



## 2007 LAND USE APPLICATION REQUIREMENTS

(effective January 1, 2007)

### Getting Information

Please visit the Department of Planning and Development (DPD) Applicant Services Center for application submittal information, 700 Fifth Ave., 20<sup>th</sup> floor, Seattle, WA 98124-4019.

Sign up at the reception counter to see a Land Use Planner to get specific zoning and land use submittal information on your project. Ask about application forms, Client Assistance Memos, Director's Rules, Codes, checklist and standards, fee information and other documents to assist you in your project. These materials are also available online at the DPD website noted at the top of this form.

### Making an Appointment

You must make an appointment with DPD to bring in your application and plans. Call (206) 684-8850 or visit the Applicant Services Center to make an appointment. Certain applications are eligible for the Drop-Off Submittal Program. See CAM 105 for details.

Most land use applications require a Preliminary Application form. (Lot boundary adjustments, short plats and unit lot subdivisions are the exceptions.) Most applications also require a Pre-Application Site Visit (except early design guidance, lot boundary adjustments and unit lot subdivisions) prior to making an appointment to bring in your application.

For applications that require a Preliminary Application Form and a Pre-Application Site Visit (\$116.25), sign up to see an Addressing Technician at the Applicant Services Center (7:30 am - 4:30 pm, Mon., Wed., Fri. and 10:30 am – 4:30 pm, Tues., Th.) to process the completed form. Forms may also be obtained at [www.seattle.gov/dpd/forms](http://www.seattle.gov/dpd/forms) and mailed to DPD using the mailing address at the top of this form.

If you had a Land Use Pre-Submittal Conference, you will still need to complete a Preliminary Application Form. If your conference took place within the last 6 months, the fee for the Pre-Submittal Conference (\$250.00) will be credited to your application fees.

### Paying Fees

Master Use Permit applications are reviewed on an hourly basis. Your deposit upon application covers basic review of the proposal. Some proposals, due to complexity, quality of submittal material, or perhaps public controversy, may require additional hours. This time will be billed at an hourly rate dependent on the date of application. Some charges, such as general processing, are not billed hourly and are part of your initial deposit. Additional explanation regarding what activities are associated with hourly charges is discussed further in this document.

The most common application types in the table are found on the reverse side of this sheet. For Land Use Application types not listed, please review 2007 Fee Subtitle Chapter 22.900C – Fees for Land Use Review. Minimum Review Fees and any outstanding land use fees are collected at the **time of application submittal**.

**Land Use Intake Fee:** A fee of \$155.00 is charged at intake appointments for land use reviews. This fee is charged for each occurrence.

**Public Notice Fees:** Public Notice Fees ranging from \$260.00 to \$1,920.00 are collected at land use intake appointments. Please refer to Director's Rule 1-2007 for applicable notice fees based on application type.

**Minimum Land Use Review Fee:** The minimum Land Use review fee is \$2,500.00 for up to **10** hours of review time.

**Additional Hourly Fees:** An hourly rate of \$250.00 shall be charged for each hour of review time in excess of the hours included in the minimum review fees shown above.

Application Type	Form Required	# of Plans	DPD Cover Sheets	Fees	Review hours covered <sup>1</sup>
Admin. Conditional Use	CAM 211A/B	4	Yes	\$2,500.00 <sup>2</sup>	10
Design Review	CAM 238	4	Yes	\$2,500.00	10
Early Design Guidance	CAM 238	3	No	\$1,500.00	6
Lot Boundary Adjustment	CAM 213B	8	No	\$1,250.00 <sup>3</sup>	5
SEPA – Early Review DNS & DNS	Checklist (5 copies)	4	Yes	\$2,500.00	10
SEPA (DS & EIS)	Checklist (5 copies)	4	Yes	\$2,500.00 <sup>4</sup>	10
Shoreline Substantial Dev.	CAM 209	6	Yes	\$2,500.00	10
Shoreline Variance/CU	CAM 209	6	Yes	\$2,500.00	10
Shoreline Exemption	CAM 209A	1	No	\$ 155.00	1 <sup>5</sup>
Shoreline Revision	Shoreline Revision	6	Yes	\$ 500.00	2
Short Plat/Unit Lot Subdivision	CAM 213A	8	No	\$2,500.00 <sup>3</sup>	10
Sidewalk Cafe	CAM 225	4	No	\$1250.00	5
Special Exceptions	None	4	Yes	\$2,500.00	10
Temporary Use (>4 weeks)	CAM 206	4	Yes	\$1,250.00	5
Variance	CAM 210	4	Yes	\$2,500.00 <sup>2</sup>	10
<b>Council &amp; Hearing Examiner Decisions</b>					
Concept Approval	None	6	Yes	\$2,500.00	10
Council Conditional Use	None	6	Yes	\$2,500.00	10
Full Subdivision	None	13	Yes	\$2,500.00 <sup>3</sup>	10
Major Inst. Master Plan	None	6	Yes	\$2,500.00 <sup>4</sup>	10
Rezone	CAM 228	6	Yes	\$2,500.00	10
<b>Environmentally Critical Area Decisions</b>					
ECA Exception	CAM 328	4	Yes	\$2,500.00	10
ECA Admin. Conditional Use	CAM 329	4	Yes	\$2,500.00	10
ECA Variances	CAM 330	4	Yes	\$2,500.00	10

## Notes

1. An hourly rate of \$250.00 shall be charged for each hour of review time in excess of the hours included in the minimum review fees shown above.
2. Reduced minimum land use review fees for community centers, child care centers, adult care centers, private schools, religious facilities and public and private libraries in single family and multi-family zones.
3. An additional \$110.00 King County Recording fee is required at intake.
4. In addition to the Minimum Review Fee, a 40-hour deposit (at \$250.00/hr.) is collected at application.
5. An hourly rate of \$155.00 shall be charged for each hour of review time in excess of the hours included in the minimum review fees shown above.

## Master Use Permit Activities Associated With Hourly Charges

For your information, below is a list of tasks for which your land use reviewer will charge an hourly fee. Please talk with your Land Use Planner if you have questions about fees for your project.

- Site visits
- Research
- Zoning review
- Pre-submittal assistance
- Review of file application materials in preparation for written analysis & decision
- Corrected plan review (time and number dependent on quality and completeness of application materials)
- Land Use review on Building Permits
  
- Phone calls with neighbors
- Phone calls with project contact person, owner, & architect
  
- Meetings with neighbors
- Meetings with applicant, contact person, owner, architect
  
- Coordination and/or meeting with other City departments (Seattle Transportation, City Light, DON, SPU, etc.)
- Coordination and/or meeting with State agencies (DOE, Fish & Wildlife, etc.)
- Coordination and/or meeting with other DPD reviewers (Geotech, wetlands, etc.)
  
- Presentation/discussion of project issues at team meetings, code interpretation meetings
- Design review public meetings
- Preparation of Design Guidelines and Recommendations
- Work with in-house Design team
  
- Drafting land use decisions
- Review of decision by supervisor
- Edits of decision for publication
  
- Reviewing project after published decision to assure conditions are met and plans reflect final design (for projects subject to Design Review)
  
- Preparation for appeal hearings
- Appeal hearings
  
- Demolition, TRAO coordination
- Final review for MUP issuance