



**City of Seattle**  
**Department of Planning and Development (DPD)**  
[www.seattle.gov/dpd](http://www.seattle.gov/dpd)



**Applicant Services Center**  
 700 Fifth Ave., Suite 2000  
**P.O Box 34019**

Seattle, WA 98124-4019  
 Phone: 206-684-8850 Fax: 206-233-7866  
 Hours: M/W/F, 7:30 am 5:30 pm  
 T/Th, 10:30 am 5:30 pm

**PRELIMINARY APPLICATION FORM [PAF]**

Project #: \_\_\_\_\_  
 Date: \_\_\_\_\_

**APPLICATION:**

Project Address: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_  
 \_\_\_\_\_

<b>PERMIT TYPE:</b>	<b>ATTACH 1 SITE PLAN</b> (min 8½" x 11"; max 36" x 48")
Construction:	
Addition to Existing Structure	Basic Site Plan
Interior Alterations	Location / Vicinity Plan
Tenant Improvements (T.I.)	Location / Vicinity Plan
Emergency Repairs	Preliminary Site Plan
Voluntary Seismic Upgrade	Not Required
New Building    Temporary	Preliminary Site Plan
Land Use (MUP)	Preliminary Site Plan
Grading Only	Preliminary Site Plan
Demolition Only	Preliminary Site Plan

**DEVELOPMENT SITE:**

Legal Description: \_\_\_\_\_  
 \_\_\_\_\_  
 King County Assessor's Parcel Numbers (APNs) : [contact 206-296-7300] \_\_\_\_\_  
 Common Building Name: \_\_\_\_\_      DPD Building Identifier: \_\_\_\_\_  
 Are you: Splitting an existing development site?    Yes    No    Combining development sites?    Yes    No

**LAND USE (MUP) PROJECT COMPONENTS:**

Administrative Conditional Use	SEPA	Other: _____
Early Design Guidance / Design Review	Rezone	Other: _____
Shoreline Substantial Development	Variance	

Continued on next page...

**APPLICANT:**

**Primary Applicant:** \_\_\_\_\_ **DPD Contact ID:** \_\_\_\_\_

Owner    Owner's Agent    Lessee    Contractor    Licensed Architect    Licensed Engineer

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

City / State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell / Telephone Number(s): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner** (if not primary applicant listed above): \_\_\_\_\_

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

City / State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell / Telephone Number(s): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT DETAILS:**

**PROJECT TYPE:** (required)    Single Family/Duplex    Multi-family    Commercial    Industrial    Institutional    Other

PASVs will be conducted on all MUP types and NEW structures for construction applications regardless of ground disturbance

<b>GROUND DISTURBANCE?</b>	Does your project have Ground Disturbance? (if yes, see PASV Form)	Yes	No
	Disturbance will be greater than 750 Sq ft?	Yes	No
	Is your project in an Environmentally Critical Area?	Yes	No
	If in ECA, is disturbance greater than 1 Cu Yd?	Yes	No
<b>PRE-SUBMITTAL CONFERENCE?</b>	If yes, submit Pre-Submittal Conference Application Form	Yes	No

Sq Ft of Footprint of bldg: \_\_\_\_\_  
(Impervious surface)

Estimated Value of Project: \$ \_\_\_\_\_

Existing # of dwelling units: \_\_\_\_\_

Proposed # of dwelling units: \_\_\_\_\_

Proposed # of buildings: \_\_\_\_\_

Sq Ft of New Construction: \_\_\_\_\_

Sq Ft of New & Existing Construction: \_\_\_\_\_

**Parking Information:**

Indicate the number of existing parking spaces: \_\_\_\_\_

Indicate the number of proposed new parking spaces: \_\_\_\_\_

<b>GREEN BUILDING INFORMATION</b>	Are you proposing to use the right-of-way for any green factor requirements?	Yes	No
	Will you be participating in a green permitting or green certification program?	Yes	No
	If yes, select appropriate box: <div style="text-align: center;">           Priority Green    Green Q*    NW Energy Star    Built Green            U.S. Green Building Council – LEED Rating System         </div>		

\*For more information, see submittal requirements in "5 Steps for Successful DPD Application Submittal"

**TERMS AND AUTHORIZATION:**

I understand that this form does not constitute a complete application or permit. Other submittal documents may be required for each permit application, such as plans and calculations.

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

\_\_\_\_\_ Date