City Of Seattle
Department of Construction and Inspections
www.seattle.gov/sdci

Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Email: sdci_asc_support@seattle.gov
Phone: 206-684-8850
Fax: 206-233-7866
TTY: 7-1-1 or 206-233-7156

Land Use Pre-submittal Conference Information

Before attending a pre-submittal conference, you should have a working knowledge of all applicable codes and their requirements and during the conference present any issues within the context of the code. Pre-submittal conferences do not serve as a substitute for basic understanding of the codes (some exceptions apply). We are not responsible for the identification of issues not raised by you. The Pre-submittal conference is not a replacement for the plan review process.

Prior to the Pre-submittal conference, you are expected to:

- Submit the attached Pre-submittal application, along with your payment.

  Your pre-submittal fees are a minimum of $560 (for the first two hours of staff time). Each Land Use staff person attending charges hourly @ $280/hr. Hours in excess of the 2 hour min fee will be billed to the applicant. **Note:** Additional fees apply based on the complexity of the project and the time and amount of meetings the project needs. These fees are assessed on an hourly basis.

  Fees are required for all conferences and **must be paid prior to scheduling your meeting.** Conferences will not take place without verification that all required fees are paid.

- Submit an original Statement of Financial Responsibility form along with your Land Use Pre-submittal Conference Application.

Your information will be reviewed by a Seattle DCI Coordinator, who will contact you as to your eligibility for a Pre-submittal Conference. A letter will be sent confirming meeting date, place and time.

At the Pre-submittal conference, you are expected to:

- Present an overview of the proposed project using a survey, site plan and other necessary graphics. Provide additional plan and elevation drawings as is necessary clearly presenting the issues of your proposal that need interpretation, clarification, and/or feedback.

- Applicant should take detailed meeting notes accurately summarizing the issues discussed at the Pre-submittal conference. This includes documentation of decisions made and identification of any outstanding issues that require resolution.

After the Pre-submittal conference, you are expected to:

- Within 5 business days of the pre-submittal meeting, email the draft meeting minutes in Word format to all City staff represented at the conference for their final review and approval. Seattle DCI staff will endeavor to review and finalize the meeting minutes within 2 business days.

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Land Use Pre-submittal Conference Application

Date: _____

CONTACT INFORMATION

Project Number: _____

Project Address: _____

Contact Person for this project: _____

Contact Address (include zip): _____

Phone No: _____ Fax No: _____

Email: _____

Project Architect/Firm (if applicable): _____

APPLICATION TYPE

Check the box which most closely describes the type of questions you would like to address:

☐ **ZONING REVIEW** – Check this option if you have questions about specific development standards: **height, yards, setbacks, parking**, etc. If you select this option **STOP** - you may not need a pre-submittal conference. Please complete a Paid Coaching Request form.

Zoning Coaching appointments are available through a Paid Coaching Appointments and are less formal than our pre-submittal conference process. Please see our Request for Paid Coaching Appointment form. If you are unsure of what type of appointment you need your can submit your question through our online Land Use Question and Answer or stop by our office for a 20-minute free coaching session with a Land Use Planner and they can assist you with determining if coaching or a Pre-submittal conference is needed.

☐ **LAND USE PRE-SUBMITTAL CONFERENCE:** Check this option for a conference which primarily addresses specific discretionary issues as they relate to the Master Use permits with written decisions, such as SEPA, Administrative Conditional Use, Variances, Rezones, Special Exception, Shoreline Permits, etc. Specific questions must be submitted as part of the pre-submittal application along with the code citation. Zoning questions will generally not be answered in Land Use Pre-submittal Conferences.

☐ **DESIGN REVIEW PRE-SUBMITTAL CONFERENCE: Early Design Guidance:** Check this option for the required Land Use pre-submittal conference for Design Review projects, whether projects will go to the Design Review Boards or through Administrative Design Review.

☐ **DESIGN REVIEW PRESUBMITTAL CONFERENCE**: **Streamlined Design Review:** Check this option for the required Land Use pre-submittal conference for townhouse projects in Lowrise zones, or exceptional tree removal (unless the Early Design Guidance box is checked above).

Advice from certain specialties within Seattle DCI: Check this option if you would like to talk with certain Seattle DCI experts in conjunction with any of the above pre-submittal types. These other Seattle DCI staff will be invited to attend; in some cases, however, you may need to follow up separately if they are unable to attend:

___ **Priority Green Facilitated**: Speeds up Living Building, Deep Green, Seattle 2030 District, and other innovative projects. You get priority review and processing for master use permits meeting green building standards.

___ **Priority Green Expedited**: Available for all new construction projects. Gives you faster building permit review and processing for projects that meet green building standards.

___ **Shoreline or Riparian Corridor Issues**

___ **Wetland Issues**

Advice from other City Departments: Check this option if you would like to talk with experts from SDOT, SCL or SPU about project design issues in conjunction with any of the above pre-submittal types. Specific questions relating to other City department requirements must be submitted as part of the pre-submittal application along with the code citation where applicable. Seattle DCI will invite other Department representatives to attend, however each Department will decide whether they can accommodate this request. In some cases, you may need to follow up separately with representatives from the other Departments.

___ **SDOT Street Use** (include specific questions with this request)

___ **SCL** (include specific questions with this request)

___ **SPU** (include specific questions with this request – Note that standard drainage questions are handled by Seattle DCI staff at our Drainage Counter on a drop-in basis in the Applicant Services Center)

PROJECT INFORMATION

What are the existing uses on site? _____

What is the square footage of the existing use? _____

Please provide a list of the proposed uses and associated square footages:

Uses	Square Footage
_____	_____
_____	_____
_____	_____
Total Square Footage	_____

If the project includes dwelling units, how many units are proposed? _____

How many parking spaces are proposed? _____

Does this project include demolition of any existing structure? Yes ___ No ___

Is there new construction or remodel, or both? New ___ Remodel ___ Both ___

Will you be pursuing green certification for your proposal (i.e., BuiltGreen or LEED)? Yes ___ No ___

Identify any existing project numbers that may be associated with this project: _____

PROJECT ISSUES/QUESTIONS

Please list all specific questions about your project that you would like to have answered, including the related code citations as applicable. Attach additional sheets as needed.

If you have requested advice from other City Departments include any issues or questions for that City Department. The Conference Lead will evaluate the need for other agency participation in the meeting.

SEATTLE DCI STAFF ONLY – completed by Staff

Potential MUP Components: _____

Zone: _____ Shoreline Environment: _____

Screening Notes: _____