



City of Seattle  
 Department of Planning and Development (DPD)  
 Attn: Public Resource Center  
 700 Fifth Ave., Suite 2000  
 P.O. Box 34019  
 Seattle, WA 98124-4019

Phone: 206-684-8467  
 E Mail: prc@seattle.gov  
[www.seattle.gov/dpd](http://www.seattle.gov/dpd)

DPD Project # \_\_\_\_\_

Request for Miscellaneous DPD Services

Property Address: \_\_\_\_\_ Related to DPD Project No: \_\_\_\_\_  
 Assessor's Parcel No: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Service Requested & Initial Fees required:**

- Land Use Code Interpretation (\$2500 deposit for the first 10 hrs)\***
- Legal Building Site Letter (\$1000 for first 4 hrs)\***
- Letters for detailed Zoning Analysis or Research (\$1000 for the first 4 hrs)\*, examples below:**  
 Development Potential letters, Reasonable Accommodation requests,  
 Transfer of Development Rights letters, or other similar requests
- Consultation on Technical/Policy Issues (\$500 for the first 2 hrs)\***
- Letter for Preliminary Zoning Analysis on a single development standard prior to project application (\$250 for the first hour)\***  
 Examples include Decisions on alley vs. street access to off-street parking; measurement of sf garage width on facades; determining queuing spaces for drive-in businesses; departures from street-level development standards in commercial zones.
- Reasonable Accommodation Request (\$250 for the first hour)\***
- Special Accommodation Request (\$500 for the first 2 hours)\***
- Rebuild Letter (1 x DPD base fee)\*\***
- Records Research (1 x DPD base fee)\*\***
- Tow lot Confirmation (1 x DPD base fee)\*\***

\*Payment of the initial minimum fee for the service requested must accompany a request for any of the services above. The request will not be processed until payment is made. Some services will require more research or follow-up time, which will be charged to the financially responsible party at the current Land Use rate of \$250/hr, as shown in the DPD Fee Ordinance, section 22.900.C010 and Table C-1. **All Requests must be accompanied by a completed, signed "Statement of Financial Responsibility/Agent Authorization" form.** This form can be found on the DPD Website at:  
[http://www.seattle.gov/dpd/Publications/Forms/Land\\_Use/default.asp](http://www.seattle.gov/dpd/Publications/Forms/Land_Use/default.asp)

\*\*The current fee ordinance can be found on the DPD Website at: <http://www.seattle.gov/dpd/About/Fees/default.asp>. The fee ordinance is updated annually and is normally effective January through December of each calendar year.

**Description of Service Request** (include related code section and drawings, survey or plans if applicable):

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