDARDS for further clarification.

~ Please refer to our standards for further clarification ~

LAND USE CONSIDERATIONS (check zoning and overlays and refer to Land Use Code for specific development standards):

Yes	No		Yes	No	
___	___	Use allowed outright	___	___	Project in Overlay District *(specify below)*
___	___	Use allowed as Conditional Use			_____
___	___	SEPA Required (DR 12-2012)	___	___	Design review project # _____
___	___	MUP Number _____	___	___	Project in Review District or Landmark
___	___	Mixed Use			

CONSTRUCTION CONSIDERATIONS:

✔	___	Project requires design Professional stamp	___	___	Demolition is required
___	___	TI Included in this permit	___	___	Tenant relocation is required
___	___	Means of Egress/Exiting covered	___	___	Phased construction
___	___	Accessibility/Barrier free design covered	___	___	H Occupancies, control areas
___	___	Height/Area/Type of construction covered	___	___	High Rise, Atrium or Mall – Tip 318
___	___	Mixed construction type	___	___	Curtain Walls
___	___	Deep excavation at property line	___	___	Ventilation (garage, corridor)

OTHER CONSIDERATIONS:

Req	Prov		Req	Prov	
___	___	In Shoreline – see Index 15	___	___	Stormwater, Grading & Drainage – see Index 14
___	___	In ECA – see Index 13			

TYPE OF PLANS TO BE SUBMITTED

Req	Prov		Req	Prov	
✔	___	Completed DPD coversheets for each set of plans	___	___	Survey (Topo survey with 2' contours if within 2' of height limit)
✔	___	Civil drawings or CSC Plan			

ARCHITECTURAL PLANS:

✔	___	Plot plan – Tip 103., 103A	✔	___	Roof plan
✔	___	Building ID plan (if more than one building on site)	✔	___	Color elevation views for design review projects
✔	___	Architectural notes	✔	___	Building Sections
✔	___	Land Use notes and documentation	___	___	Reflected ceiling plan
✔	___	Parking Information – Tip 241	✔	___	Color landscape plans for design review projects - DR 13-92
✔	___	Code Analysis (Land Use and Building)			
✔	___	Means of Egress/Exiting plan	✔	___	Construction details
✔	___	Floor plan(s)			

STRUCTURAL PLANS (if structural changes):

✔	___	Structural notes	✔	___	Roof framing plan
✔	___	Foundation plan	✔	___	Structural details
✔	___	Floor framing plan			

MECHANICAL PLANS (if Mechanical included Tip 415)

___	___	Project required design professional stamp	___	___	Mechanical notes
			___	___	Tip 415

ADDITIONAL SUBMITTALS:

___	___	Copy of Soils Report	✔	___	Equipment sizing for each unit
✔	___	Contractor Disclosure Form	___	___	Copy of Pre-submittal minutes
✔	___	Statement of Financial Responsibility Form	___	___	Parking Covenants (Site plan for Covenant parking location required)
✔	___	Structural calculations	___	___	Certificate of Approval for Special Review District or Landmark
✔	___	Waste Diversion Plan			
___	___	Target UA calculations	___	___	Deconstruction & Salvage Assessment
			___	___	Commissioning Plan

NUMBER OF PLANS REQUIRED:

✔	___	4 sets	___	___	1 additional for ECA

Comments: