



Seattle Department of Transportation
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CLIENT ASSISTANCE MEMO

2116

SEATTLE PERMITS - Part of a multi-departmental City of Seattle series on getting a permit

www.seattle.gov/transportation

SITE PLAN REQUIREMENTS FOR CONSTRUCTION USE PERMITS

This Client Assistance Memo (CAM) outlines the requirements for a Right of Way Impact Site Plan, which is a mandatory piece of Construction Use permits issued through the Seattle Department of Transportation (SDOT) Street Use division. A Right of Way Impact Site Plan (or “site plan,” for short) is a bird’s-eye-view drawing of a project that clearly shows existing features as well as a project’s impacts to the right of way. Right of way (ROW) is the space outside of private property that is shared by the public. It includes streets, sidewalks, bike lanes, parking lanes, and planting strips. A site plan helps project teams identify and resolve conflicts before work begins, which helps ensure safe mobility and access in public space.

IDENTIFYING YOUR WORK SITE

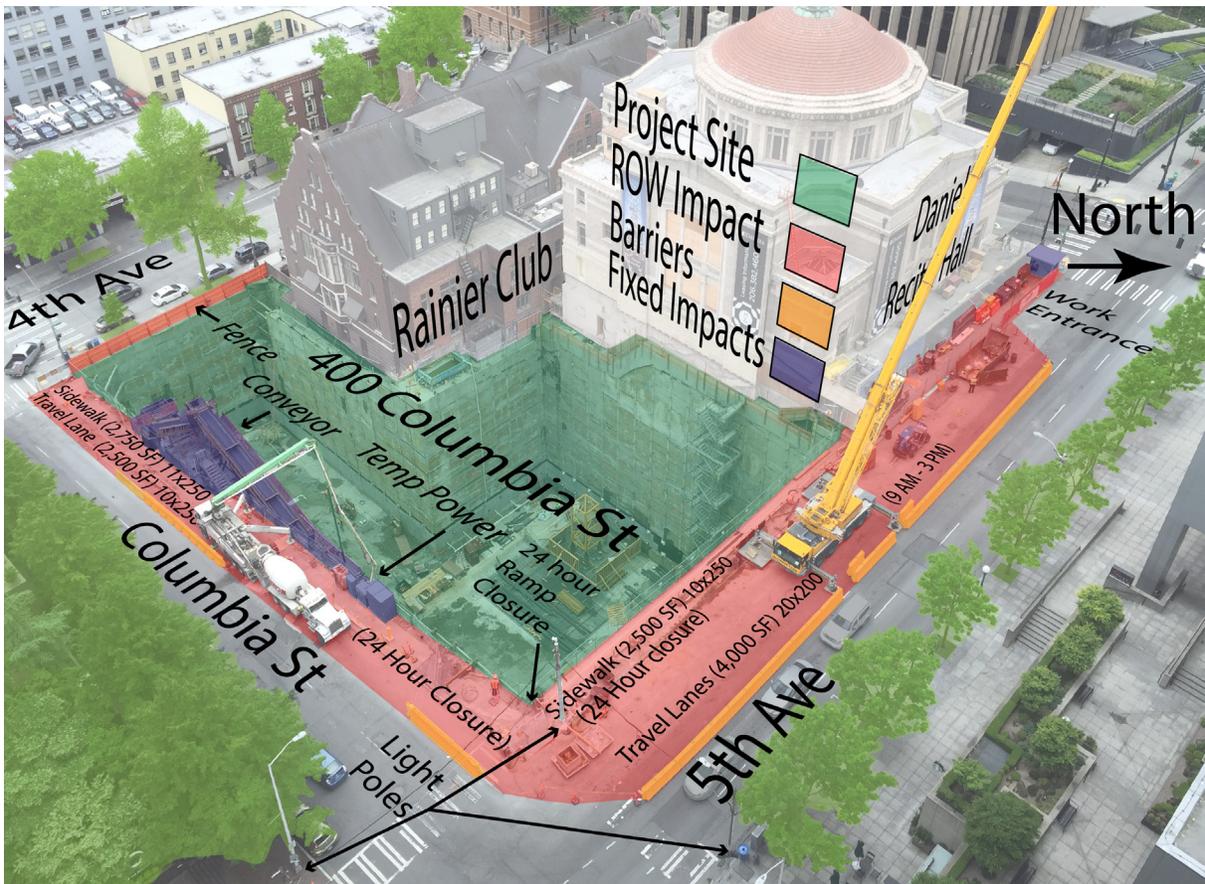
We strongly recommended you **visit your site in the field before you draft a site plan**. Street features like overhead trolley lines, transit and bus stops, parking lanes, bike lanes, trees, food vendors, public art, bike share stations, and many others are subject to change and may not appear in online mapping services. These types of features can influence the layout of your work and may prevent your plan’s approval.

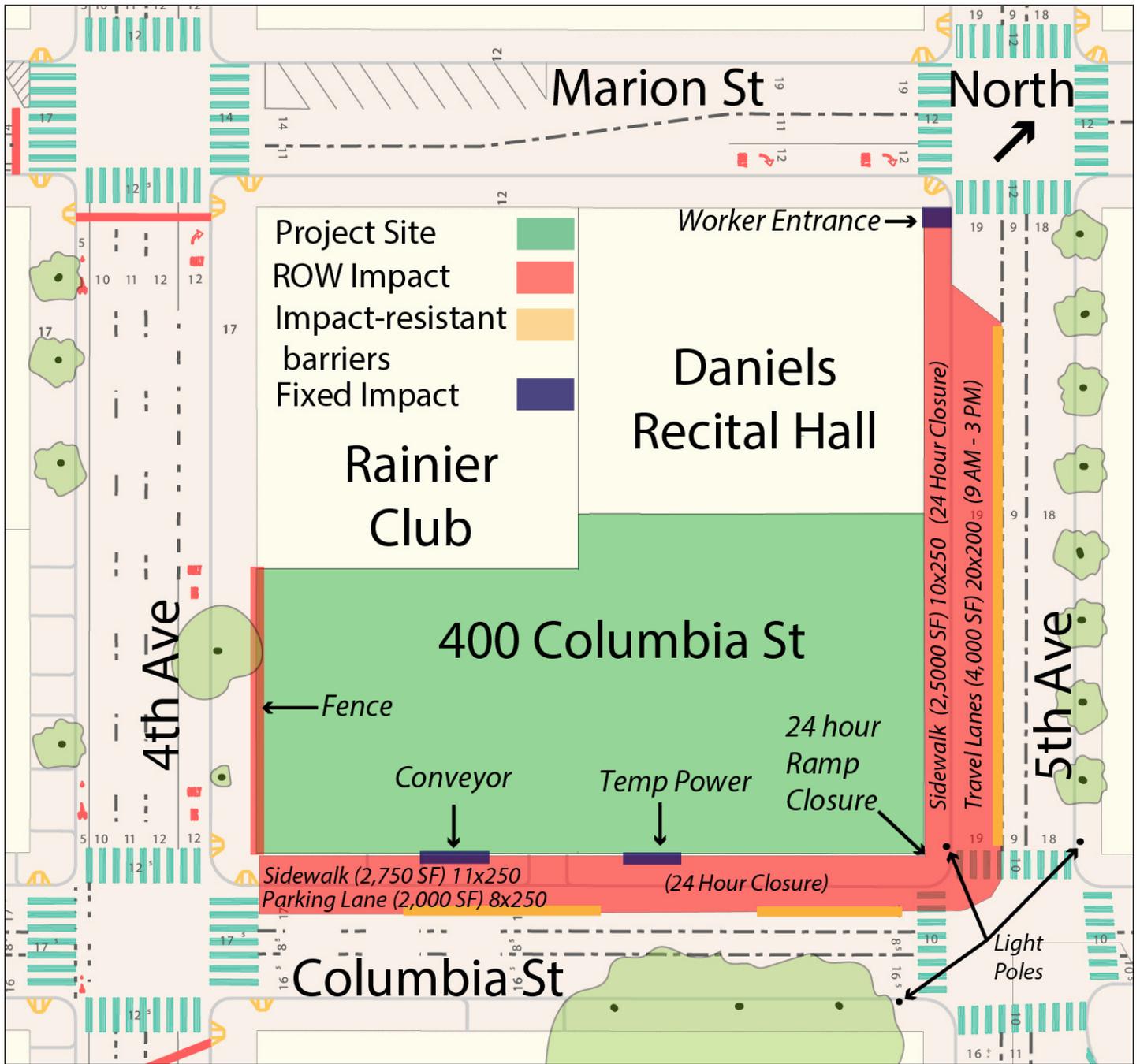
A site visit may also lead to discovering opportunities for your project to use less of the ROW. Street Use permit fees encourage efficient work zones – a smaller work site can often save money in permitting fees. See [CAM 2115](#) for more information.

SDOT Street Use Permit Services must approve your ROW Impact Site Plan **before you can do any work in the ROW**. The site plan is intended to show how your work interacts with public spaces. Please note that Street Use site plans are more detailed regarding ROW use than those required by the Department of Planning & Development (DPD), so DPD-approved plan sets will likely not meet Street Use ROW Impact Site Plan requirements.

The following page shows an example of impacts to public space from a construction project in downtown Seattle. The resulting site plan follows.

LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.





A ROW Impact Site Plan does not have to be a highly produced graphic; it may be a sketch on a mapped area as long as the information is conveyed clearly. See more examples in the appendices.

Site plan templates that you can draw on are available online at www.seattle.gov/transportation/stuse_forms.htm. You can also get site plan templates in hard copy at the Street Use Permit Services Counter. When submitting a custom ROW Impact Site Plan, we encourage you use a layout similar to the templates. A ROW Impact Site Plan is not the same as a Traffic Control Plan. For more information on Traffic Control Plan requirements, see [CAM 2111](#).

RIGHT OF WAY IMPACT SITE PLAN REQUIREMENTS

ROW Impact Site Plans must meet the following requirements:

1. Title block:

- a. Project address. Use the address referenced in DPD permits, if applicable.
- b. Title of plan. Note type of work and hours impacting the ROW. Examples include: *Framing (9 AM – 3 PM)*, *Foundation Pour (8 PM – 6 AM)*, *Sidewalk Replacement (24 hour closure)*, etc.
- c. Street Use permit numbers in the upper right hand corner (if assigned). If there are multiple street or alley frontages, list the street next to the respective permit number. If permit numbers are not assigned, provide space for Street Use staff to write in the number.
- d. 24-hour contact person name, phone, email, and company, if applicable.

2. Base map. Show the following:

- a. North arrow
- b. All impacted streets (label with street names) including surrounding streets and nearby major cross streets
- c. Seattle Parks properties
- d. Sidewalks, wheelchair ramps, shoulders, bike lanes, and other transportation infrastructure must be accurately reflected in the base map. Street Use encourages the use of channelization maps for use as a base map. To obtain a channelization map, visit: www.seattle.gov/transportation/ChanMap.htm
- e. Existing features in the ROW. Examples include: Trees, tree pits, drip lines, power poles, cabinets, pay-to-park kiosks, fire hydrants, street fixtures (bike racks, fixed trash containers, etc), vaults, meter boxes, areaways, storm drain grates, manhole covers, parking (metered, disabled) loading

zones, transit or bus zones, trolley line, tracks, curb ramps and marked surfaces. Adjacent property lines (if applicable)

3. Construction-related impacts:

- a. Draw impacted areas related to your construction activities. Show all dimensions and square footages for each area.
- b. Show all long-term uses of the ROW, even if they are within your permitted spaces. Baker tanks, temporary power, job shacks, shoring, and others must have callouts.
- c. Label each impacted area and relevant hours. Examples include: *Deliveries and pumping (9 AM – 3 PM)*, *Pedestrian reroute (off-hours)*, *Material laydown (24/7)*, etc.
- d. Indicate all temporary “No Park” areas on your plan

4. Temporary ROW mobility and protection measures:

- a. Pedestrian reroutes often require equipment to maintain safety and compliance with the American’s with Disabilities Act of 1990 (ADA). Reroutes, as well as related ramps, handrails, impact-resistant barricades, lighting, and others as required, must be shown on the site plan. **(See DR 1-2011 related to Pedestrian Mobility)**
- b. Street Use may also require the installation of temporary protection measures for features such as trees, Pay-to-Park kiosks, street art, and others. These protection measures must be shown on the site plan.

IMPORTANT POINTS

1. When using a [ROW impact site plan template](#), complete all sections.
2. Construction Use Permits are not the only permits to require a ROW Impact Site Plan and specific requirements may differ. A ROW Impact Site Plan may be required for Street Improvement Permits, Simple Utility Permits, Utility Major Permits, as well as Public Space Management Permits. For more information see the CAMs related to those permit types at www.seattle.gov/transportation/stuse_docs.htm or at the Permit Services Counter.

3. Your site plan must show all permitted uses of the ROW. A revised site plan is required for any change to your ROW permit. Phased projects often require multiple plans.
4. There are some uses in the ROW that may not be obvious but must be permitted and shown on the site plan. Examples include clearances needed for public safety; truck staging for deliveries; overhead activities (such as booming or hoisting); and areas designated as temporary no-parking zones (“No-Parks”).
5. Intermittent and infrequent uses such as forklift sidewalk crossings are considered ROW impacts and must be shown on the site plan.
6. Many areas in the City require that the public be able to access them after permitted construction work hours. For example, sidewalks may need to be open in the evening to accommodate pedestrians during commute hours or the public may need to get to restaurants or businesses during the weekend. Street Use may require a separate site plan for non-work hours (such as nighttime and weekends) depicting increased public mobility.
7. All notes made on the site plan must be legible and large enough to read in the field.
8. Street Use may reject any base map with irrelevant information that reduces clarity, such as topographic lines, parcel information, engineering notes, spot elevations, etc.
9. Annual Truck permits do not require a site plan. For more information on Annual Truck permits, see [CAM 2108](#).
10. Street Use provides several ROW Impact Site Plan templates for your use showing sidewalks, shoulders, alleys, full city blocks, etc. If you are using a template, be sure to select the one that best represents your location.
 - a. Corner frontages for small, short-term permits on 8.5"x11" (letter-sized) paper: [With Sidewalks \(Improved\)](#) and [Without Sidewalks \(Unimproved\)](#)
 - b. Full city blocks for larger and/or longer-term projects on 11"x17" paper: [With Sidewalks \(Improved\)](#) and [Without Sidewalks \(Unimproved\)](#)
 - c. Half city blocks with an alley for any project impacting an alley on 11"x17" paper: [With Sidewalks \(Improved\)](#) and [Without Sidewalks \(Unimproved\)](#)
 - d. Blank templates for irregular street configurations. Street Use offers [8.5"x11"](#) and [11"x17"](#) formats

RELATED LINKS AND ADDITIONAL RESOURCES

Client Assistance Memos (CAMs):

www.seattle.gov/transportation/stuse_docs.htm

Right of Way Impact Site Plan Templates:

www.seattle.gov/transportation/stuse_forms.htm

Right of Way Improvements Manual:

www.seattle.gov/transportation/rowmanual/

SDOT Street Use Website:

www.seattle.gov/transportation/stuse_home.htm

Seattle Municipal Code (SMC) [15.04.025](#), [15.04.030](#)

Standard Plans 002 and 003:

www.seattle.gov/util/Engineering/StandardSpecsPlans/index.htm/

Street and Sidewalk Pavement Opening and

Restoration Rule (PORR, Director’s Rule SDOT 5-2009):

www.seattle.gov/transportation/docs/dr_sspor5-2009.pdf

Traffic Control Manual for In-Street Work:

www.seattle.gov/transportation/trafficcontrolmanual.htm

United States Access Board ADA Standards:

www.access-board.gov/guidelines-and-standards/

CONTACTS

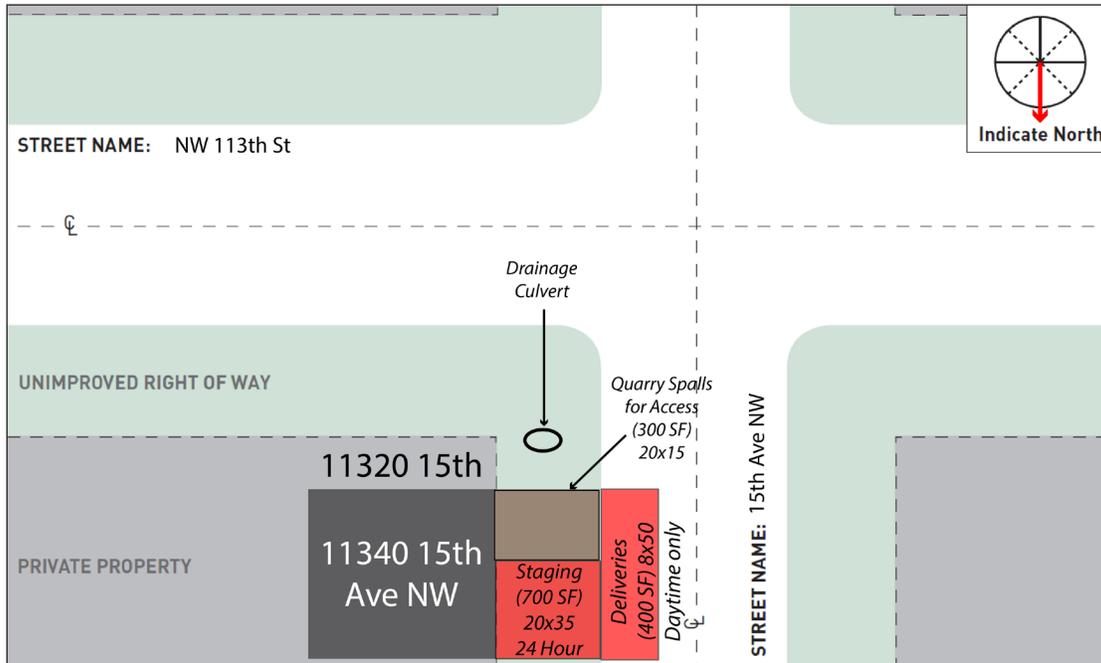
For questions or comments, please contact us at SDOTPermits@Seattle.gov or (206) 684-5253

APPENDICES:

1. Appendix A: Right of Way Impact Site Plan examples for single family construction, multifamily construction, and other common projects
2. Appendix B: Example of user-drafted site plan
3. Appendix C: Cumulative site plan example for multiple construction sites on a single street
4. Appendix D: Drawing a site plan for a construction dumpster

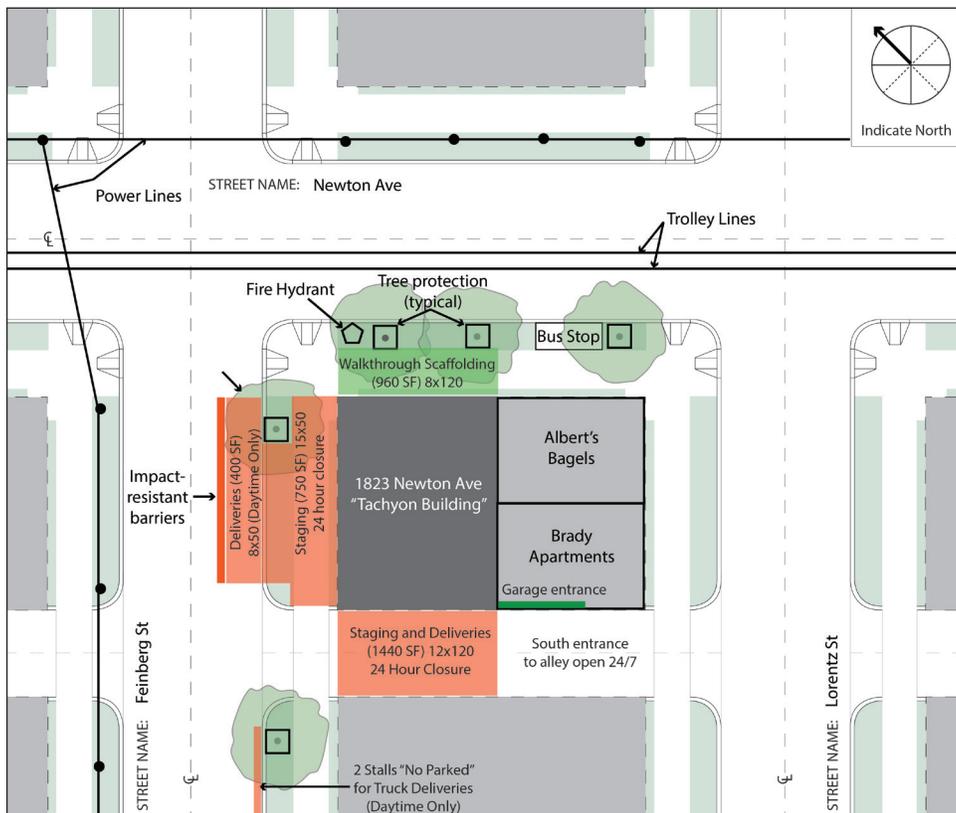
APPENDIX A: RIGHT OF WAY IMPACT SITE PLAN EXAMPLES FOR SINGLE FAMILY, MULTIFAMILY, AND OTHER COMMON CONSTRUCTION USES

1. Single family home construction on unimproved street (no sidewalks)

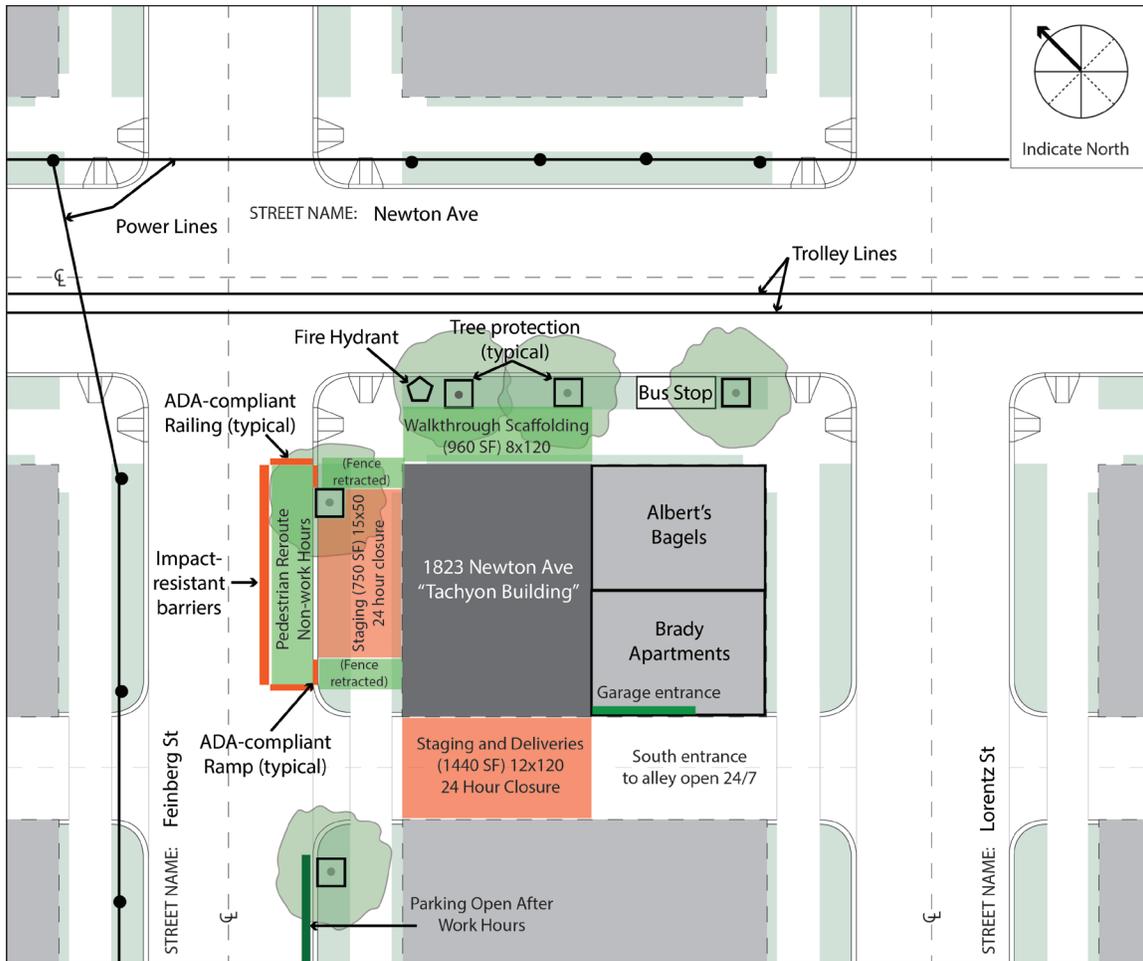


2. Many areas within Seattle require increased public access after work hours. Two site plans are shown below for a construction project that occupies half of a block and an alley. The first plan shows work hours and the second shows non-work hours:

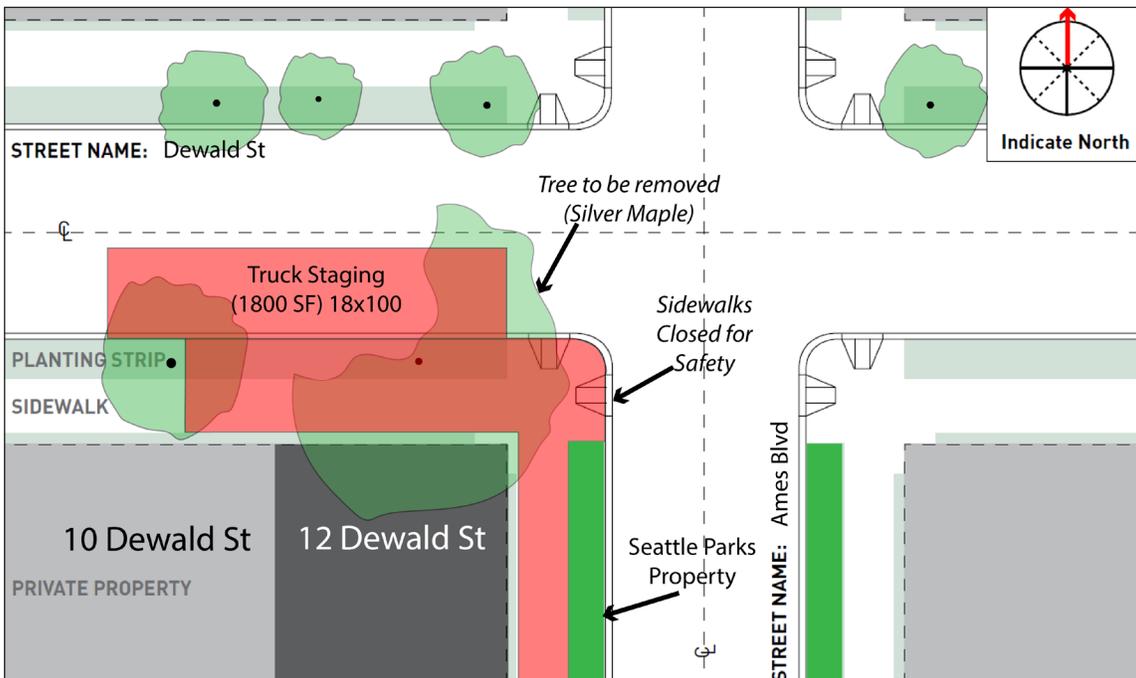
a. Multifamily building construction – daytime hours



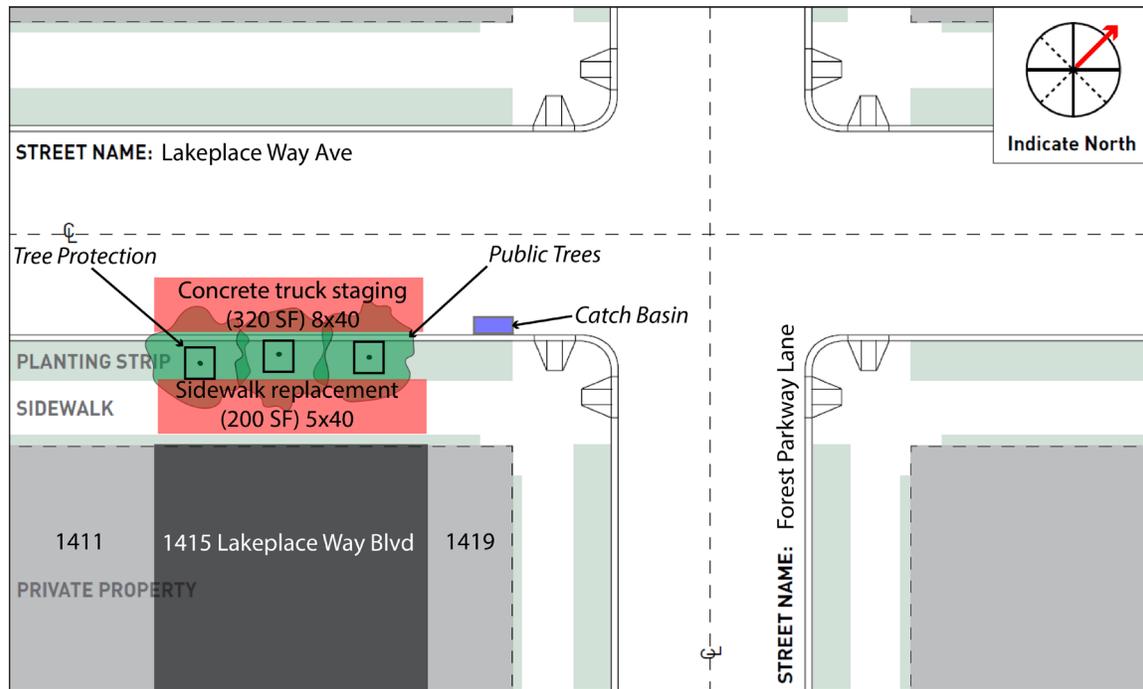
b. Multifamily building construction – non-work hours



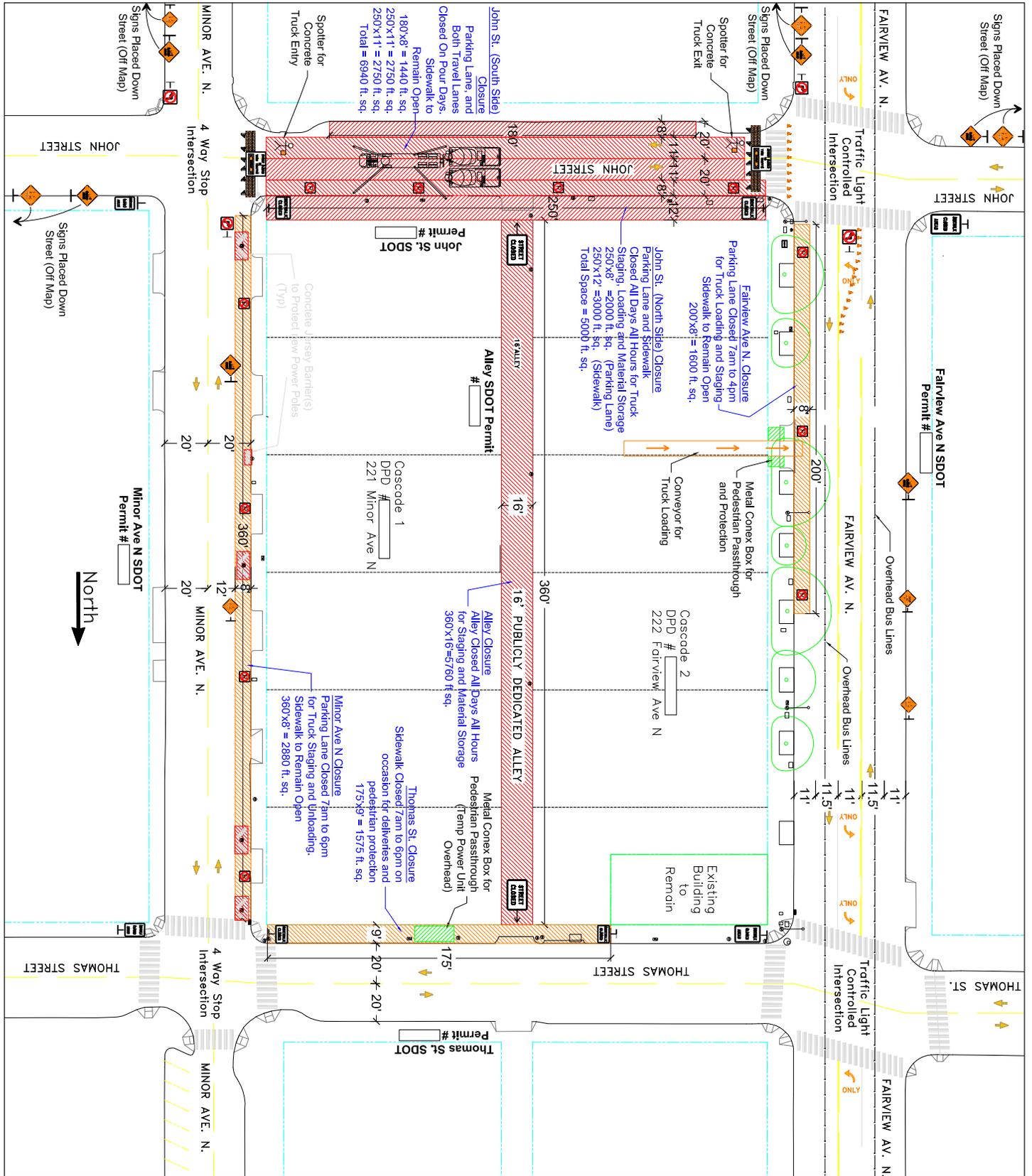
3. Tree removal



4. Sidewalk replacement

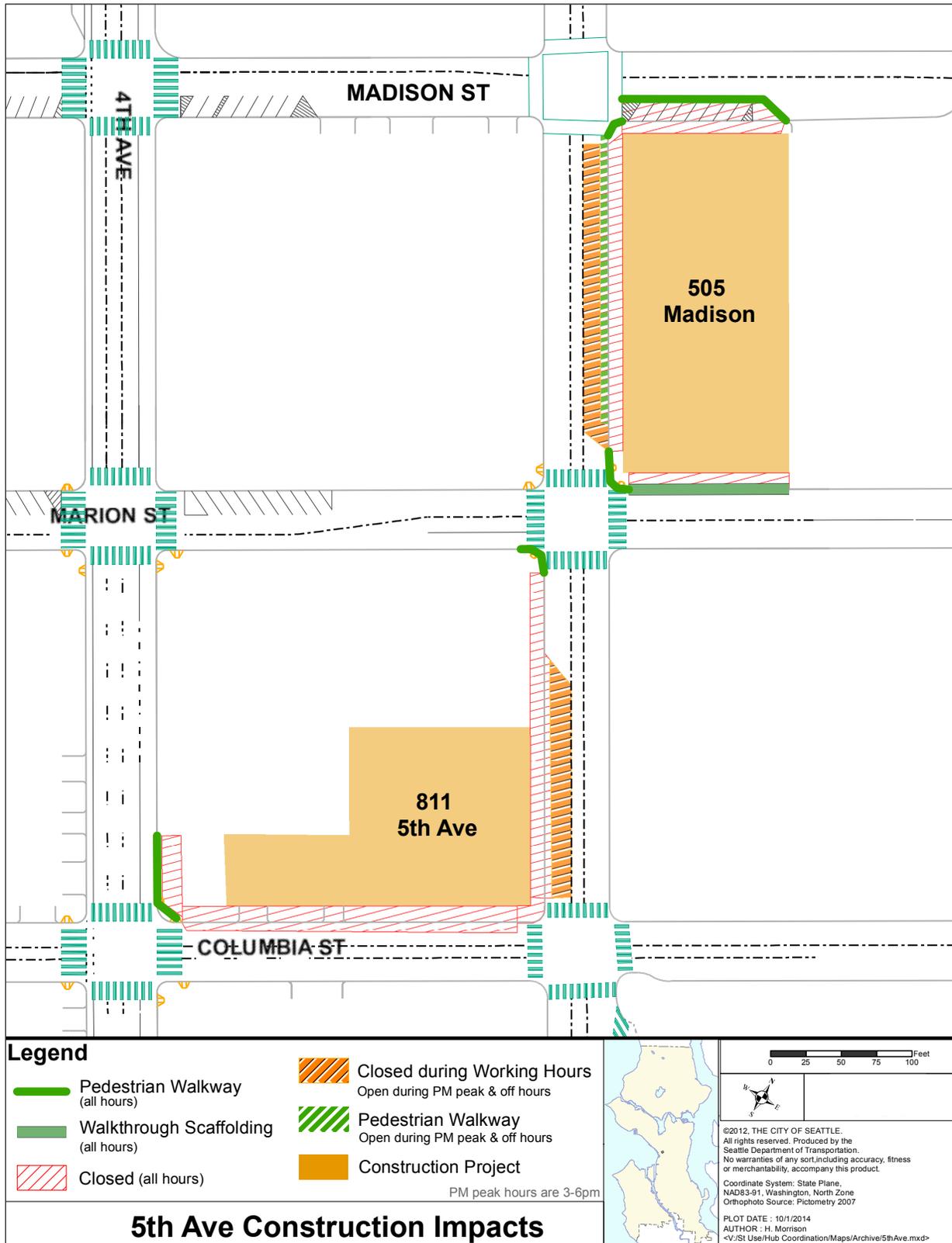


APPENDIX B - EXAMPLE OF USER-DRAFTED ROW IMPACT SITE PLAN



APPENDIX C: CUMULATIVE IMPACTS FROM MULTIPLE CONSTRUCTION SITES ALONG A SINGLE STREET

Multiple construction projects may share portions of a given street, creating cumulative impacts. Street Use may require site plans that show the cumulative impacts for streets with multiple ROW impacts. It is typically the responsibility of the newest permittee to create and manage cumulative ROW Impact Site Plans. As with other locations, Street Use may require work- and non-work hours plans.



APPENDIX D – DRAWING A SITE PLAN FOR A CONSTRUCTION DUMPSTER

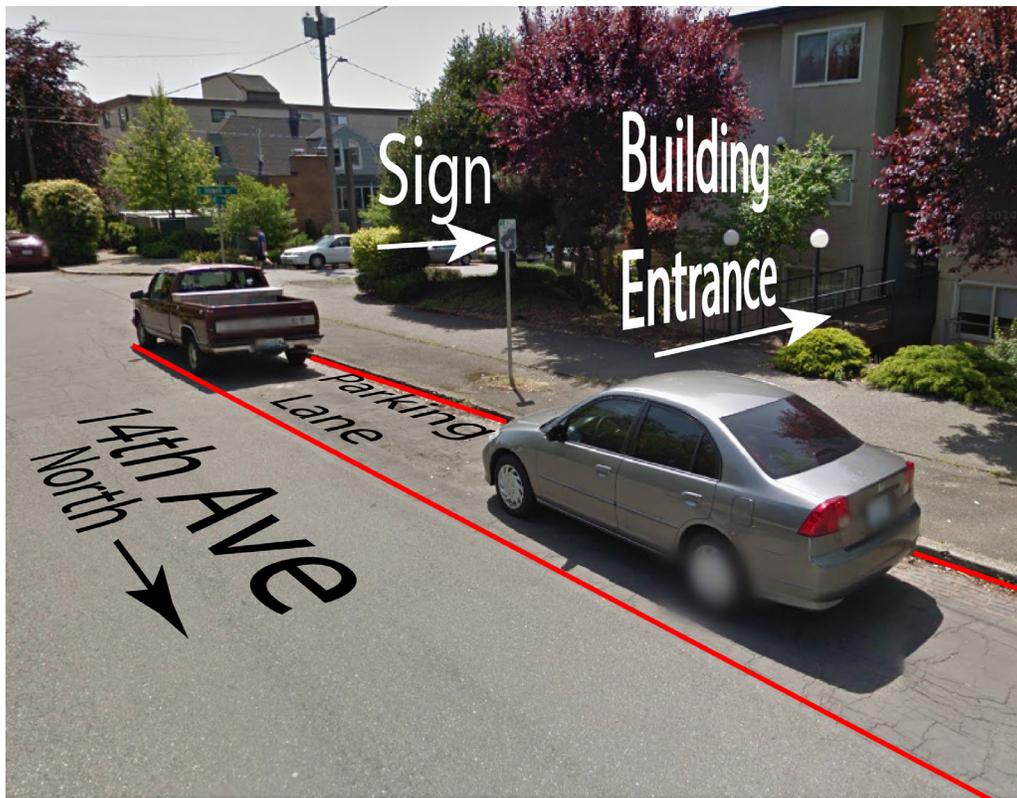
Street Use requires a site plan for nearly every permit it issues. Small impacts, such as moving containers and dumpsters, still require an approved site plan prior to permit issuance. Below is the recommended process for drafting a site plan to place a construction dumpster in the parking lane.

1. **Identify where you intend to place your dumpster in the ROW.** We encourage you to visit your site prior to drafting your site plan.



Street view of site from online map service

2. Take note of any existing conditions and street features:



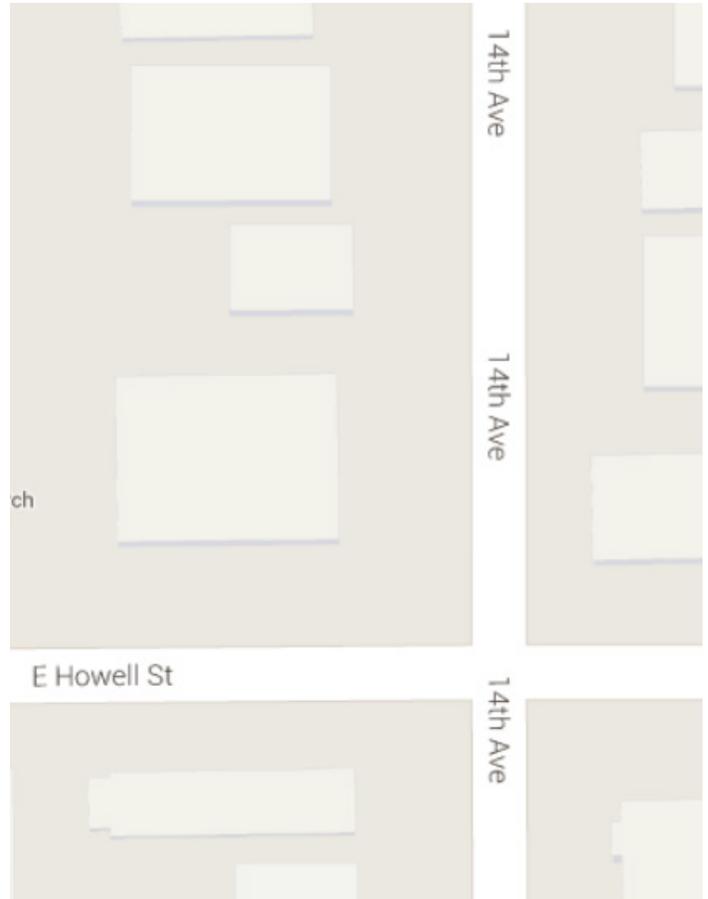
3. Identify the impact of your dumpster with respect to existing features:



4. **Locate your dumpster area on a map.** You may want to use an online mapping service. Such tools are free, easy to use, and accurate:



Aerial photo using online map service



Map view using same online map service

5. **Select the appropriate ROW Impact Site Plan template and fill out all sections.** Tip: Site plan templates are available for download on the [“Applications, Forms & Templates page” of the Street Use website](#). Use the template that matches your site conditions and the configuration of streets in your area; the Corner Frontage template (shown below and attached in this CAM) is the most common template and it works for many projects.

Access to Information

Client Assistance Memos are available online at: www.seattle.gov/transportation/stuse_home.htm. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.



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SDOT Permit Number(s)

(Official Use Only)

SITE PLAN - CORNER FRONTAGE

September 2014

24 Hour Contact:	Project Address:
Phone Number:	Email:

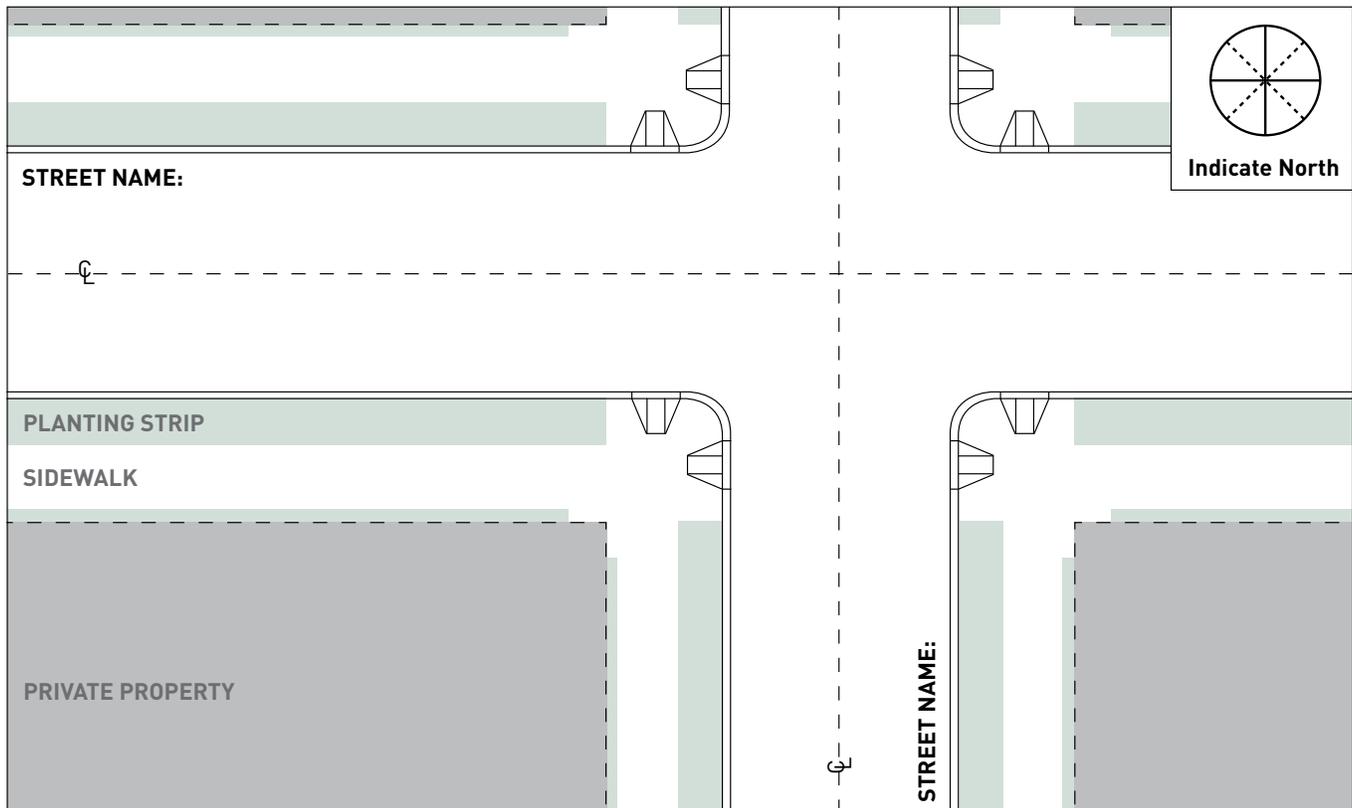
INSTRUCTIONS - see CAM 2116 for further guidance

- Label** all street names.
 - Clearly **outline** area(s) proposed for use.
 - Show all **dimensions** for work areas. Include setback distances from curbs, centerlines, driveways, right of way width, etc.
 - List** affected street frontages in the table below.
- Draw** existing features on the site plan below.
 - Trees, tree pits, drip lines
 - Power poles, cabinets, pay-to-park kiosks
 - Fire hydrants
 - Street fixtures (bike racks, fixed trash containers, etc.)
 - Vaults/meter boxes
 - Areaways
 - Storm drain grates/manhole covers
 - Parking: metered/disabled
 - Loading zones
 - Transit or bus zones
 - Trolley lines/tracks
 - Near curb ramp(s)
 - Marked surfaces

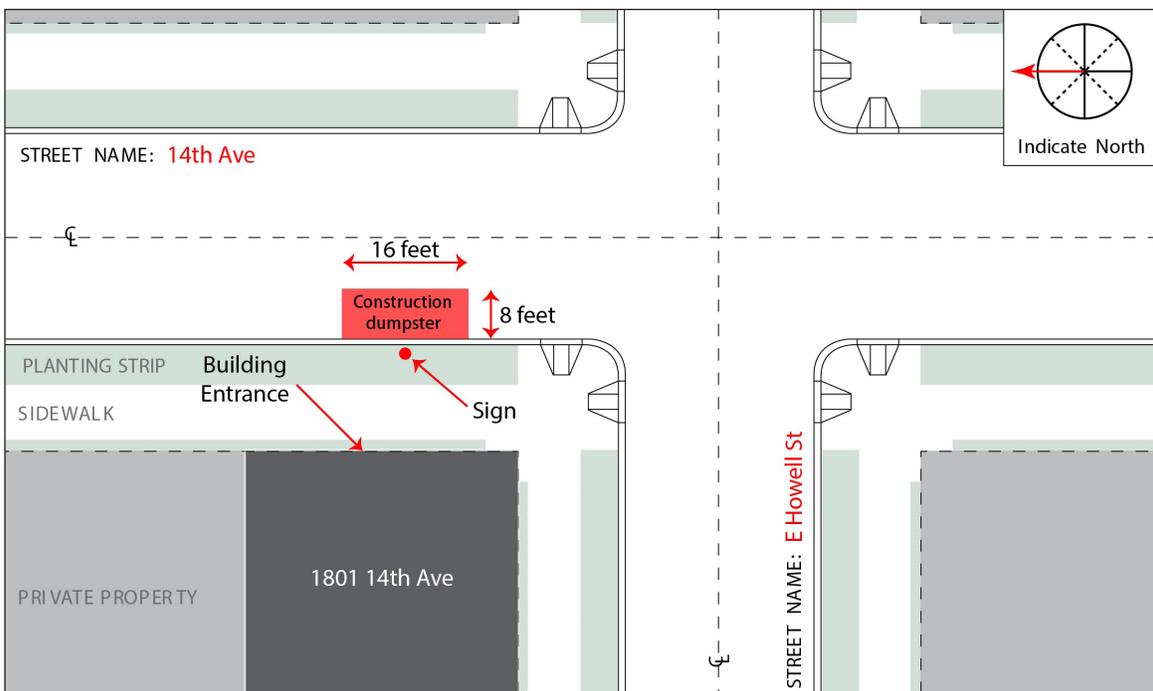
Frontages	Work Area (sq. ft.)	Right of Way Impacts						
		Sidewalk	Planting Strip	Parking Lane	Bike Lane	Travel Lane	Alley	Unimproved Right of Way
Nw 65th St	30' x 10'			X	X			

Notes/Inspector Comments:

SITE PLAN



6. **Orient the map view to match the template and mark the following on the plan.** For a list of some of the items SDOT requires on plans, see the Site Plan template, specifically Section 5:
- North
 - Street names
 - Property boundaries
 - Existing features
 - Your ROW impacts (with labels and dimensions)



7. **Submit:** With project information entered, relevant existing features shown, and ROW uses drawn, your site plan is ready for submission.



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SDOT Permit Number(s)

(Official Use Only)

SITE PLAN - CORNER FRONTAGE

September 2014

24 Hour Contact: John Doe	Project Address: 1801 14th Ave
Phone Number: (206) 555-1234	Email: john@example.com

INSTRUCTIONS - see CAM 2116 for further guidance

- Label all street names.
- Clearly **outline** area(s) proposed for use.
- Show all **dimensions** for work areas. Include setback distances from curbs, centerlines, driveways, right of way width, etc.
- List affected street frontages in the table below.
- Draw existing features on the site plan below.
 - Trees, tree pits, drip lines
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Frontages	Work Area (sq. ft.)	Right of Way Impacts						
		Sidewalk	Planting Strip	Parking Lane	Bike Lane	Travel Lane	Alley	Unimproved Right of Way
Nw 65th St	30' x 10'			X	X			
14th Ave	16x8			X				

Notes/Inspector Comments:

SITE PLAN

