



## Request for Paid Coaching Appointment

Project No. \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **APN No. :** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone No** \_\_\_\_\_ **E-mail or Fax:** \_\_\_\_\_

**Will this project include Construction of alterations, additions or a new building?** \_\_\_\_ Yes \_\_\_\_ No

☐ **Zoning Coaching - \$430 initial deposit**, and \$430/hr for additional time spent after the one hour appointment for follow-up research, if necessary. Land Use Planners can answer specific questions about land use codes or the permitting process. Specific questions about development standards may be answered but a full project review will not be performed and no exemptions or exceptions will be granted during the appointment.

If additional research is required to resolve an issue or answer a question, the additional time spent will be charged to the applicant at the hourly rate of \$430/hr and a subsequent invoice will be sent to the applicant for the additional charges. Prompt payment of fees incurred is required, and applicant should be aware that unpaid fees owing will be sent to collections. Specific guidance given in the coaching session by SDCI staff can be documented by the applicant, if desired. A copy of the notes will be sent to the planner to finalize and upload into our permitting system, with a copy sent back to applicant.

☐ **Geotechnical Coaching - \$252 initial deposit**, and \$252/hr for additional time spent after the one hour appointment for follow-up research, if necessary. Geotechnical Engineers can answer specific questions about ECA, Grading and Building codes as they relate to geotechnical engineering requirements. A full project review will not be performed and no exemptions or exceptions will be granted during the appointment. If additional research is required to resolve an issue or answer a question, the additional time spent will be charged to the project and will need to be paid prior to intake of the permit application. Specific guidance given in the coaching session will be documented in our project tracking system, and a copy of the abbreviated notes will be provided to the applicant at the end of the coaching session.

Brief Project Description and Questions:

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**Please submit an original Statement of Financial Responsibility form with this request.**

*Please note: A fee of \$115.50 per appointment shall be charged when an applicant fails to provide at least 24 hours notice that the appointment will not be kept (Seattle Municipal Code Title 22, Section 900B.020.B). SDCI reserves the right to cancel any scheduled appointment if the applicant arrives more than 5 minutes after the scheduled start time. You can contact our office at 206-684-8850 during normal business hours with questions or requests to cancel.*

I understand and accept the payment conditions noted above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Payment Date:	Fee Transaction No:	Appt. Date:	Time:
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Revised: April 2025