



Statement of Intent for Design Review Exemption Instructions

To apply for an exemption from the Design Review process, applicants must satisfy either the Mandatory Housing Affordability (MHA) requirements through the onsite performance option or when applying for a Low-Income Housing (LIH) project.

Mandatory Housing Affordability Projects

You must comply with all MHA performance requirements throughout the permit process once your exemption is approved. You will not be able to satisfy the MHA standards through the payment in lieu option, without completing the Design Review process.

Low-Income Housing Projects

You need to complete the LIH Checklist along with a statement of intent form for your low-income housing project. Your project must meet the funding and regulatory agreements approved by the Office of Housing (OH) before Seattle Department of Construction and Inspections (SDCI) issues your construction permit. If you do not satisfy these requirements, you must complete the Design Review process.

How to Submit Your Statement of Intent

- Contact your assigned zoning planner to discuss your project and possible exemption from the Design Review process prior to submitting your statement of intent form.
- You have the option to choose the exemption before submitting your construction application, during your EDG review phase, or after you submit your MUP application.
- Email your signed Statement of Intent form to [Emily Lofstedt](#) at SDCI to apply for the exemption from the Design Review process.
- Email the LIH Checklist form for all low-income projects to [Laura Hewitt Walker](#) at OH.



STATEMENT OF INTENT

I, _____ (primary applicant), will have a project that is subject to Design Review [SMC 23.41.004](#). I elect to take advantage of the exemption from the Design Review process and will satisfy the Mandatory Housing Affordability (MHA) requirements using the performance option.

My SDCI project record numbers are:

EG Record # _____

LU Record # _____

CN or PH Record # _____

Signature of applicant

Date _____

[illegible]

SDCI Use:

Vesting date: _____

SDCI Signature: _____

Date _____



**For projects seeking a *retroactive* Design Review Exemption
for Mandatory Housing Affordability Performance or Low-Income Housing Projects (current
applications only)**

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