DPD Project Portal: Submitting ECA Exemption Requests

You can request an exemption or waiver from development limits in environmentally critical areas (ECA) for construction, demolition, mechanical, or site work projects. Exemption requests must be submitted before you submit your complete permit application.

For more details about exemptions and the materials you need to submit with your request, see [Environmentally Critical Areas Exemptions, Relief from Prohibition on Steep Slope Development, and Modifications to Submittal Requirements.](#)

Starting Your Request

1. Click **Request an ECA Exemption** under **Complete your permit application** on the Project Portal.

> **Complete your permit application**
>
> You have a project number but don't have your permit yet.
>
> Request a pre-application site visit
>
> Submit proposal for Early Design Guidance
>
> Request an ECA Exemption
>
> Request a Shoreline Exemption
>
> Schedule an intake appointment
>
> Start your full permit application

2. Enter the permit number and click **Find**.

> **Request an ECA Exemption**
>
> You can use this page to request an exemption or waiver from development limits in environmentally critical areas (ECA).
>
> If you're developing in a shoreline, you may also wish to request an exemption from the substantial shoreline development permit requirement. Request a shoreline exemption here.
>
> For more details about each exemption type, see Shoreline Substantial Development Exemptions and Environmentally Critical Areas Exemptions, Relief from Prohibition on Steep Slope Development, and Modifications to Submittal Requirements.
>
> **Project Number:** 631099 [Find] Can't remember your permit number? Search for it by address in Permit & Complaint Status

Permit information displays, along with instructions for completing each section of the request.

Request an ECA Exemption

Permit Information

Permit No: 6310991   **Application Type:** CONSTRUCTION AND DEVELOPMENT

Address: 1612 38TH AVE E   **Description of Work:** Demolish existing Single stall garage, (access off alley) , construct new double car garage with access off alley with auxiliery living unit over garage.

Please complete each section below.

✓ Indicates sections where you have completed all required information.

❗ Indicates sections where more information is required.

Once all sections are complete, you can continue to update information until you click the button to submit your request to DPD. After that, **this information can no longer be edited online**.

[Submit request to DPD]   [Delete this request]

Once you've started your exemption, it will appear on **Requests in Progress** on the Portal, so you can save it in progress before you submit. You can also delete the request before you submit.

Requests In Progress (3)   +

Project	Request Type	Status	
6308660	Shoreline Exemption	Draft	🗑
6310991	Shoreline Exemption	Submitted	
6310991	ECA Exemption	Draft	🗑

There are three sections to the revision request:

- **Reason**
- **Exemption/Waiver Type**
- **Documents**

To complete each section, click the **Edit this section** button.

Reason

❗ Edit this section

Reason for requesting exemption:
[Not answered]

Reason

1. Enter the reason for the exemption request.

2. Click **Save Changes**.

Exemption/Waiver Type

1. Select the type of exemption/wavier you are applying for and select the ECA type that applies to your property. You can find ECA types by address on DPD's Parcel Data Sheet.

2. Click **Save changes**.

You must select at least one exemption/waiver and associated ECA type.

Documents

To find out what documents may be required for your request, see Requirements for Exemptions in Environmentally Critical Areas.

1. To upload a document, select a document type in the **Type** list.

2. Click the **Upload file** button
3. Select the file and click **Open**.
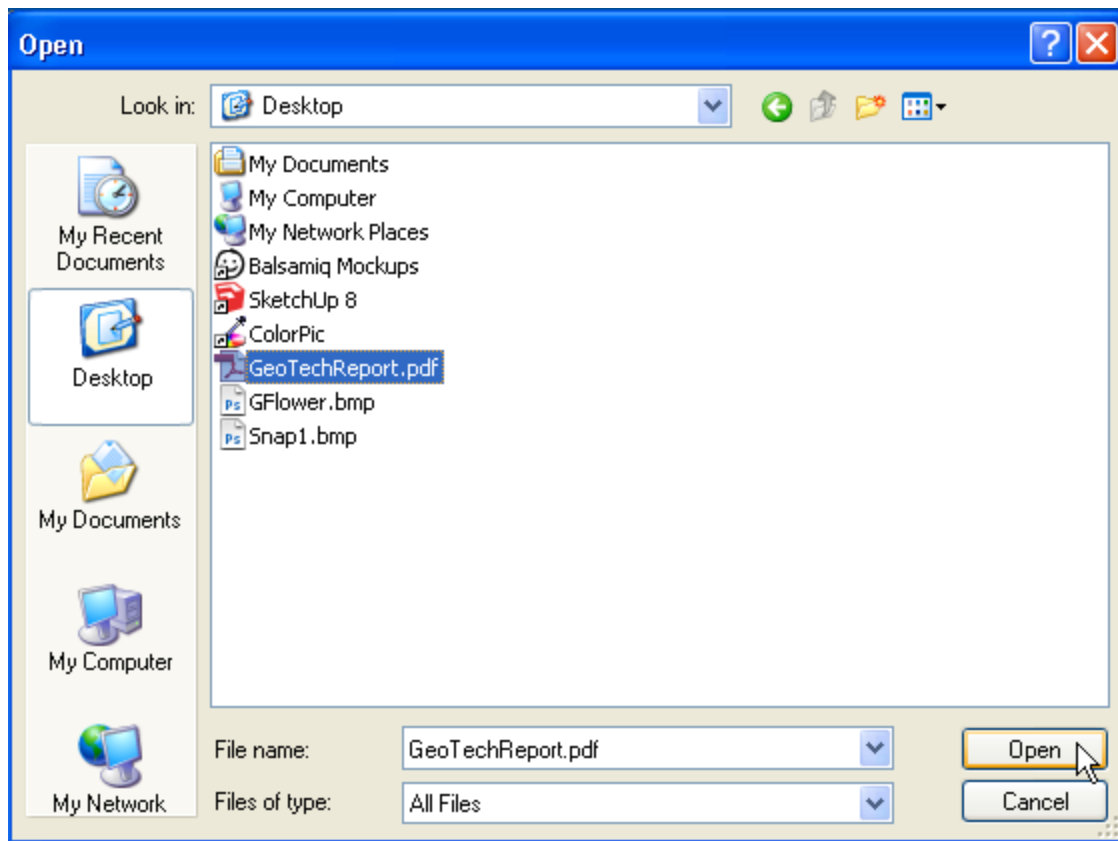
After you've uploaded documents, they appear in a list. You can delete and replace them any time before your request is submitted.

To replace a file you have already uploaded, first delete the existing file, then upload a new one.				
Document Type	File Name	Upload Date	File Size	
Geo-Technical Report	Geo-Technical Report.pdf	01/08/13	223 KB	🗑

4. To complete this section, click **Finished**.

Submitting the Revision

Once all sections are complete, a green check mark appears in each.

Reason
✅ Edit this section

Reason for requesting exemption:
Development on existing site, will not increase impact to ECA

Exemption/Waiver Type(s)
✅ Edit this section

Selected exemption types:

Exemption Type	ECA type
DOWNTOWN/HIGHRISE AREA	LANDFILL

Documents
✅ Edit this section

Files you have uploaded:

Document Type	File Name	Upload Date	File Size
Geo-Technical Report	Geo-Technical Report.pdf	01/08/13	223 KB

Once you click to submit, you can no longer edit this information online.

Submit request to DPD

If all information is correct, click the **Submit request to DPD button**. A message displays confirming your submission.

This request was submitted on 1/8/2013.
Reason — **Reason for requesting exemption:** Development on existing site, will not increase impact to ECA

Paying Fees

Before we begin review of your request, you must pay an hourly review fee. As soon as we process your request, the fee will appear in the **Payable Fees** section of your portal. You'll also receive e-mail notification, if you've signed up for e-mail alerts.

Project	Application Type	# Fees	Amount
6310991	Addition/Alteration	1	$90.50

Payable Fees (1)

Tracking Request Status

Once you've paid the fees, we will route the request to a reviewer. While review is in progress, the request will appear as in progress. As soon as the review is finished, the request will be complete. You'll also see a letter informing you of the outcome in the **Corrections and Documents** section of the Portal.

Corrections and Documents (1)

Project	Application Type
6310991	Addition/Alteration