

***** DRAFT *******Effective Date: 6/8/2009**

Seattle Permits

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

60% Complete Street Improvement Plan (SIP) Approval Process

Last Revised 5/11/09

Private developments within the City of Seattle may be required by the Seattle Municipal Code to construct street improvements or install public utilities to serve a project site. These improvements within the City right of way are constructed under a SDOT Street Improvement Permit (SIP). In order to submit a permit application for formal review, the street improvement plans must be developed to 90% completeness. Certain projects may require 60% Complete Street Improvement Plan (SIP) Approval prior to acceptance of 90% complete plans for formal review.

When is 60% Complete SIP Approval Required?

SDOT 60% Complete SIP Approval is required for Street Improvement Projects which include any of the following non-standard elements:

- encroachments in the right of way;
- traffic calming devices; traffic circles, chicanes, and/or curb bulbs;
- new and/or modified curb alignment, curb returns, roadway alignment, and/or channelization;
- newly established roadway widths and curb setbacks;
- elements that do not meet the City of Seattle Standard Plans for Municipal Construction;
- pavement sections that do not meet the Pavement Opening and Restoration Rule (PORR) and the Seattle Right-of-Way Improvements Manual (ROWIM);
- porous pavement for sidewalks and/or pedestrian paths;
- cross slopes that do not meet the Seattle Right of Way Improvements Manual criteria;

- new or revised marked crosswalks, bike tails and/or paths;
- Green Factor area and elements;
- unimproved and/or closed contour alleys;
- detention systems and/or water quality features;
- Public Storm Drain (PSD), Public Sanitary System (PSS) and/or water main lines;
- drainage swales and/or rain gardens;
- retaining walls greater than 4' tall;
- new and/or modified areaways and/or bridges; new and/or modified signal systems, SCL infrastructure, and/or Metro transit infrastructure;
- new and/or relocated poles, street lighting and/or pedestrian lighting.

60% Complete SIP Approval Process

60% Complete SIP Approval is obtained through the SDOT SIP Design Guidance process. Applicants prepare and submit SIP Design Guidance application materials and 60% Complete Street Improvement Plans to SDOT. The assigned SIP Project Manager screens the plan and application materials, and notifies applicants if the project has been accepted or rejected for 60% SIP Design Guidance. When the screening is successful, the applicant may schedule a 60% SIP Design Guidance meeting. During the meeting the applicant presents and discusses the project with the SIP Project Manager and subject matter experts from various City departments and external agencies who are responsible for granting 60% Complete SIP Approval for non-standard elements in the right of way. Reviewing 60% complete plans and granting or denying 60% Complete SIP Approval will be assigned to the reviewers as action items following the SIP Design Guidance meeting. Within ten business days of the meeting Applicants will receive notification of the status and outcome of the 60% Complete SIP Approval review. When 60% Complete SIP Approval has been obtained

www.seattle.gov/transportation

City of Seattle
Seattle Department of Transportation
Gregory J. Nickels, Mayor Grace Crunican, Director

700 5th Avenue, Suite 3900
P.O. Box 34996
Seattle, WA 98124-4996
(206) 684-ROAD (7623)

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applicants may proceed with engineering 90% complete Street Improvement Plans.

1. Submit application materials

Submit application materials to the SDOT Street Use Counter, Seattle Municipal Tower, 700 – 5th Avenue, 23rd floor. Required forms are available at the Street Use Counter and online at:

http://www.seattle.gov/transportation/stuse_docs.htm

a. Street Improvement Permit Application

The SIP application should be completely filled out with the “SDOT SIP Design Guidance [0 - <90% complete plans]” box checked.

b. SDOT Letter of Authorization

A letter of authorization from the property owner is required if the permit applicant is not the owner.

c. Project Scope and Details Form

The Project Scope and Details Form summarizes key project elements and assists the SIP Project Managers in determining the appropriate subject matter experts to invite to the meeting. The Project Scope and Details Form is also the place where applicants can communicate any specific questions or issues that they would like to discuss at the SDOT SIP Design Guidance meeting.

d. Site Photos

Submit hard copy photos or electronic photos on a CD. Site photos must show and label all rights-of-way adjacent to the project and include existing surface improvements, utilities, and site conditions.

e. Base Map and Survey Checklist

The Base Map and Survey Checklist must be completely filled out and signed by the Applicant and Engineer or Surveyor. This checklist must be included with applications for 30% + SIP Design Guidance meetings.

f. 60% Complete Project Plans

Two paper copies of the project plans on 60% Complete Street Improvement Plan title block along with an electronic copy in PDF format on a CD **must** be submitted. An electronic CADD file of the project plans is desired. CADD files must be version 2000 or greater. Plan requirements are defined in the 60% Complete Street Improvement Plan Checklist.

g. 60% Complete Street Improvement Plan Checklist

The 60% Complete Street Improvement Plan Checklist must be completely filled out and signed by the Applicant and Engineer.

h. Deposit

The initial deposit is \$1,250 for one single family dwelling unit projects or \$2,500 for commercial, multi-family, mixed-use, industrial, and institutional projects.

Note: If items a, b, c, d, e, and h were submitted for earlier SIP Design Guidance Meetings then you do not need to resubmit these items.

Items f and g are always required for 60% Complete SIP Approval submittals.

2. SDOT screens application

Within three days of receiving application materials for SDOT SIP Design Guidance, the SIP Project Manager will screen the plans and documents to determine if the application materials are complete. The SIP Project Manager will then notify the applicant of the status of the screening and identify the applicant’s next steps. If the application for SDOT SIP Design Guidance passes the screening process the applicant will be allowed to schedule the 60% SIP Design Guidance meeting. If the application materials for SDOT SIP Design Guidance do not pass the screening process the SIP Project Manager will notify the applicant that additional materials, corrections, and/or information are required in order to be eligible for a 60% SIP Design Guidance meeting.

3. Applicant Schedules SIP Design Guidance meeting

Email SDOTPermits@Seattle.gov or call 206-684-8184 to schedule a 60% SIP Design Guidance meeting. Meetings will generally be scheduled in the next available time slot a minimum of five business days from the date the meeting is requested. For complex projects, the meetings may be scheduled further in the future to give the subject matter experts sufficient time to review the project materials prior to the meeting. Depending on the complexity of the project, more than one design guidance meeting may be scheduled to cover all project elements and to obtain 60% Complete SIP Approval.

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4. SDOT conducts 60% SIP Design Guidance meeting

SDOT SIP Design Guidance meetings are conducted on Tuesday and Thursday mornings from 8:30 a.m. to 10:00 a.m. An agenda created by the SIP Project Manager will be emailed to meeting participants at least two days prior to the meeting date. The SIP Project Manager will run the meeting; however the permit applicant will be expected to give a short summary of the project at the beginning of the meeting.

5. SDOT provides meeting minutes

Meeting minutes will be documented by SDOT staff and distributed via email to all meeting participants for review. Any corrections to the meeting minutes must be provided to the SIP Project Manager within the timeframe stated in the email. After any necessary corrections are made the final meeting minutes will be distributed to all meeting participants and will become the permanent record of project decisions and approvals.

6. Action items are completed

Action items, including reviewing plans and providing 60% Complete SIP Approval are completed by the SIP Design Guidance meeting participants. Approvals are documented on the 60% Complete Street Improvement Plan in the signature block(s). Action item resolution is documented in the meeting minutes summary and distributed to all meeting participants.

7. Applicant determines next steps

The applicant is responsible for incorporating design guidance recommendations, requirements, and 60% Complete SIP Approval into their 90% Street Improvement Plan. After 60% Complete SIP Approval is obtained the applicant may proceed with developing and submitting 90% complete engineered Street Improvement Plans for acceptance for formal review. See CAM 2214 for details on the 90% Street Improvement Plan Acceptance process.

Questions regarding the Street Improvement Permitting (SIP) process may be directed to a SDOT SIP Project Manager at 206-684-3679 or emailed to SDOTASC@Seattle.gov. SDOT Coaching is also available at DPD's Applicant Services 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.

Seven Steps for 60% SIP Design Guidance

The following chart shows the seven steps in the SIP Design Guidance process.

