City of Seattle
Department of Planning & Development
www.seattle.gov/dpd

Early Design Guidance Drop Off Submittal

Screening & Submittal Checklist

Applicant Services Center:
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Phone: (206) 684-8850

COMPLETED BY THE APPLICANT (Please Print)

Project Number: _____ **Date**: _____

Project Address: _____

Applicant Name: _____ **Phone:** _____

Contact Name: _____ **Phone:** _____

Contact E-mail Address: _____

Please read through the following Land Use Code section, Tips and website to help you prepare your application:

✓

___ **SMC 23.41:** Land Use Code Chapter on Design Review
___ **Tip 238:** Design Review
___ **Design Review Website:** http://www.seattle.gov/dpd/Planning/Design_Review_Program/Overview

We have designed this checklist to assist you in preparing a complete application. Please read and sign the statement below.

I verify that I am submitting all of the required submittal materials and I acknowledge that failure to submit or meet all of these requirements will jeopardize my ability to use the "Drop Off Submittal Process". I also acknowledge that failure to meet these requirements will result in an "Unprepared" rating against my CPA rating. Finally, I understand that a submittal not in compliance with the above will result in the project being returned to the undersigned applicant as "APPLICATION NOT COMPLETE". Fees paid with this "Drop Off" do not ensure an application but will be applied toward the "complete application" for this project when it is accepted as either a drop off or later as part of an appointment.

Applicant Signature: (Required) _____ **Date:** _____

THE FOLLOWING DOCUMENTS & ACTIONS ARE REQUIRED:

✓

___ Signed Statement of Financial Responsibility Form (Original)
___ Copy of Pre-submittal Conference Notes Approved by Planner
___ 2 copies of Completed Application – Attachment 'A" in Tip 238
___ 2 copies of 11" x 17" EDG packet as detailed in Tip 238
___ Existing Preliminary Site Plan per Tip 103
___ Payment of Fees (see reverse side for payment due)
___ Legal description for entire site

Revised February 2015

EARLY DESIGN GUIDANCE (EDG) FEES

Fee Description	Fee Type	Fees
Minimum LU Fee	Early Design Guidance-Minimum	$2,500.00
LU Intake	Intake Appointment	$ 190.00
Notice	Notice – Land Use Information Bulletin	$ 190.00
Notice	Notice – Posting on Site	$ 118.00
Notice	Notice – Mailed	$ 190.00
Notice (not required for Administrative or Streamlined Design Review)	Notice – Public Meeting Room Rental	$ 119.00

Total Fees for Early Design Guidance (EDG) Applications **$3307.00**

OR

Total Fees for Administrative Design Review (ADR) and Streamlined Design Review (SDR) Applications **$3188.00**