

Seattle Permits

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

Interdepartmental Permit Coordination for New Construction Projects

Effective Date 5/1/2011

The Seattle Department of Transportation (SDOT) and the Department of Planning and Development (DPD) have responded to the Mayor's executive order to align the permitting process for private development at DPD and right-of-way development at SDOT. This process improves communication and coordination between city departments.

This process allows applicants to:

- obtain a consolidated Preliminary Assessment Report (PAR) with different City departments' analyses and requirements.
- avoid late identification of costly design requirements.
- reduce gaps and contradictory information from different departments.
- learn about street improvement requirements prior to applying for construction permits.
- reduce conflicts between building plans and street improvement plans.
- plan project budgets and plans.

Overview of the Coordination Process

The Interdepartmental Coordination aligns DPD's and SDOT's permitting process at the pre-submittal phase. Key components of the process are:

1. Applicants submit a DPD Preliminary Application Form and site plan.
2. Submitted project information is routed to DPD, SDOT, Seattle Public Utilities (SPU), and Seattle City Light, to gather project requirements.
3. A consolidated list of city requirements is sent to applicants in the form of a Preliminary Assessment

Report (PAR), which lists street improvement, drainage, and other City requirements.

4. If a Street Improvement Permit (SIP) is required, applicants must gain SDOT approval of the 60% Complete Street Improvement Plan prior to the DPD construction intake appointment. 60% Complete SIP approval is gained through Design Guidance Meetings. All infrastructure stakeholders must sign off on the plan prior to approval.

Forms and Client Assistance Memos

- SDOT SIP CAMs 2200, 2211, 2212, and 2213
- SDOT 60% Complete Street Improvement Plan Checklist.
- DPD Preliminary Application Form.
- DPD site plan requirements per CAM 103.
- DPD CAMs 100, 101 and 205 to provide guidelines for specific project types.

SDOT services to coordinate projects prior to the SIP Permit Application include:

- preliminary review of project information.
- provision of permitting requirements for work in the right of way (ROW).
- initial evaluation of requests for exception from ROW improvement requirements and related recommendations for DPD Land Use Planner action.
- attendance at the DPD Pre-Submittal Conference when requested.
- DPD Land Use Planner participation in SDOT SIP Design Guidance meetings when applicable.

SDOT's preliminary review is based on the information included in the site plan submitted to DPD and does not include Street Improvement Plan review that occurs during SDOT SIP Design Guidance or 90% complete SIP formal review.

www.seattle.gov/transportation



Resources:

SDOT Street Use Permit Counter: (206) 684-5283
http://www.seattle.gov/transportation/stuse_permits_online.htm

SDOT Coaching:
(206) 684-3679
SDOTASC@Seattle.gov

SDOT Street Use Street Improvement Permit
website:
http://www.seattle.gov/transportation/stuse_sip.htm