

City of Seattle
Department of Planning and Development

Applicant Services Center (ASC)
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
(206) 684-8850
www.seattle.gov/dpd



PRELIMINARY APPLICATION FORM
(formerly "Address Records Worksheet")

A Preliminary Application is used to research the history and conditions of a development site, to verify that the provided legal description matches the site, to assign addresses, and to collaborate with other City departments early in the application process. This application form is required for all permit types, except the following:

- Over-the-Counter (OTC) permits
- Subject-to-Field-Inspection (STFI) permits
- Mechanical permits

INSTRUCTIONS:

1. Complete the attached Preliminary Application in full.
2. Submit 2 copies of a site plan (plan size = minimum 8 ½" x 11", maximum 36" x 48"). Preliminary Applications for all projects, including building permits to construct a new principal structure, should provide "preliminary" site plans per CAM 103.

For sites that have a Short Plat (SP) or Lot Boundary Adjustment (LBA) in process, you must include a copy of the Short Plat or Lot Boundary Adjustment with this Preliminary Application Form. If your site has been part of a SP or LBA in the past, include that information in the legal description (for example, Parcel A of SP#2100667).

Sites with more than one building: A Building Identification Plan or Key Plan is required. *Refer to Director's Rule 8-2000* for further information. Single family residences with accessory structures are exempt from this requirement.

Issuance of an A/P (Project) number is not a determination that this Development Site Parcel is a legal building site. An A/P (Project) number is not transferable from one development site to another. A/P (Project) numbers will remain valid for **ONE (1) YEAR** from the date of issuance and will be cancelled if no activity has occurred. Additional A/P (Project) numbers will be issued at permit application intake if necessary.

HOW TO SUBMIT YOUR PRELIMINARY APPLICATION AND FEES:

1. Mail completed **Preliminary Application** with 2 copies of the site plan to:

Department of Planning and Development
Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019

OR

2. **FAX** completed **Preliminary Application** and 2 copies of the site plan to (206) 233-7866. Faxing is only allowed if full site plan can fit on an 8 ½" x 11" or 8 ½" x 14" paper. Piecemeal site plans are not acceptable.

OR

3. **Deliver** completed **Preliminary Application** and 2 copies of the site plan to the Applicant Services Center front desk at 700 Fifth Avenue, 20th floor.

4. **Fees:**

- For projects involving ground disturbance - \$116.25 is due with the Pre-Application Site Visit Request form.
- For projects involving new construction - \$375 is due for the SDOT right-of-way analysis for interdepartmental coordination.



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PRELIMINARY APPLICATION

Project Number: _____

Date: _____

1. **Work Site / Tenant Address:** _____

2. **Permit Type:**

Construction

Demolition
(Of the entire building)

Grading Only
(Site work)

Land Use (MUP)

Application Type:

Addition/Alteration to Existing Development

Early Design Guidance/Design Review

Construction of a New Building(s)

Project Type:

Commercial (includes mixed use)

Industrial

Institutional

Single Family / duplex

Multi-family: Apartments: #of Units _____

Townhouses: # of Units _____

Future intent to subdivide (i.e. Unit Lot Subdivision)

Yes No

Existing dwelling units: _____

Dwelling units added this permit: _____

Dwelling units removed this permit: _____

3. **Pre-Submittal Conference Requested?**

Yes

No

If Yes: **Construction Conference**

Land Use Conference

Joint Conference

You will need to fill out the Pre-submittal Conference application form.

4. **Description of Work:** _____

5. **Building Name** _____

(If there are more than 2 buildings on site, please fill out. Single family is exempt – leave blank)

6. **Building Identifier(s)** _____

(DPD assigned building identifier(s))

7. **COMPLETE Legal Description (attach copy if lengthy):** _____

8. **King County Assessor's Parcel Number (APN):** _____

(King County Assessor's Office 206-296-7300)

9. **Are you splitting property?**

Yes **No**

10. Are you combining properties? Yes No

11. Zones and Overlays: _____
Are there mapped ECA areas for this site? Yes No Type: _____

12. Will there be ground disturbance? Yes No if yes,
 Less than 1 cubic yard
 Greater than 25 cubic yards
 Greater than 500 cubic yards
If disturbance exceeds 1 cubic yard, a Pre-application site visit (PASV) form is required (Form is attached).

13. Miscellaneous Project Details:
Tenant Relocation Required (TRAO)? Yes No
Development in right-of-way? Yes No

14. Related Project /Case Numbers:
Construction #s _____
Previous or pending Master Use Permit #s: _____
Case/ Notice of Violation #s: _____
Shoreline Exemption/ Variance Case #: _____
ECA Exemption #: _____
Stop Work Order #: _____

15. For Preliminary Applications for a Master Use Permit or a Land Use Pre-submittal Conference, please identify any land use components of your application:
 No Land Use Components Lot Boundary Adj (CAM 213B) Shoreline Variance
 Admin Cond Use (CAM 211A & B) SEPA (for conditioning only) (CAM 208) Short Plat (CAM 213A)
 Admin Design Review (CAM 238) SEPA Det. Of Non-Significance Sidewalk Café (CAM 225)
 Design Review (CAM 238) SEPA Det. Of Significance/EIS Rezone (CAM 228)
 Environmentally Critical Area Shoreline Conditional Use Temporary Use (CAM 206)
 Variance (CAM 210) Shoreline Development Unit Lot Sub (CAM 213A)
 Other _____

16. Parking Data:
No. of Spaces Existing No. of Spaces Proposed Total
Surface: _____
Covered: _____

17. Primary Applicant
Primary applicant is property owner Yes No
(Please Print) DPD issued Contact ID for repeat customers: _____
Name: _____ (Last Name) _____ (First Name)
Company Name: _____
Mailing Address: _____
City: _____ State: _____ Zip _____
Phone 1: () _____ Phone 2: () _____
E-mail address: _____ Fax No. () _____

18. Owner Information

If the owner is not the primary applicant, this information is required.

(Please Print) DPD issued Contact ID for repeat customers: _____

Name: _____
(Last Name) (First Name)

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Phone 1: () _____ Phone 2: () _____

E-mail address: _____ Fax No. () _____

19. Terms and Authorization

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

20. Applicant Signature _____ **Date** _____

21. Project Characteristics

Indicate if your project includes any of the following characteristics. (Effective September 12, 2006, when you select a characteristic, DPD will notify the applicable city department. This will allow that department to conduct research, coordinate with other departments and prepare requirements for your project. Project requirements will be mailed within three (3) weeks of submitting the Preliminary Application.)

All Projects:

- 1. Category 1: SDOT small projects and medium projects **without** grading, road width changes, or new drainage SDOT
 - 2. Category 2: SDOT large projects and medium projects **with** grading, road width changes, or new drainage SDOT
 - 3. Project abuts right-of-way that is not fully improved SDOT
 - 4. Constructing new driveway or sidewalk to existing street or alley SDOT
 - 5. Right-of-way dedication or building setback from property line SDOT
 - 6. Project site is located at end of street or requires public utility main extension SDOT, SPU (D/WW)
 - 7. New or replacement of improvements in street or alley; such as pavement, curbs and sidewalk SDOT, SPU (D/WW)
 - 8. Proposing access from an unopened alley or street SDOT, SPU (D/WW)
 - 9. Construction or land-disturbing activity in an ECA, wetland or riparian corridor if in the right-of-way SDOT, SPU (D/WW)
 - 10. New detention or other structures (e.g: retaining walls, vaults) proposed in the right-of-way SDOT, SPU (D/WW, Water)
 - 11. Projects adding or removing street trees or changing size of planting strips SDOT, SPU (D/WW, Water)
 - 12. Need to relocate power poles, utility boxes, manholes, fire hydrants, etc. SDOT, SPU (D/WW), SCL
-
- 13. Construction or land-disturbing activity within 300 ft. of ECA, creek, or shoreline SPU (D/WW)
 - 14. Planned facilities may include food processing, food sales or food service establishments. SPU (D/WW)

- 15. Combined onsite/offsite construction or land-disturbing activity over 5,000 s.f. SPU (D/WW)
- 16. Combined onsite/offsite construction or land-disturbing activity over 1 sq. acre SPU (D/WW)
- 17. Long-term or significant dewatering for project SPU (D/WW)
- 18. Project site contains a low, closed contour without existing drainage SPU (D/WW)
- 19. Seeking code exception for drainage design SPU (D/WW)
- 20. Project involves multifamily, commercial, industrial or institutional building SPU (D/WW, Water)
- 21. Construction over an existing utility and/or an existing utility easement SPU (D/WW, Water)
- 22. Proposing multiple new buildings or properties (campus style) SPU (D/WW, Water)
- 23. Council Land Use action (full subdivision, re-zone, council conditional use) or any full subdivision SPU D/WW (Water)
- 24. No water main in abutting right-of-way, or main less than 8" in diameter SPU (Water)
- 25. Project involves installation of a new sprinkler system in a new or existing building, including high rise buildings. SPU (Water)
- 26. Seeking code exception for solid waste disposal SPU (SW)

- 27. Construction activity will occur 10 feet or closer from high-voltage wires SCL
- 28. Proposing 12,000 s.f. or more of commercial, industrial, or residential space SCL
- 29. Proposing a structure containing 10 or more residential units SCL, SPU (Water)

- 30. Building is a designated City of Seattle landmark DON
- 31. Site is located in a landmark or special review district DON
- 32. Site is across the street from a designated City of Seattle landmark DON
- 33. Site is adjacent to a designated City of Seattle landmark DON
- 34. Site has an existing structure 50 years or older that is subject to a SEPA review DON

- 35. Vehicular/Pedestrian access is across or abutting a boulevard or park Parks
- 36. Project is adjacent to parks or park boulevards Parks
- 37. Project drains to or through parks or park boulevards Parks

I elect to opt out of SDOT and SPU right-of-way analysis.
Please note: Applicants who opt out of this process are required to sign a waiver.

DPD USE ONLY

DV # _____ Lot Size (sq ft): _____

Address Ranges: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Lot Size | <input type="checkbox"/> Parcel Status | <input type="checkbox"/> Link A/P to Dev Site Parcel |
| <input type="checkbox"/> Zones/Overlays | <input type="checkbox"/> Records Filed At Address | <input type="checkbox"/> Add Building ID to A/P |
| <input type="checkbox"/> APN(s) | <input type="checkbox"/> Address Ranges | <input type="checkbox"/> Add Addressing Review on A/P(s) |
| <input type="checkbox"/> Legal Description | <input type="checkbox"/> Building ID(s) | |
| <input type="checkbox"/> Needs Dev Site (DV); Route for Addressing Review | | |

By: _____

Date: _____

Fee Paid (stamp):

Receipt # _____

PRE-APPLICATION SITE VISIT FORM

REQUIREMENTS:

A Pre-Application Site Visit is required for all permits for construction (Building Permit) or future construction (Land Use) that involve earth disturbance (including staging areas). During the site visit a Site Inspector will verify field conditions and identify additional submittal requirements based on site observations. Field items include but are not limited to steep slopes, wetlands, drainage patterns, large trees, existing structures and street curb dimensions. Design items include but are not limited to location of existing slopes to proposed construction and location of existing structures to proposed construction.

NOTE: Pre-Application Site Visits may not be required if the proposed construction does not involve earth (ground) disturbance. For example: adding a gate and security fence for a boat dock does not require a Pre-Application Site Visit. Pre-Application Site Visits are not required for Lot Boundary Adjustments and Unit Lot Subdivisions when a site visit has been conducted for an associated construction permit.

INSTRUCTIONS:

1. Complete attached Pre-application Site Visit Request form. If you have already obtained a project number, please write the number on the Pre-application Site Visit Request Form, "Project Number" line at the top right corner.
2. Complete attached Preliminary Application if necessary (see "Requirements"). If you have already obtained a project number, please write the number on the Preliminary Application, "Project Number" line at the top right corner.
3. Submit a site plan (*refer to the "Preliminary Site Plan" section of CAM 103 for assistance.*) Site plan (plan size = minimum 8 ½" x 11", maximum 36" x 48") should be a drawing submitted on a separate sheet of paper. You may submit a complete site plan or site survey showing existing conditions and proposed development.

HOW TO SUBMIT A PRE-APPLICATION SITE VISIT REQUEST FORM:

1. **Mail** completed Pre-Application Site Visit Request Form (see attached) and completed Preliminary Application (see attached) with 2 copies of the site plan and a check for \$116.25 made out to the "City of Seattle" to:

**DPD – ASC
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019**

OR

2. **Deliver** completed Pre-Application Site Visit Request Form (see attached) and completed Preliminary Application (see attached) with **2 copies** of the site plan and fee payment to the Applicant Services Center front desk at 700 Fifth Avenue, 20th floor. The Applicant Services Center is open Monday, Wednesday and Friday between 7:30 a.m. and 5:30 p.m. and Tuesday and Thursday between 10:30 a.m. and 5:30 p.m.

The Pre-Application Site Visit Field Assessment and Report is completed by DPD Site Inspectors and is compiled from initial project information submitted by the applicant. Therefore, the Report requirement may be subject to additions, changes or modifications requested by the Department when more detailed information is made available by the applicant's application submittal and information received from the general public. The purpose of the Report is to alert the applicant that there may be unusual or complex site conditions that trigger added requirements from the Department regarding this project. The applicant shall be responsible to provide the technical reports and exhibits to validate the proposed building site situation.



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DPD Project Number

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Pre-Application Site Visit Request

Project site address: _____

Project Type: Short Plat MUP MUP with Demo Demo Const Grading
STFI Status: Okay to issue in ECA Not okay to issue in ECA

Mailing Address: _____

(City, State, Zip) _____

Phone No: _____ **Fax No.** _____
Project site owner: _____
Owner's Representative: _____
e-mail address: _____
Project description: _____

Proposed excavation, fill and other grading: _____

Proposed foundation type(s): _____

Authorization to conduct Site Visit:

I am the (owner, owner's authorized representative) of the above addressed property and hereby give permission to the City of Seattle, Department of Planning and Development to enter the above addressed property to conduct a Pre-Application Site Visit. I agree to inform the property's tenants, if any, of the site visit. I am aware that if conditions at the addressed site present a hindrance to the inspector, such as uncontrolled dogs or uncooperative tenants, the Pre-Application Site Visit will not be conducted and the scheduled site visit and fee may be forfeited.

Signed: _____
 Dated: _____
 Daytime Phone No.: _____

Please circle one of the following:

Owner	Renter/lessee	Vacant
Occupied	Occupied	

Impervious surface area has been added since 1992
 Project or site has an approved exemption under Project Number _____ (see attached).

Instructions for completing and submitting:
Pre-Application Site Visit Request Form:

- Fill-out Request Form completely. Be sure to fill-out all the boxes and sign where noted in the Authorization box.
- Request Forms will not be accepted without address and project number.
- Attach a site plan to this Request Form.

Submit Request Form and site plan:

- Bring the Request Form and site plan to the Applicant Services Center (address below); OR
- Mail the Request Form, site plan and a check (payable to "City of Seattle") for \$116.25 to:
 City of Seattle
 Department of Planning and Development
 Applicant Services Center
 P. O. Box 34019
 Seattle, WA 98124-4019

***NOTE:** DPD Staff time spent in excess of ¼ hour will be billed per Director's Rule I-2005.
Please call (206) 684-8860 if you have not received your PASV Report for your project within seven (7) calendar days from the date that the PASV Worksheet was submitted by you to DPD.

Pre-Application Site Visit Fee*:

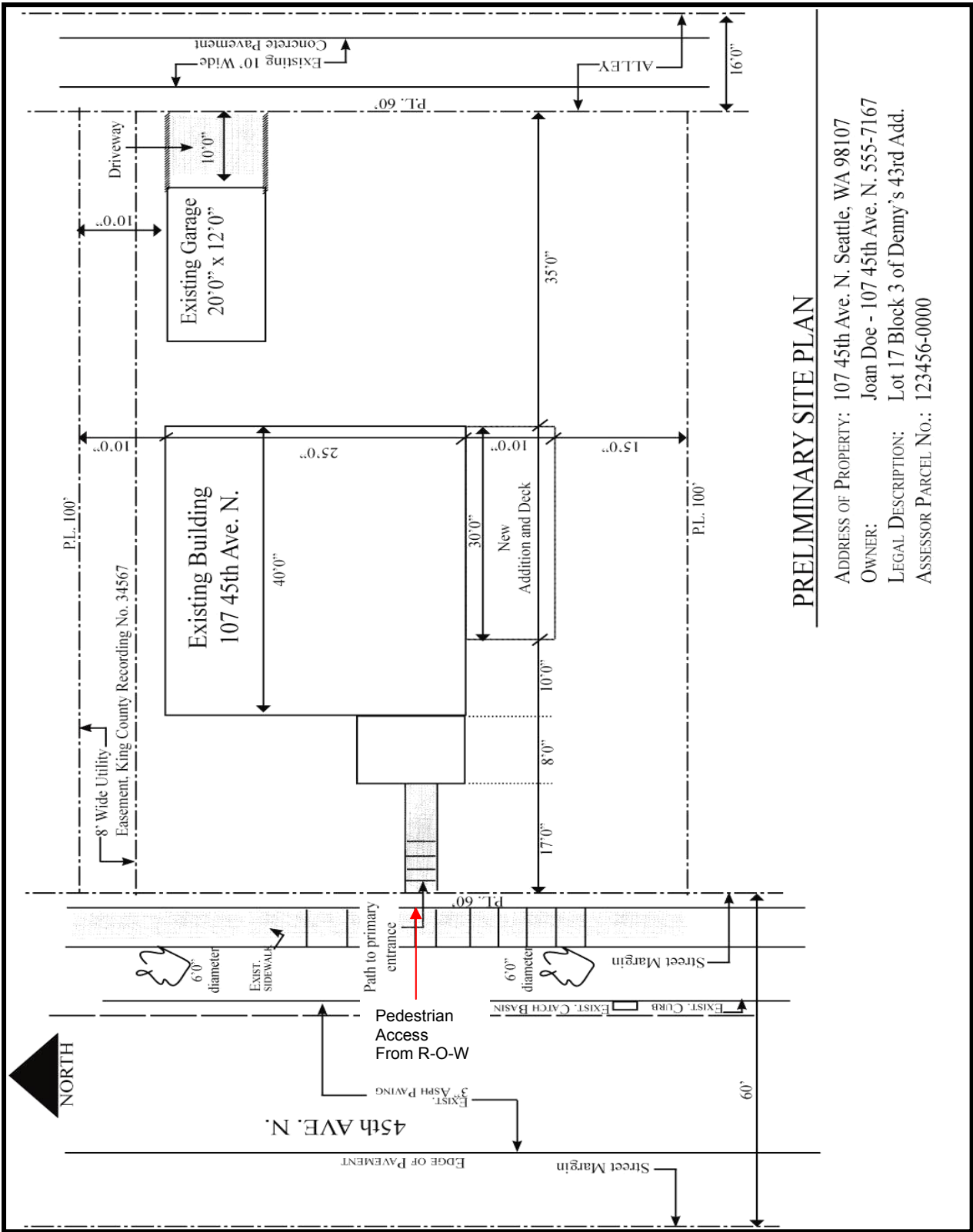
\$ 116.25

ASC Staff: _____
 Date: _____

Register Key	665
Component Number	75
Project Code	USITEDEV

Fee Paid (stamp): _____

Receipt # _____



PRELIMINARY SITE PLAN

ADDRESS OF PROPERTY: 107 45th Ave. N. Seattle, WA 98107
 OWNER: Joan Doe - 107 45th Ave. N. 555-7167
 LEGAL DESCRIPTION: Lot 17 Block 3 of Denny's 43rd Add.
 ASSESSOR PARCEL No.: 123456-0000

Please call (206) 684-8860 if you have not received your PASV Report for your project within seven (7) calendar days from the date that the PASV Worksheet was submitted by you to DPD.