



**Document Reference:**

See Permit Counter  
Publication #461.

# Plan Requirements for Construction in Public Right of Way

Seattle Department of Transportation reviews construction proposed within the public rights of way in Seattle. When the work is performed under a Street Improvement Permit (see Publication #461) rather than a Public Works contract with the City of Seattle, the project plans must meet the standards and specifications in this publication.

Plans submitted for review as part of this process will be submitted on mylar, meeting the standard items 1 through 12, below, and also as CADD electronic files with additional requirements outlined in item 13, below.

## DRAFTING STANDARDS:

1. **Mylar Sheets** – Use City of Seattle, Seattle Department of Transportation Mylar sheets. Obtain these from the Street Use office, Seattle Department of Transportation, Key Tower Suite 3700, 700 Fifth Avenue. All sheets must be accounted for. The standard size is 22 inches x 36 inches. An AutoCAD title block is available on our web site at <http://www.cityofseattle.net/td/pcpubs.asp> or you can bring an IBM formatted 3.5-inch 1.44MB floppy to pick up a copy.
2. **Engineer's Seal** – Place the Professional Engineer's seal and original signature in the blocked area on the lower left portion of the sheet; also, the engineers name, address and phone number.
3. **Title Block** – Use the following format for the title block in the lower right portion of the sheet; "MAIN STREET, et al" (first line), "STORM DRAIN, etc." (second line). This means the project is principally located on Main Street and primarily consists of storm drain improvements.
4. **Ink and Screening** – Draw in ink or use permanent photo Mylar (no "sticky-back" or pasted pieces on the final Mylar). Screen the base map, which shows existing improvements.
5. **Survey Datum** – Use NAVD-88 datum for survey information. Refer to the Street Improvement Survey Guidelines included in this information packet.
6. **Dimensions** – For all existing and proposed improvements, locate and show dimensions to City of Seattle survey monuments, monument lines, or street centerlines. Dimensioning must be done by stationing and offsetting from these control lines.
7. **Scale** – For scales, use Horizontal 1" = 20', Vertical 1" = 10'. For business districts, and downtown use Horizontal 1" = 10'.
8. **Orientation** – Draw the plan so the north arrow points to the left or the top of the sheet.



### Document

**Reference:** Standard Plans 002 and 003, Standard Plans for Municipal Public Works Construction, 2000 edition (available from the Seattle Public Utilities' Engineering Vault, which you can call at (206) 684-5132.

9. **Vicinity Map** – Include a vicinity map on the cover of the first sheet of the plans with a scale no less than 1" = 200'. Shade the vicinity map in the area of scope of work and number the pages.
10. **Lettering** – Use of a lettering guide is preferred but very neat, legible, freehand lettering is acceptable. The minimum letter size is 1/8 inch. This will ensure the plan is still legible after microfilming or reduction to one-half size.
11. **Symbols** – Use the standard symbols given in Standard Plans 002 and 003, Standard Plans for Municipal Public Works Construction, 2000 edition.
12. **Survey Data** – Refer to the Construction Plans section of the Street Improvement Survey Guidelines included in this information packet.
- 13. CADD Standards Guidelines:**
  - 13.1. The current edition of the “Seattle Standard Specifications” and “City of Seattle Standard plans shall be adhered to.
  - 13.2. The drawings shall be submitted as AUTOCAD release 14 (or later) .dwg files. All electronic files will be submitted for review.
  - 13.3. The .dwg files should be created to plot a 22x 34 hard copy plan sheet.
  - 13.4. Where the contract drawings indicate existing infrastructure or proposed improvements within the City’s Right of Way, The current Seattle Department of Transportation Layering methodology shall be adhered to.
  - 13.5. Features on the drawings shall be shown and noted in accordance with standard abbreviations and symbols (Standard Plan No 002 and 003) and be created in accordance with the SPU/ Seattle Department of Transportation drafting standards.
  - 13.6. All existing utilities, improvements and topography determined necessary in the project scope, shall be illustrated in the drawing.
  - 13.7. Plans shall be prepared with such precision and in such detail as to permit the convenient layout in the field for construction and other purposes within a degree of accuracy acceptable to Seattle Department of Transportation.

## **INFORMATION REQUIRED:**

1. **Grades** - Unless the street or alley is already improved to full street standards (concrete curbs, sidewalks, paving), request a "building grade sheet" from Seattle Public Utility through Department of Design, Construction and Land Use, Zoning Reviewer. Include this building grade sheet with your plans. The grades shown on the plan must agree with the building grade sheet, or be approved by the Seattle Department of Transportation.

All profiles and cross sections must show the proposed grade as well as the existing grade. Show in the profile: centerline, top of curb, back of walk, access points along property, floor slab elevations, underground water mains, etc.



**Contact:** Visit the DCLU Applicant Service Center in Key Tower at 700 Fifth Avenue, 20<sup>th</sup> Floor for building grading sheets.



**Contact:** For more information, call a Street Improvement Analyst at (206) 684-5044 for more information about:

- street design
- sanitary sewer design
- street trees & landscaping
- drainage design

2. Existing Improvements and Topography -Show all existing underground and surface improvements and topography in proximity to the proposed project. This information must be shown for the full width of the adjacent right of way, and at least 50 feet from the boundaries of the proposed project, to show possible impacts on neighboring properties.

Obtain information for existing surface and underground improvements at the Seattle Public Utilities Engineering Records Vault, Key Tower 47th Floor, 700 Fifth Avenue, (206) 684-5132. The “Vault” has information on public sewers, public storm drains, curbs, sidewalks, grading. For information on sanitary side sewers and service drains, see the Seattle Department of Transportation Street Use Counter, Key Tower Suite 3700, 700 Fifth Avenue, or call (206) 684-5283. Obtain City Light, telephone, cable TV, steam, natural gas, and other private and public utilities information at the same location. Also, the Seattle Department of Transportation’s Traffic Counter, also located on the 37<sup>th</sup> floor of Key Tower, has traffic signal information.