



SCREENING & SUBMITTAL CHECKLIST
New Single Family or Duplex
INDEX 8

Applicant Services Center
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 P. O. Box 34019
 Seattle, WA 98124-4019
 Phone: (206) 684-8850

New Single Family or Duplex

Project Number: _____ **Date:** _____

Project/Site Address: _____

Applicant Name: _____

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|--|--|
| Tip 103 Site Plan Requirements | Tip 303 Applicant Responsibilities and Plan Requirements for SF & 2 Unit Dwellings |
| Tip 103B ECA Site Plan Requirements | Tip 303A Common SF & Duplex Building Code Items |
| Tip 106 General Standards | |
| Tip 242 Tree Protection Regulations in Seattle | |
| Other Tips: _____ | |

LU Screener (please initial): _____ **OS Screener (please initial):** _____

This checklist has been provided to assist the applicant in preparing a complete application. The requirements apply to all projects unless not appropriate for the type of project. It is the responsibility of the applicant to complete the checklist for the appropriate requirements. Refer to the associated SCREENING STANDARDS for further clarification.

~ Please refer to our standards for further clarification ~

LAND USE CONSIDERATIONS (check zoning and overlays and refer to Land Use Code for specific development standards):			
Yes	No	Yes	No
	Street/Alley Improvements Using front yard averaging MUP/LBA/Short Plat Number (if any)		Legal building site Project in Historical Review District or is a Historical Landmark

CONSTRUCTION CONSIDERATIONS:	
Height/Area/Type of Construction covered Demolition is required	Deep excavation at property line Tenant Relocation is required

OTHER CONSIDERATIONS:	
Application meets Tip 106 In ECA – see Index 13	In Shoreline – see Index 15 Stormwater, Grading and Drainage - See Index 14

TYPE OF PLANS TO BE SUBMITTED			
Req	Prov	Req	Prov
	Coversheet for each set of plans		Licensed Topographic Survey with 2' contours (if within 2' of height limit)
	Architectural / Structural Notes		Foundation Plan(s)
	Land Use Notes		Floor Plan(s)
	Site / Plot Plan		Elevations
	Seattle DCI Standard Construction Stormwater Control Plan		Framing Plan(s)
	Licensed Survey (to document non-conformities)		Building cross sections
	Construction details		

ADDITIONAL SUBMITTALS:	
Pre-Application Site Visit Report	Special Inspection Forms Geotechnical Report
Equipment Sizing Worksheet	Accessory Dwelling Unit (ADU) Forms
Request for Water Availability Certificate	Building Grade Sheet if unimproved street
Statement of Financial Responsibility Form	Copy of recorded Short Plat / LBA Construction Agreement or Temporary Shoring
Contractor Disclosure Form	Legal Building Site Letter
Agent's Letter of Authorization from Owner	Arborist Report
Target UA or Systems Analysis if not using Prescriptive	Side Yard Easement
No Protest Agreement (Covenant Consenting to Formation of Local Improvement District)	Accessory Structure Agreement
Beam Calculations	Waste Diversion Plan & Deconstruction & Salvage Assessment
Lateral Calculations *Note: please see Page 2 of General Requirements	

NUMBER OF PLANS REQUIRED:	
3 sets	1 additional set for ECA

COMMENTS:
