

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

SDOT Street Improvement Permitting (SIP) Process

Last Revised 10/9/09

If you are developing within the City of Seattle, the Seattle Land Use Code (SMC Title 23) may require that you install street improvements or public utilities to serve the site. For new construction projects and Master Use Permits, street improvement requirements are determined during DPD's preliminary assessment process. If you choose to enhance or modify your existing streetscape a Street Improvement Permit (SIP) may be required.

Any private development triggered permanent improvements in the City's public right of way shall be constructed under a Street Improvement Permit issued by the Street Use Division of the Seattle Department of Transportation (SDOT). Examples of these kinds of improvements are street drainage facilities, curbs and sidewalks, trees and street or alley paving.

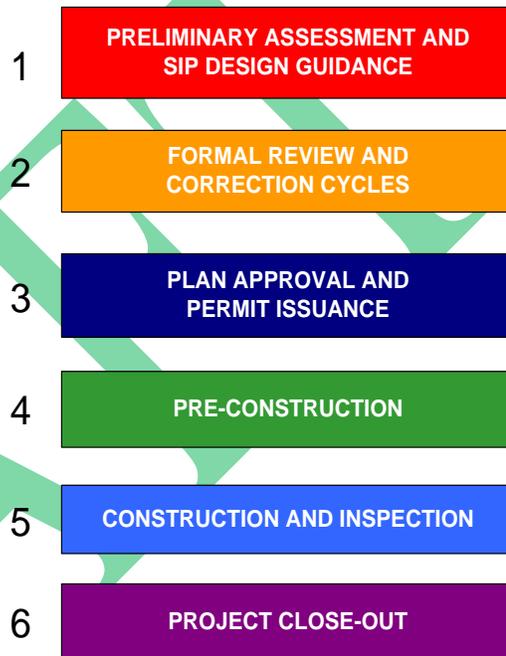
If the scope of your project requires a Street Improvement Permit (SIP), plans for your improvements must be prepared by a Professional Civil Engineer according to the Seattle Right of Way Improvements Manual (ROWIM) and The City of Seattle Standard Plans and Specifications. SDOT must approve the plans, issue the permit, and conduct a pre-construction meeting prior to commencing construction in the right of way.

All City costs associated with the Street Improvement Permit are the responsibility of the project permittee. In addition to the costs for permit fees, costs for SIP Design Guidance, plan review, plan approval, inspection, and project close out, are charged on an hourly basis. Deposits are required.

Other Street Use permits in addition to the Street Improvement Permit may be required. Refer to CAM 2100 and CAM 2209 for details.

Street Improvement Permitting Process

The following chart shows the steps of the Street Improvement Permitting process:



1. PRELIMINARY ASSESSMENT AND SIP DESIGN GUIDANCE

A. Street Improvement requirements are identified

The required street improvements are determined by the Department of Planning and Development (DPD) per the Land Use Code. Code required street improvements are established during the Master Use Permit process and/or through the Preliminary Assessment Report (PAR) issued by DPD. Refer to Client Assistance Memo (CAM) 2206.

If it is determined that your project requires easements or dedication of land for streets, alleys, utilities, or a similar public use, refer to CAM 2203.

www.seattle.gov/transportation



B. SIP Design Guidance

Depending on the scope and complexity of your street improvements, you may choose or need to submit an application for SIP Design Guidance. SIP Design Guidance meetings are available for 0 - < 90% complete plans. Refer to CAM 2211.

If your project contains non-standard elements in the right of way you must obtain 60% Complete Street Improvement Plan (SIP) Approval through the SIP Design Guidance process. Refer to CAM 2213.

2. FORMAL REVIEW AND CORRECTION CYCLES

A. Formal Review

Schedule a SIP Intake Appointment to submit 90% complete Street Improvement Plans. If 60% Complete SIP Approval has been obtained, you may bypass the SIP Intake Appointment and drop-off the 90% Complete SIP application materials at the Street Use Counter. Refer to CAM 2214.

As your single point of contact, the assigned SIP Project Manager will screen the application, accept the plan, lead the formal review, and compile and distribute a consolidated set of review comments. Allow six weeks for the initial formal review cycle.

B. Two Week Formal Review Correction Cycle

You must schedule a Formal Review Correction Meeting with your SIP Project Manager to submit your revised plans. During the scheduled Formal Review Correction Meeting your revised plans will be screened to ensure that there is an adequate written response and plan correction for each review comment.

If your revised plans do not pass the screening you will receive a Failed Formal Review Correction Meeting Notice. If your revised plans pass the screening they will be accepted for a formal review correction cycle. Allow two weeks for each correction cycle.

Formal Review correction cycles will be repeated until all comments are adequately addressed. When all comments have been adequately addressed you will receive a SIP Ready for Approval Notification Letter.

3. PLAN APPROVAL AND PERMIT ISSUANCE

A. Plan Approval

Submit reverse readable photo Mylars on SDOT title block with the professional civil engineer's original seal and the engineer's original wet signature in permanent ink to the Street Use Counter. Refer to CAM 2201.

When the Mylars are approved you will receive a copy of your approved plans and SIP Approval Notification Letter identifying your next steps.

B. Pre Permit Issuance Materials

i. Bond

A surety bond or cash deposit in lieu of a bond is required prior to Street Improvement Permit issuance.

The value of the bond is based on the street improvement construction cost and the expense the City may incur as a result of unfinished work or the potential damage to utilities.

Your SIP Ready for Approval Notification Letter includes the bond information and has the bond form and instructions attached to it. The bond form must be completed by you and your bonding company. Governmental agencies are exempt from the surety bond requirement.

ii. Liability Insurance

The permittee may be required to provide a Certificate of Liability Insurance covering the activities relating to the permitted work. Refer to CAM 2102 for details.

iii. Construction Phase Deposit

A construction phase deposit must be submitted prior to permit issuance. This deposit is to cover the City's cost for inspections and plan review of any plan changes that may occur during construction of this project. Any other costs incurred by your project for City services are not covered under the construction phase deposit.

The amount of the construction phase deposit is an estimate only; if the costs for inspection or plan review for changes exceed the construction phase deposit you will be billed for the additional charges and additional deposits may be required.

C. Permit Issuance

If an annual permit is required for any pre-existing encroachments in the right of way, the annual permit must be applied for and issued prior to Street Improvement Permit issuance. You will be notified when the Street Improvement Permit is ready to issue. A permit fee is required at the time of permit issuance.

4. PRE-CONSTRUCTION

A. Pre-construction Meeting

The permittee shall request a pre-construction meeting with the Street Use Inspector at least three weeks before ROW construction will begin. A representative of the owner as well as the

contractors and subcontractors must be present at the pre-construction meeting. The design engineer may also be asked to attend the meeting. The contractor must provide a work schedule of the improvements, material source forms, and any traffic control plans.

B. Survey for Construction

A survey is required prior to construction. The applicant is responsible for arranging for the survey through the City of Seattle or a Washington State Licensed Surveyor.

5. CONSTRUCTION & INSPECTION

A. Construction of Improvement

Your applicant team or superintendent coordinates the construction activity and works with the Street Use Inspector to complete the work on schedule.

B. Construction Completed

When the construction is completed, your applicant team makes a request for final inspection. The Street Use Inspector will schedule the final inspection by other City sections and compile a punch list (a list of items that need correcting). These other City sections may include: SDOT Street Maintenance, SPU Water, SPU Drainage and Waste Water, SDOT Traffic Signal Operations, SDOT Street Lighting, SDOT Urban Forestry, etc.

C. Completing the Punch List Items

When all items from the punch list are completed, a final inspection is conducted. The permit is signed off and the inspector's book is turned in for processing of the as-built records.

6. CLOSE OUT

A. Street Use Permit Sign-Off

After acceptable completion of the construction punch list items, the Street Use permit is signed-off and a one-year warranty period commences. If applicable, DPD's building inspector is notified of the completed right of way improvements. ROW construction must be completed and accepted prior to the issuance of a Certificate of Occupancy by DPD for the development.

B. As-Built Processing

After City acceptance of right of way improvements, the Street Use Inspector's construction notes and measurements are turned in for the as-built markups on the mylar records.

C. Warranty Period

According to Seattle Municipal Code, the entire surety bond or cash deposit must stay in force for a period of one year after construction acceptance of

the public right of way improvements by SDOT. Eleven months after permit sign-off, the inspector returns to the site to verify that the improvements have remained in the original accepted condition. If problems exist, the inspector will notify the owner of the required corrections. After any necessary corrections are made and after expiration of the one year warranty period, a letter will be sent to the permit applicant notifying them of the bond release.

Assistance with Street Improvement Permitting

Questions regarding the Street Improvement Permitting process may be directed to a SDOT SIP Project Manager at 206-684-3679 or emailed to SDOTASC@Seattle.gov.

SDOT Coaching is available at DPD's Applicant Service Center (ASC) located in the Seattle Municipal Tower on the 20th Floor. The hours for walk up coaching are limited so call 206-684-3679 before planning your visit.

Resources

Applicants may check the status of their Street Improvement Permits online at http://www.seattle.gov/transportation/stuse_permits_online.htm. See CAM 2105 <http://www.seattle.gov/transportation/cams/CAM2105.pdf> for details.

Application materials for SDOT SIP Design Guidance are available online at http://www.seattle.gov/transportation/stuse_home.htm

Seattle ROW Improvements Manual (ROWIM): <http://www.seattle.gov/transportation/rowmanual/>

Seattle Standard Plans and Specifications: http://www.seattle.gov/util/Engineering/Standard_Plans_&_Specs/index.asp

SPU Design Guidelines for Public Storm Drain Facilities http://www.seattle.gov/util/Engineering/Obtain_Utility_Services/Drainage_&_Wastewater_Planning/index.asp

Street and Sidewalk Pavement Opening and Restoration Rules (PORR): www.seattle.gov/transportation/stuse_pavementopen.htm

Street Use website: http://www.seattle.gov/transportation/stuse_home.htm