



## Preparing and Sending Your Design Review Packet

Please follow these steps to prepare and send your Early Design Guidance (EDG) or Recommendation Packet to the Seattle Department of Construction and Inspections (Seattle DCI). We require hard copies, electronic copies and a cover image. See Step 1 below.

### What we need:

- **Hardcopies:** We send your packet to the Design Review Board in advance of the meeting. Seattle DCI needs to receive your packet at least 10 calendar days before the Design Review Board meeting. For non-board review, please coordinate with your planner for packet deadlines.
- **Electronic Packet:** We upload your packet to our website, making it available to the public. You need to submit a .pdf version of your packet the same day you give us your hardcopies.
- **Electronic Image:** We will post a image of your project on our online map, Shaping Seattle: Buildings. You need to submit a .jpg version of your image the same day you submit your hardcopies.

### To create and send your packet:

#### 1. Formatting:

**Hardcopies:** Your design review packet should meet the following specifications.

- 11"x17" paper size.
- Number your pages starting with the cover sheet.
- Use colored graphics.
- Include all items required in the packet checklist.

**Electronic Packet:** The .pdf version of your packet should look exactly like the hard copy version.

**Electronic Image:** The .jpg of your image should look like the hard copy version and meet the following specifications.

TYPE:	JPG (*.JPG, *JPEG)
<b>DIMENSION:</b>	Width: <b>870 pixels</b> Height: Variable
<b>FILE SIZE:</b>	Less than or equal to <b>150kb</b>
<b>IMAGE AT EDG</b>	Image should include side-by-side images of the design thinking as shown by the various massing alternatives (include all alternatives in single image)
<b>IMAGE FOR SUBSEQUENT EDG MEETINGS</b>	Image should be a snapshot of the evolved massing, loose design without full rendering details
<b>IMAGE FOR SDR</b>	Image should be a snapshot of the rendering view
<b>IMAGE AT RECOMMENDATION</b>	Image should be a snapshot of a rendering view that captures the greatest extent of building (i.e., a corner view)

## 2. Saving:

You need to optimize your .pdf and .jpg.

- Save the packet as a single .pdf.
- Reduce the file size as small as possible, while retaining the document's legibility on the screen and in print, using a page layout or graphics program. Adobe Acrobat DC's (or Pro's) "pdf optimizer" (File>Save as Other>PDF Optimizer) is often a good way to optimize your .pdf.
- The .pdf is best created from an existing electronic file. For those who prepare EDG and Recommendation packets and/or images without the use of a computer and page layout software, copy shops can scan a hard copy of a packet and burn a .pdf onto a CD.

## 3. Transmitting to Seattle DCI:

- Upload your file by following the instructions at [www.hightail.com/u/dpd](http://www.hightail.com/u/dpd)
- Name your **files** as follows:
  - For your **packet**: In the subject line, write "Design Proposal Packet for XXXXXXXX" (where XXXXXXXX is the project number assigned by Seattle DCI).
  - For your **image**: In the subject line, write "Design Proposal Cover Page for XXXXXXXX" (where XXXXXXXX is the project number assigned by Seattle DCI).

If you do not have web access, burn the .pdf file to a CD and mail to:

Design Review Program  
Seattle Department of Construction and Inspections  
700 Fifth Ave., Suite 2000  
P.O. Box 34019  
Seattle, WA 98124-4019

--or--

Hand-deliver your CD, in care of the Design Review Program, to the 22nd floor receptionist at the address above.

Do you have technical questions about creating or transmitting the .pdf or .jpg? Contact [webteam@seattle.gov](mailto:webteam@seattle.gov).