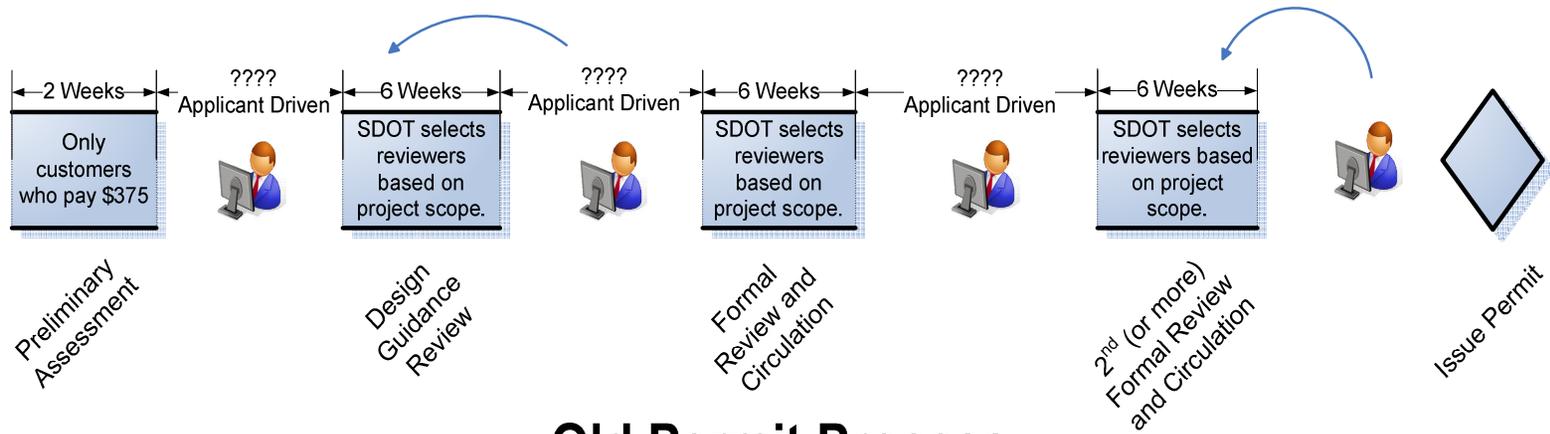


# SDOT Street Improvement Permitting (SIP) Intake Appointment and Plan Acceptance Workshop

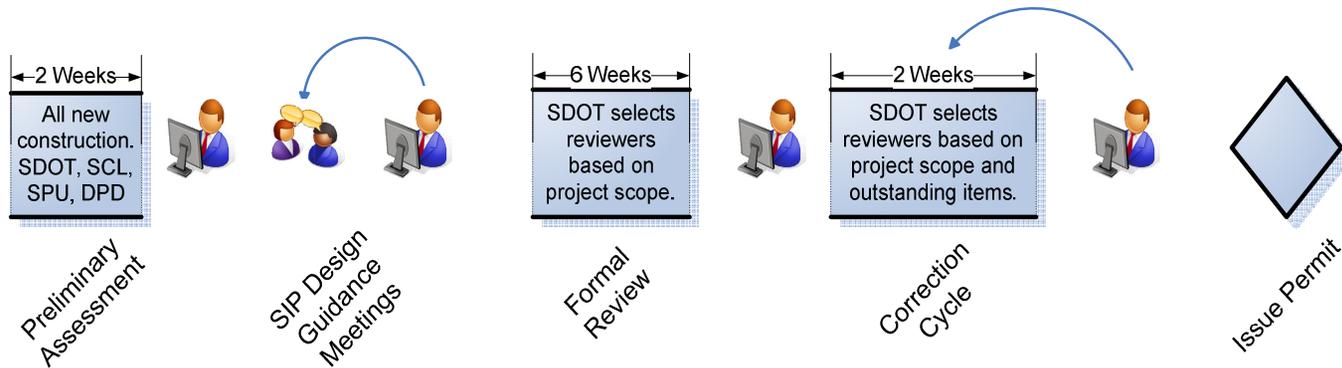
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Spring, 2009

# Street Improvement Permitting Process

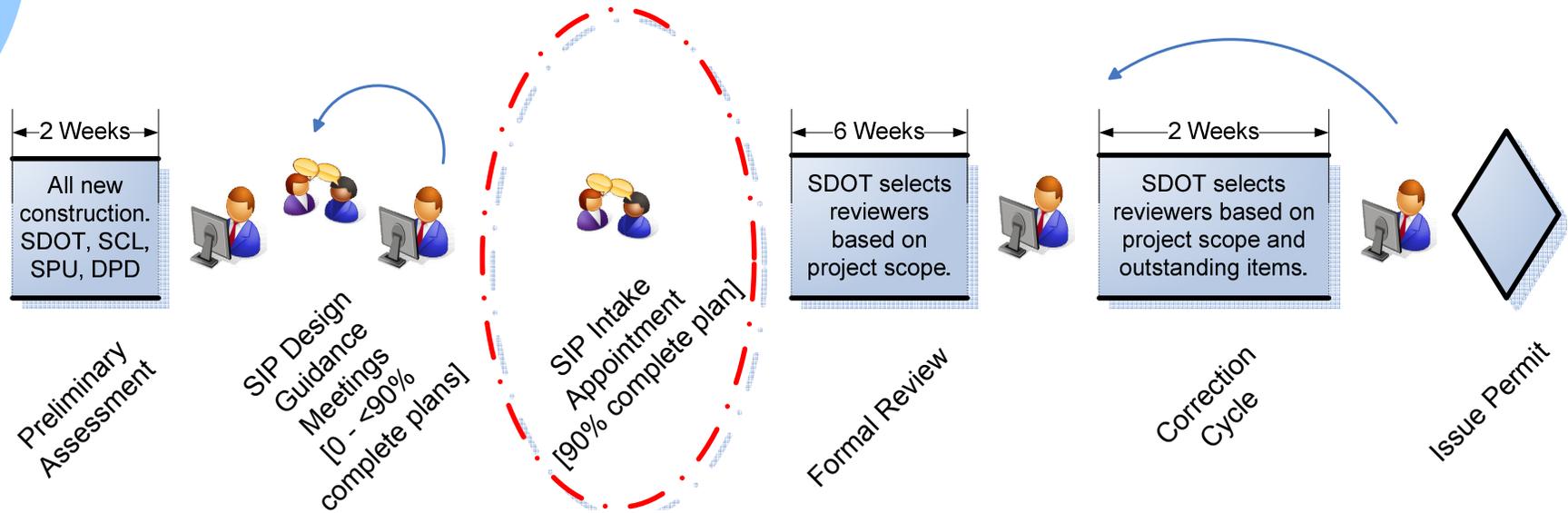


## Old Permit Process

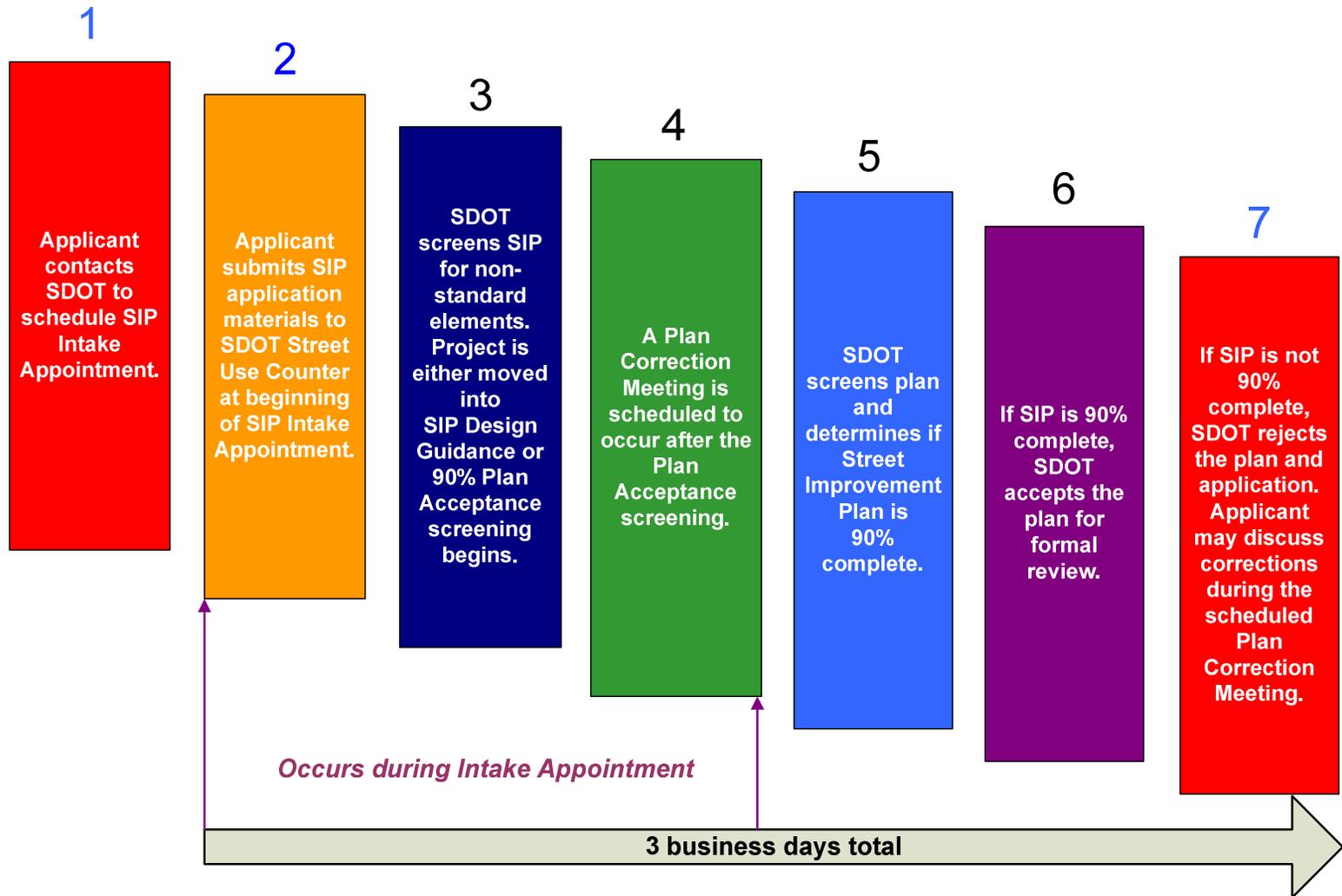


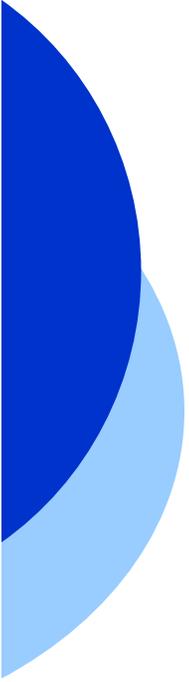
## Redesigned Permit Process

# Redesigned SIP Process



# SIP Intake Appointment and 90% Plan Acceptance Process (CAM 2214)

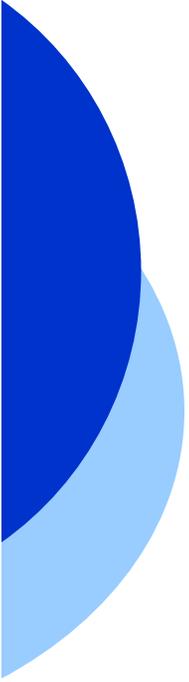




## Step 1: Applicant contacts SDOT to schedule SIP Intake Appointment

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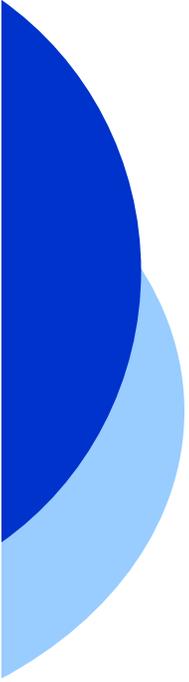
- Call **206.684.8184** or email [SDOTPERMITS@Seattle.gov](mailto:SDOTPERMITS@Seattle.gov)
- SIP Intake Appointments are conducted
  - Monday & Wednesday: 8:00 – 10:00 a.m.
  - Tuesday & Thursday: 1:00 – 3:00 p.m.
- Appointments will be scheduled in the next available timeslot
- If a SIP Project Manager is already assigned, the appointment will be scheduled in the next timeslot that the PM is available



## Step 2: Applicant submits application package

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- Sign in for SIP Intake Appointment at the SDOT Street Use Counter – Seattle Municipal Tower, 23<sup>rd</sup> floor
- Submit 90% Street Improvement Plan application materials
  - Street Improvement Permit Application \*\*\*
  - SDOT Letter of Authorization \*\*\*
  - Site Photos \*\*\*
  - 90% plans
  - 90% Complete Street Improvement Plan Checklist
  - Base Map and Survey Checklist \*\*\*
  - Initial Deposit: \*\*\*
    - \$ 1,250.00 – Single Family Construction
    - \$ 2,500.00 – Multi-family, Commercial, Industrial, Institutional
- \*\*\* Application materials that were submitted for SIP Design Guidance are not required for 90% SIP Acceptance



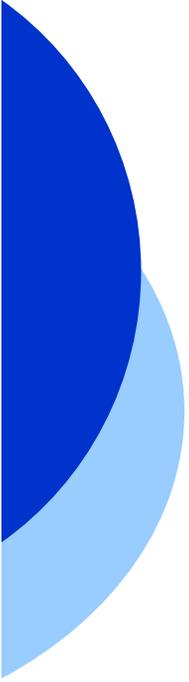
# Street Improvement Permit Application

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- ❑ 90% STREET IMPROVEMENT PLAN ACCEPTANCE:

  - Submittal Requirements:*

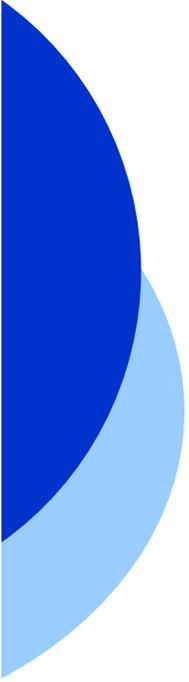
    - ❑ Two (2) paper copies of 90% plans
    - ❑ One (1) electronic copy of 90% plan in PDF format
    - ❑ CADD file (if available)
    - ❑ Site Photos
    - ❑ 90% Complete Street Improvement Plan Checklist
    - ❑ Base Map and Survey Checklist



## SDOT Letter of Authorization

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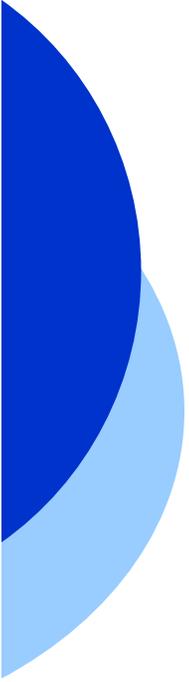
- Required if applicant is not the property owner
- Must be signed by the property owner
- Be sure to use SDOT version of Letter of Authorization



## 90% Street Improvement Plans

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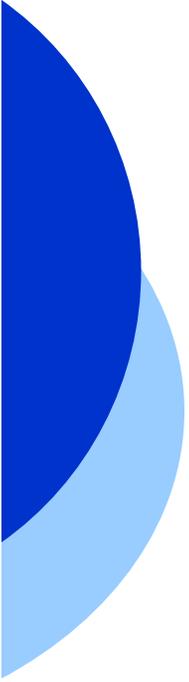
- Two paper copies
- One electronic copy in PDF format on a CD
- One CADD file - version 2000 or greater (if available)



## Site Photos

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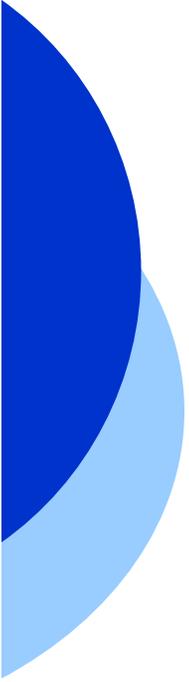
- Show and label:
  - all rights-of-way adjacent to project
  - existing surface improvements
  - utilities
  - site conditions
- Submit hard copies or digital photos on a CD



# 90% Complete Street Improvement Plan Checklist

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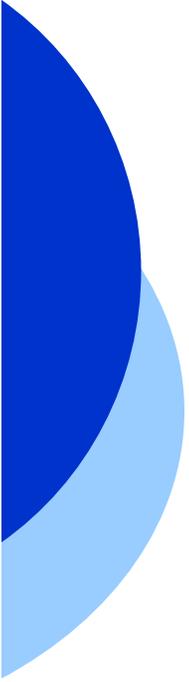
- Applicant fills out entire checklist
- Applicant and Engineer sign checklist
- SIP Project Manager uses checklist to screen SIP for completeness
- Checklist includes all plan elements that will be reviewed during formal review
- Checklist identifies all non-standard elements that require 60% Complete SIP Approval prior to 90% Plan Acceptance



## Base Map and Survey Checklist

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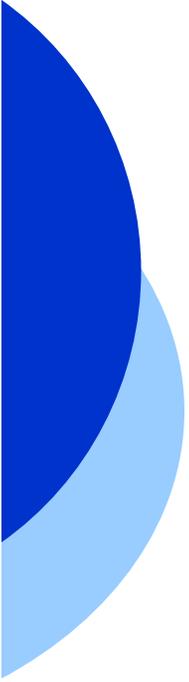
- Applicant fills out entire checklist
- Applicant and Surveyor or Engineer sign checklist
- SIP Project Manager uses checklist to screen base map for completeness
- Not required if Base Map was submitted and approved during SIP Design Guidance



## Step 3: SDOT screens SIP for non-standard elements during Intake Appt

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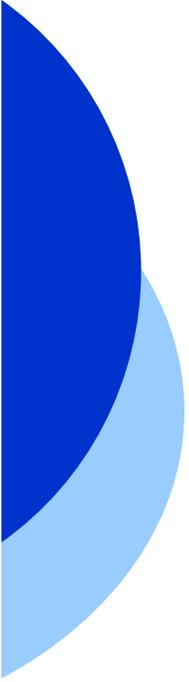
- All non-standard elements require 60% Complete SIP Approval
- 60% Complete SIP Approval must be obtained through the SIP Design Guidance process prior to 90% plan acceptance
- SIP Project Manager screens plans for non-standard elements per CAM 2213 and the 90% Complete Street Improvement Plan Checklist
- If 60% Complete SIP Approval requirements have not been fulfilled, your project will be moved into the SIP Design Guidance process
- If 60% Complete SIP Approval is not required, a 3 day Street Improvement Plan Acceptance review will begin



## Step 4: Schedule Plan Correction Meeting

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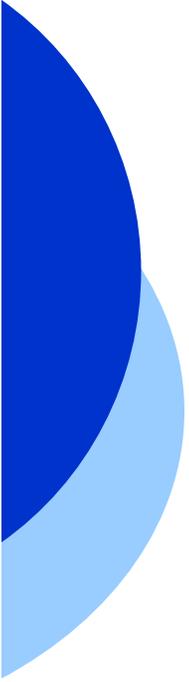
- If your project passes the screening for non-standard elements, a Plan Correction Meeting will be scheduled a minimum of 3 business days after the SIP Intake Appointment



## Step 5: SDOT screens plan for 90% completeness

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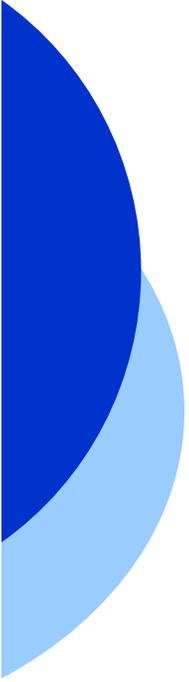
- During the 3 day Plan Acceptance Review your plan will be screened for 90% completeness per
  - CAM 2201: 90% Complete Street Improvement Plan Requirements
  - 90% Complete Street Improvement Plan Checklist
  - CAM 2212: Base Map and Survey Requirements
  - Base Map and Survey Checklist



## Step 6: If SIP is 90% complete SDOT accepts plan

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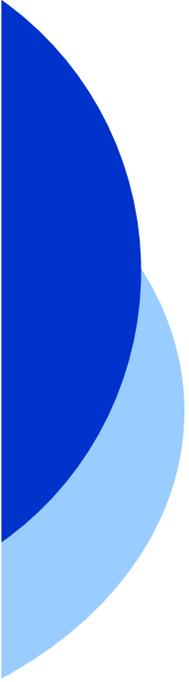
- Street Improvement Plan is accepted for formal review
- Six week review cycle begins
- Scheduled Plan Correction Meeting is cancelled
- Applicant and DPD are notified that the plan has been accepted for formal review
- Applicant may proceed with DPD Construction Intake Appointment



## **Step 7: If SIP is not 90% complete SDOT rejects plan and may conduct the Plan Correction Meeting**

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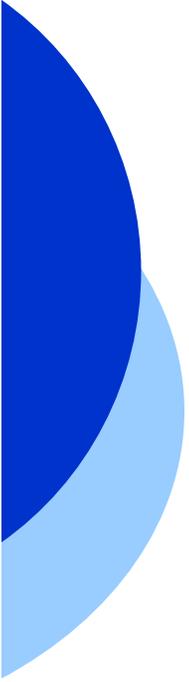
- Screening corrections will be emailed to the applicant, engineer and owner
- After reviewing the corrections, the applicant may choose to attend or cancel the scheduled Plan Correction Meeting
- SDOT recommends that the applicant, engineer, and owner all attend the Plan Correction Meeting to discuss screening corrections
- Applicant may choose to initiate SIP Design Guidance or revise and resubmit 90% plans for Plan Acceptance



## Timing

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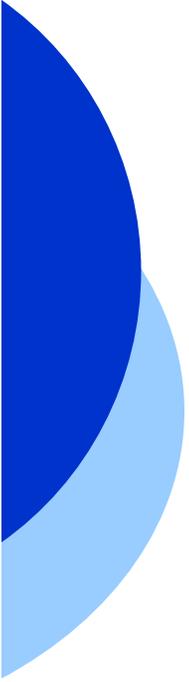
- Allow enough time in your project schedule to obtain 60% Complete SIP Approval of all non-standard elements through the SIP Design Guidance process
  - 60% Complete SIP Approval is required **prior to** 90% Street Improvement Plan Acceptance
- Allow enough time in your project schedule to submit a 90% complete SIP to SDOT to obtain Street Improvement Plan Acceptance through the SIP Intake Appointment and Plan Acceptance process
  - 90% SIP Acceptance is required **prior to** the DPD Construction Intake Appointment



# SIP Intake Appointment Implementation

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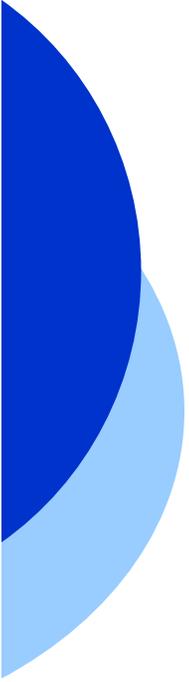
- New SIP Intake Appointment process will take effect **Monday, July 27, 2009**
- New application forms and materials will be accepted on **Monday, July 27, 2009**
- *Draft* 90% SIP acceptance CAMs, Checklists, and forms are available on the Street Use website:  
[http://www.seattle.gov/transportation/stuse\\_sip.htm](http://www.seattle.gov/transportation/stuse_sip.htm)



# Client Assistance Memos (CAMs)

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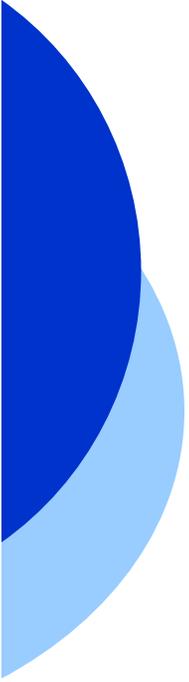
- **2200**: SDOT Street Improvement Permitting (SIP) Process – *revised CAM effective July 27, 2009*
- **2201**: 90% Complete Street Improvement Plan (SIP) Requirements – *revised CAM effective July 27, 2009*
- **2206**: Interdepartmental Permit Coordination for New Construction Projects – *revised CAM effective July 27, 2009*
- **2209**: Permitting Requirements for Street Improvements – *revised CAM effective July 27, 2009*
- **2211**: SDOT Street Improvement Permitting (SIP) Design Guidance – *revised CAM effective June 8, 2009*
- **2212**: Base Map and Survey Requirements for Street Improvement Plans (SIP) – *revised CAM effective July 27, 2009*
- **2213**: 60% Complete Street Improvement Plan (SIP) Approval Process – *new CAM effective June 8, 2009*
- **2214**: 90% Street Improvement Plan (SIP) Acceptance Process – *new CAM effective July 27, 2009*



# SIP Design Guidance changes effective June 8, 2009

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- Applicants may schedule SIP Design Guidance meetings for 60% Complete SIP Approval of non-standard elements
- CAM 2211 - SDOT SIP Design Guidance:
  - criteria for “strongly recommended” SIP Design Guidance process is expanded
- CAM 2213 - 60% Complete SIP Approval Process:
  - non-standard elements requiring 60% Complete Street Improvement Plan Approval are identified
  - the process to obtain 60% Complete SIP Approval through SIP Design Guidance is defined
- Project Scope and Details Form:
  - DPD Land Use Planners are included as SIP Design Guidance meeting participants



## Resources

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- SDOT ASC Coaching  
Seattle Municipal Tower  
700 – 5th Ave / 20<sup>th</sup> floor
  - Monday – Friday
  - 10:30 – 12:00 & 1:00 – 3:00
  - Sign up by 11:30 & 2:30 to receive coaching assistance
- Email [SDOTASC@Seattle.gov](mailto:SDOTASC@Seattle.gov)
- SDOT Street Use Website
  - [http://www.seattle.gov/transportation/stuse\\_sip.htm](http://www.seattle.gov/transportation/stuse_sip.htm)