

Seattle Permits

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

90% Complete Street Improvement Permit (SIP) Plan Requirements

Last Revised 7/17/09

The Seattle Department of Transportation (SDOT) reviews and approves proposed construction work in the public right of way. When this work is performed under a Street Improvement Permit (SIP) the project plans must meet all standards and requirements in this Client Assistance Memo (CAM), [CAM 2212](#), and the [90% complete Street Improvement Permit Plan Checklist](#).

The current edition of the City of Seattle Standard Specifications for Road, Bridge and Municipal Construction and the City of Seattle Standard Plans for Municipal Construction shall be adhered to unless otherwise approved through the SDOT SIP Plan Design Guidance process or the Deviation process. Refer to [CAM 2211](#) for the SDOT SIP Plan Design Guidance process and refer to the [Seattle Right of Way Improvements Manual](#) for the Deviation process.

If your project includes any non-standard elements as identified in [CAM 2213](#) you will need to obtain 60% Complete SIP Plan Approval of these elements through the SDOT SIP Plan Design Guidance process prior to acceptance of your 90% complete Street Improvement Plan for formal review.

90% complete Street Improvement Permit Plans must meet the following requirements.

1. Plan size and type for submittals

Initial plan submittal shall be on 22" x 34" sheets of paper (black ink print). Two paper copies of the plans along with an electronic copy in PDF format submitted on a disk are required for each submittal. Final plans for permit issuance shall be on 22" x 34" reverse readable Mylar sheets. All Street Improvement Permit Plans submitted to SDOT are required to be on the Street Improvement title block.

An AutoCAD title block is available on the SDOT website www.seattle.gov/transportation/stuse_sip.htm.

2. Engineer's Stamp/Seal

The Professional Engineer's stamp/seal must be placed in the blocked area on the lower left portion of the Street Improvement title block sheet. The engineer's name, address, and phone number must also be included in the title block. The Professional Engineer's original wet signature is required on the final mylar plans.

3. Plan Title Block

The Plan Title is part of the Title Block. The font should be Arial and the size of the lettering is listed below. See Sample Plan Title below.

- a. The first line is the project's street address (e.g.: 700 5TH AVENUE), approximately 3/8" high and centered, as assigned by the Department of Planning and Development (DPD).
- b. The second line is the abbreviated contents of the plan, approximately 1/4" high and centered. The second line may include the following: WM., PSD, PSS, PS, C/W, DRAINAGE, CONC. CURB, LANDSCAPE, SIGNALIZATION, ALLEY PAVING, PAVING, ETC. These abbreviations are found in the [City of Seattle Standard Plans for Municipal Construction](#).
- c. The third line is used to identify the name of the street when multiple streets are involved or for the subject shown on a specific sheet, approximately 1/4" high and centered. Third line text examples are: 5TH AVENUE, 4TH AVENUE, CHERRY ST, COVER SHEET, PLAN AND PROFILE, DETAILS, CHANNELIZATION PLAN, TRAFFIC SIGNAL PLAN, SIGNALIZATION SCHEDULES & DETAILS, LIGHTING PLAN, LANDSCAPE PLAN, ETC. The third line can be blank when the plan has only a couple of sheets.
- d. The line above the title box is used to identify the name of the development and the DPD Project Number, approximately 1/8" high. Display the common name of the development (if any) justified on the left margin. On the same line, right margin justified, type "DPD PROJECT #", followed by the project number assigned by DPD that required the street improvements shown on the plan.

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If these improvements are required as a condition of a full subdivision/plat, use the DPD project number for the full subdivision/plat. If no DPD application or permit is associated with this work, leave this blank.

Sample Plan Title Portion of Title Block

Seattle Municipal Tower DPD Project #6070000

700 5TH AVENUE

CURB, CW, LANDSCAPE, PAVING, ETC.
PLAN AND PROFILE

4. Symbols, Shading and Abbreviations

Standard symbols, shading, line weights, and abbreviations found in Standard Plans 002 and 003, Standard Plans for Municipal Construction, current edition must be used for all plan elements. Copies of the Standard Plans for Municipal Construction are available from the Seattle Public Utilities, Engineering Record Vault, Seattle Municipal Tower, 47th Floor or download at:

http://www.seattle.gov/UTIL/Engineering/Standard_Plans_&_Specs/index.htm

If there is no standard abbreviation, shading and/or symbol for a specific element on the plans, the abbreviation, shading and/or symbol used must be shown in a legend on the plans. Symbols should be scaled to match existing conditions.

5. Lettering

The minimum lettering/text size is 0.12".

6. Base Map and Survey

A separate Base Map and Survey plan is required to be submitted as part of the plan set. The separate Base Map and Survey must meet the requirements of CAM 2212 and the Base Map and Survey Checklist.

The Base Map and Survey must also be screened back on the plan view plan sheets of the Street Improvement Plans and be readable.

7. Work performed Under Separate Permit.

Any work that will be performed within the right of way under a separate permit must be shown on the plans and labeled "Under Separate Permit". Examples of these types of permits include; side sewer permits, water service permits, franchise utility permits (PSE, Qwest, Comcast, SCL), annual permits, etc.

8. Cover Sheet

The cover sheet must include all required General Notes, a Vicinity Map, Survey and Benchmark information, and a list of granted Exceptions and/or Deviations for the project.

General Notes are available on the SDOT website at www.seattle.gov/transportation/stuse_sip.htm.

9. Plan Sheets

All plan sheets must be on the Street Improvement title block border and include a north arrow, bar scale, horizontal scale of 1" = 10', monumentation, stationing and offset and/or dimensions for all elements.

10. Profiles

Profiles are required when:

- The project is installing new curb where curb did not exist.
- The project is changing the curb alignment.
- The project is installing new main lines (PSD, PSS, Water Main).
- The project is improving an unimproved or unopened right of way.
- The project is widening a roadway with no existing curb by more than 6'.
- Change in alley grading, alley surface type, or paving any portion of an alley.

Profiles shall be located above the plan view and the stationing must line up with the plan view stationing.

11. Cross Sections

A typical cross section for each frontage must be included on the plan sheets. Additional cross sections are also required every 25' along the improvements, at each end of the improvement, at the centerline of each driveway, and at each entrance/access point within 10' of the property line. The additional cross sections may be submitted on separate 8 1/2" x 11" or 11" x 17" sheets.

12. Landscape Plans

Landscape plans may be submitted as part of the street improvement plan set if the project has extensive landscaping within the right of way, including Green Factor elements. The landscape plan must be stamped and signed by a Landscape Architect and identify all proposed landscaping within the right of way.

Street trees must be identified with species, size and location on both the civil and landscape plan sheets of the Street Improvement Permit Plans. The area being used for Green Factor must be clearly identified on the civil plans.

13. Approved 60% Complete Street Improvement Permit Plan

If your project includes non-standard elements as identified in [CAM 2213](#) you must include your approved 60% complete Street Improvement Permit Plan in your Street Improvement Plan set.

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.