

SDOT Street Improvement Permitting (SIP) Design Guidance Meeting Workshop

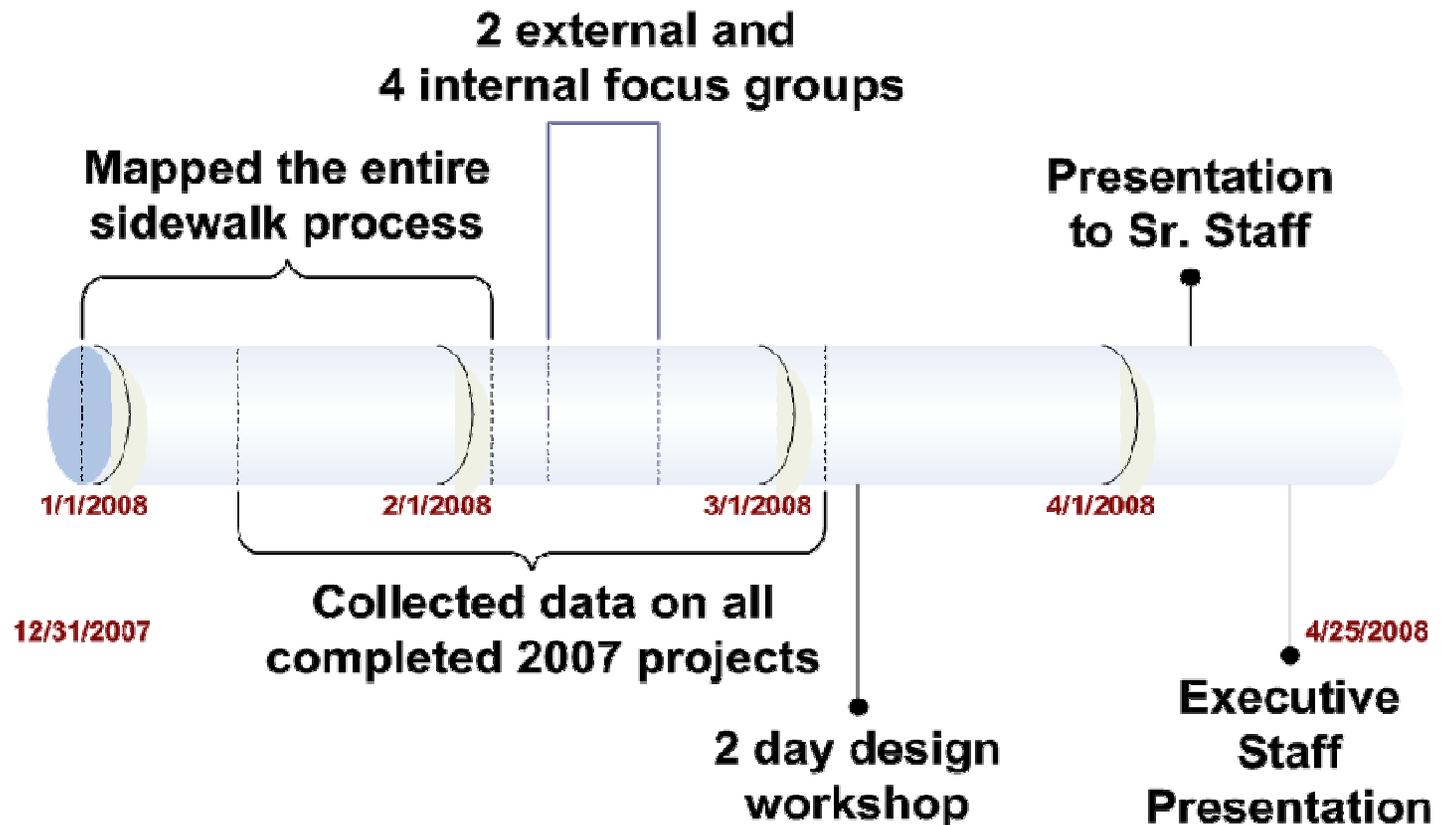
January, 2009



Sidewalk Permitting Improvements

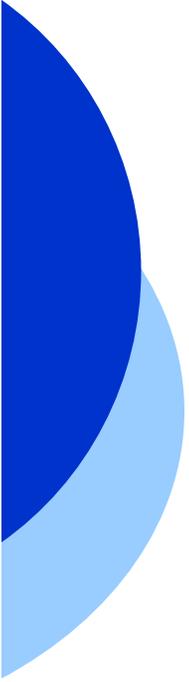
- Make sidewalks less costly
- With a faster, more predictable process
- And more satisfied applicants!

Process Redesign Approach



What we found in the study

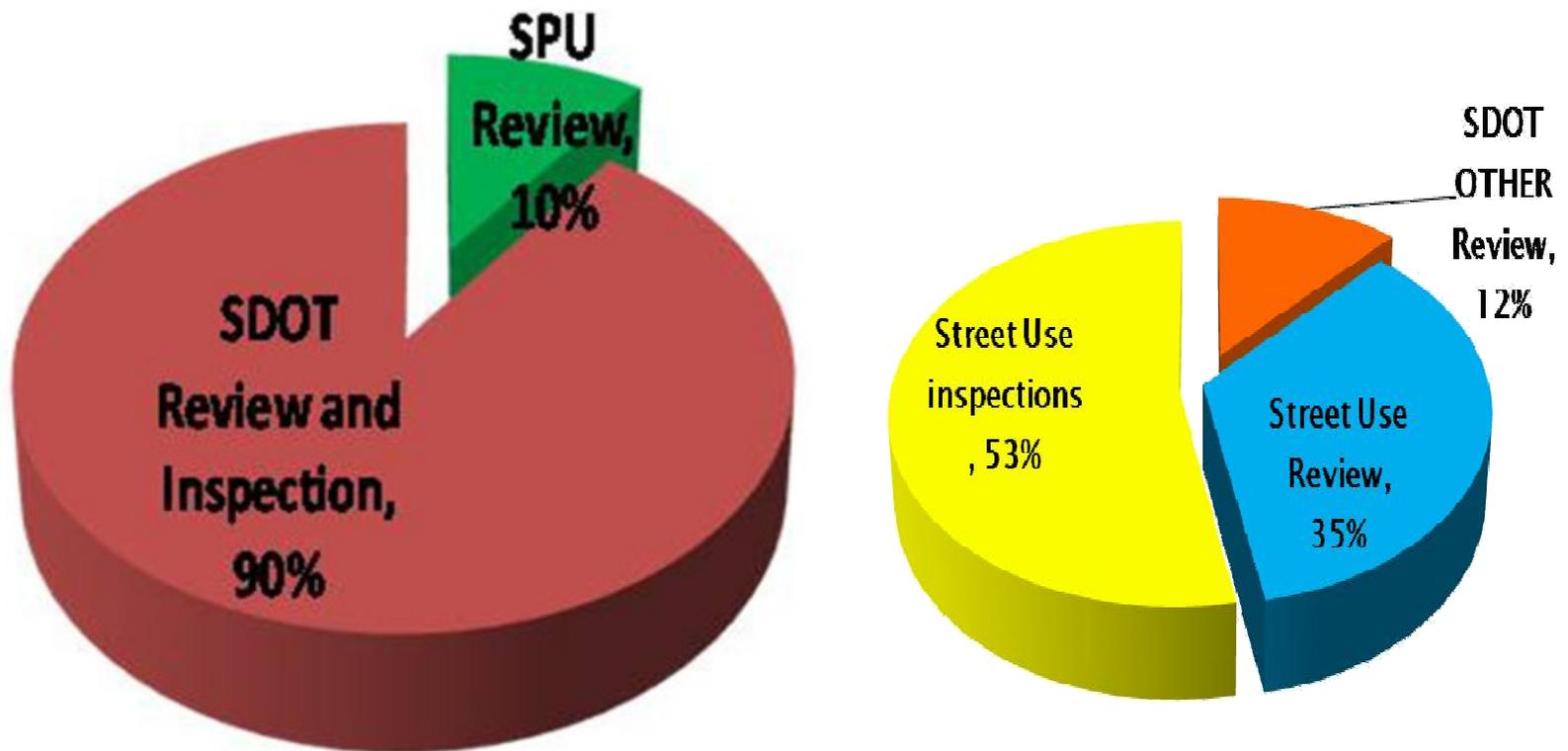


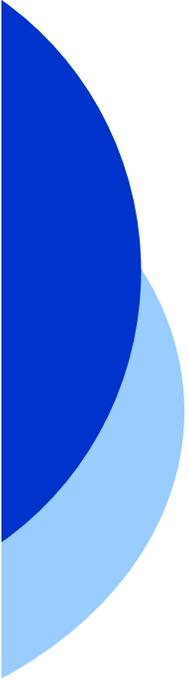


2007 Data

- Review times - 119 projects
 - Range 6 to 48 weeks
 - Average: 18 weeks
- Total Cost - 84 projects
 - Range \$1k to \$104k
 - Average: \$18k

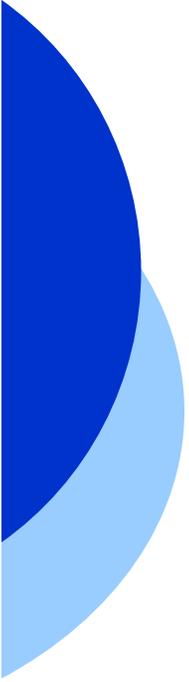
Cost Breakdown





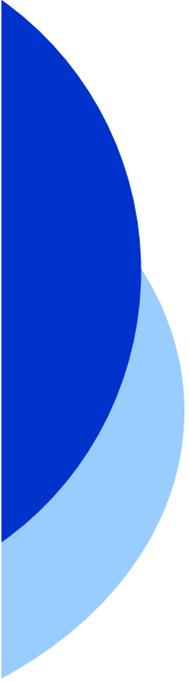
External Focus Group Feedback

- Preliminary Assessment is superficial
- Too many review cycles
- Total permit costs are not known until after the project has been completed
- No formal project management function to manage issues
- Inspection protocols are not defined
- Customers want online project status
- Billing process is very confusing



Internal Focus Group Feedback

- Several reviewers are doing redundant reviews
- Base map information is often incomplete
- Many plans are not ready for design review
- Policies and processes not well defined
- Consultants submit plans that don't adequately reflect project / site conditions
- Project owners should receive copies of all communication / documentation

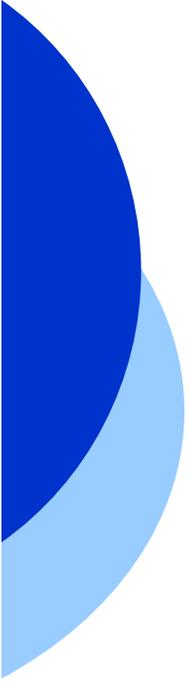


Workshop Recommendations

- Reduce amount of time plans are in review
- Provide cost estimates and manage to them
- Insert Project Manager into the process
- Make inspections predictable, scheduled and consistent across all projects
- Provide online cost and status

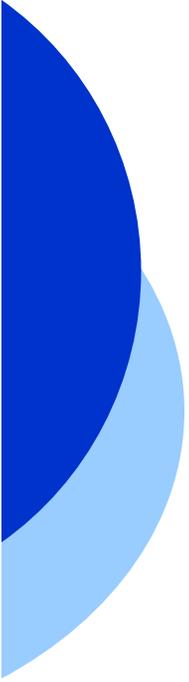
Next Steps: Implementation





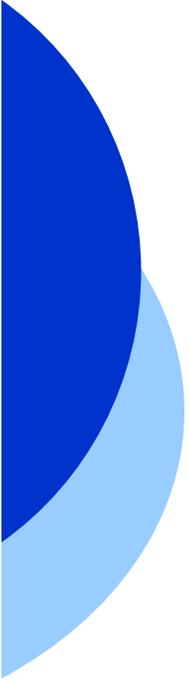
Changes You Will See

- Provide online cost and status information
- Provide a comprehensive preliminary project assessment at no fee
- Eliminate review cycles prior to formal circulation
- Implement SIP Design Guidance Meetings
- Develop procedures and train plan analysts to manage the projects
- Implement electronic plan routing



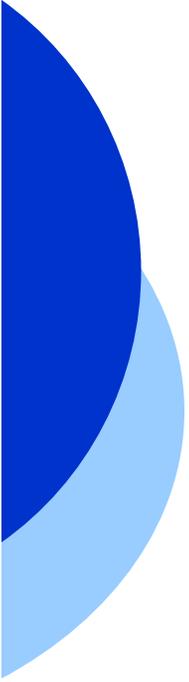
Changes You Will See – cont.

- Conduct intake appointments to accept plans for formal review
- Streamline formal review process
- Standardize inspections
- Provide cost estimates and manage to them



Project Manager Role

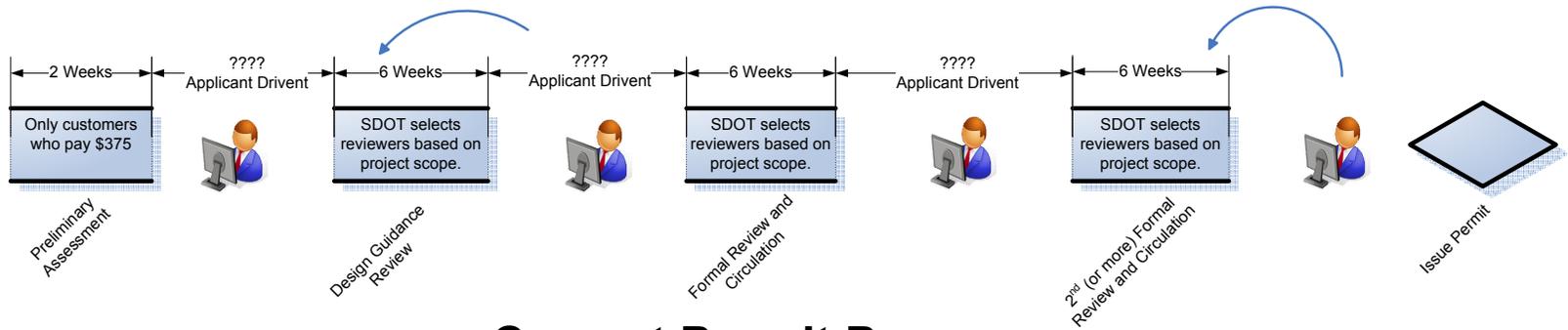
- Facilitate successful completion of the project through construction
- Manage project schedule
- Hold city participants accountable for deliverables, commitments, etc.
- Hold customer participants accountable for deliverables, commitments, etc.
- Prepare and maintain comprehensive project documentation
- Manage permitting and inspection costs



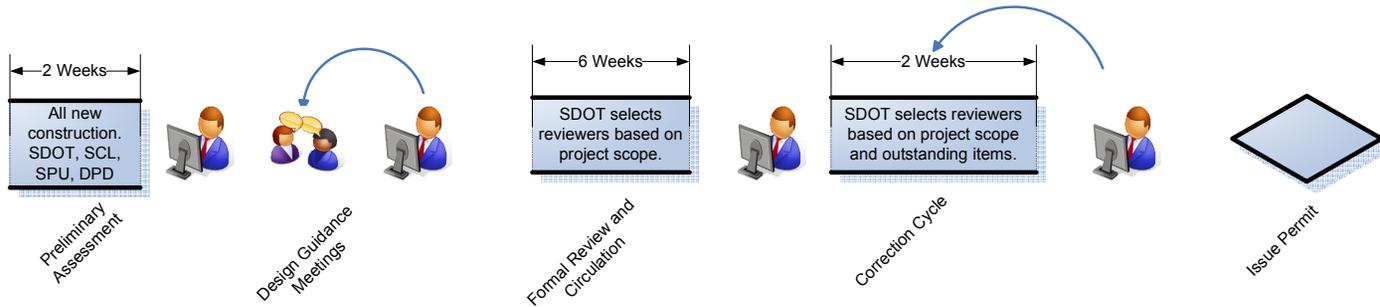
The SIP Golden Rules

- Customers, consultants and city staff make up the SIP team
- **All** team members must follow through on commitments and requirements to make the project successful
- If it isn't documented, it doesn't exist

SIP Process

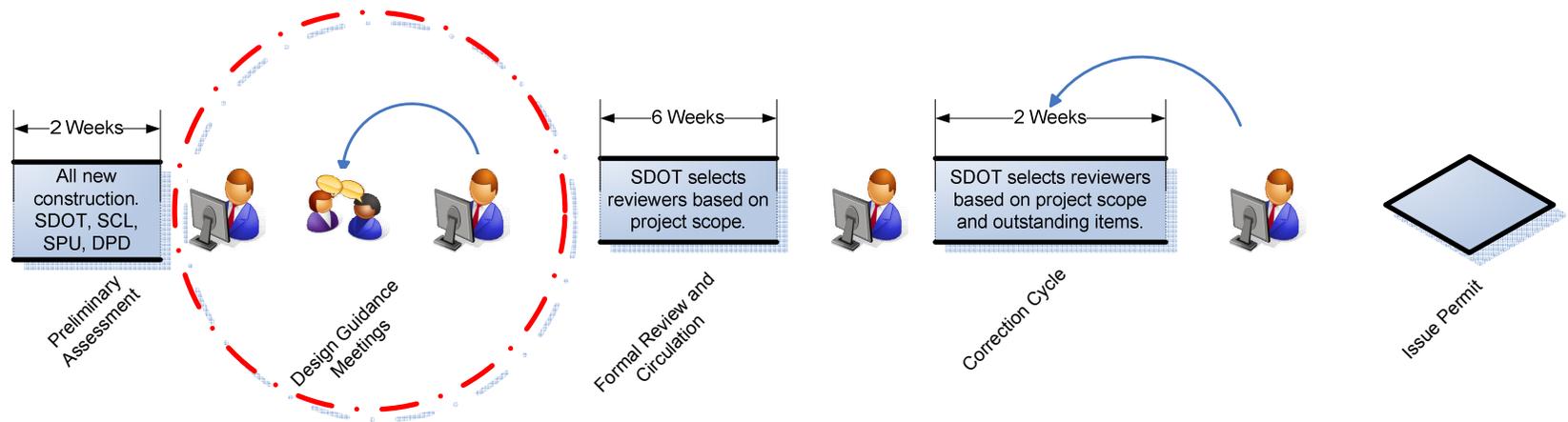


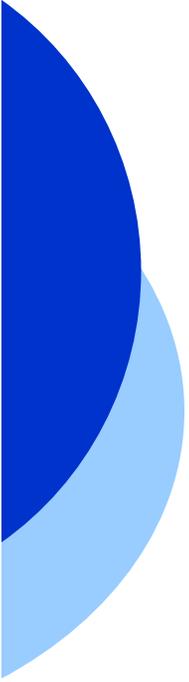
Current Permit Process



Redesigned Permit Process

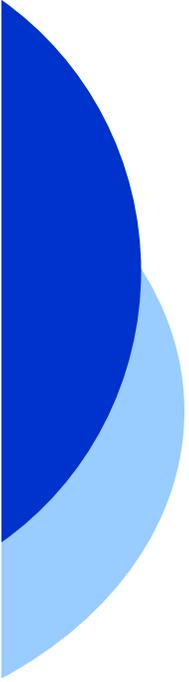
Redesigned SIP Process





SIP Design Guidance Meetings are strongly recommended when:

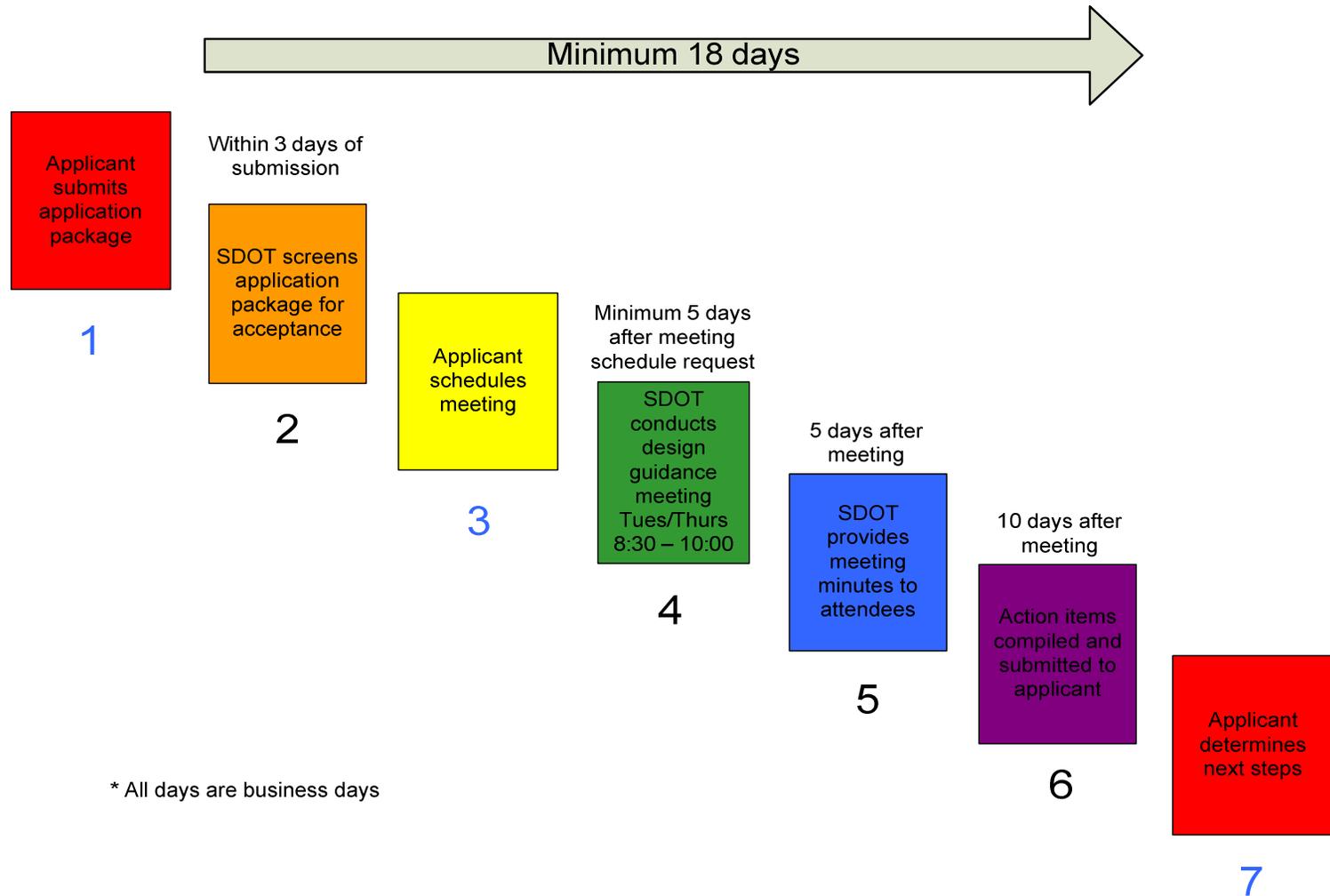
- Applicant needs assistance preparing 90% complete Street Improvement Plans
- Project contains non-standard elements in ROW
- Project contains Green Factor elements in ROW
- Project includes an unimproved alley, unpaved alley, or alley with a closed contour
- Project complexities are identified at ASC Coaching, DPD Pre-Submittal Conference, or on DPD Preliminary Assessment Report
- Project is subject to DPD MUP Early Design Guidance & Design Review
- DPD MUP Decision includes discretionary mitigation requirements



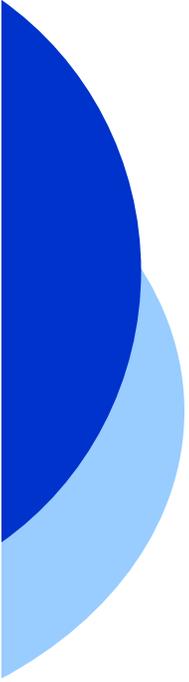
When should I apply for SIP Design Guidance?

- Start SDOT SIP Design Guidance process prior to DPD MUP Intake Appointment
- For DPD “new construction” projects, start after Preliminary Assessment Report is issued
- Allow enough time to submit 90% complete plans to SDOT to obtain acceptance for Formal Review and Circulation prior to DPD Construction Intake Appointment

SIP Design Guidance Process

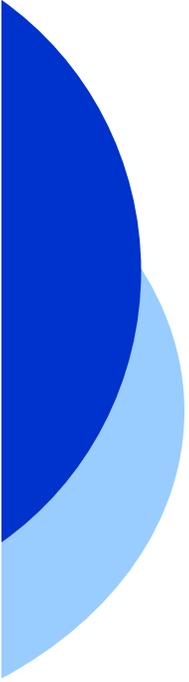


* All days are business days



Step 1: Applicant submits application package

- Street Improvement Permit Application
- SDOT Letter of Authorization
- Project Scope and Details Form
- Base Map Checklist (required for 30% + plans)
- Two paper copies of plans
- One electronic copy of plan in PDF format
- One CADD file (if available)
- Initial Deposit:
 - \$ 1,250.00 – Single Family Construction
 - \$ 2,500.00 – Multi-family, Commercial, Industrial, Institutional

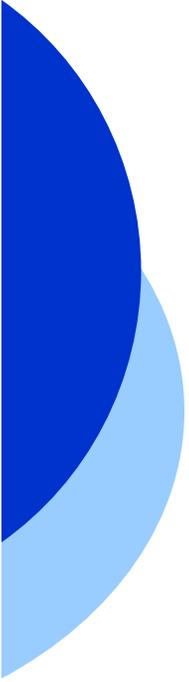


Street Improvement Permit Application

❑ SDOT STREET IMPROVEMENT PERMITTING (SIP) DESIGN GUIDANCE:

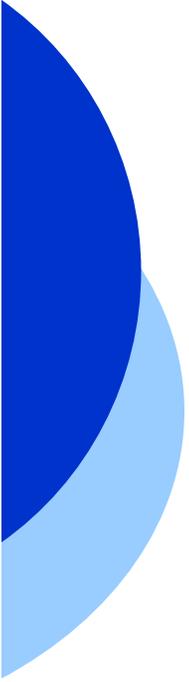
Submittal Requirements:

- ❑ Project Scope and Details Form
- ❑ Base Map Checklist (***Required for 30% + plan submittal***)
- ❑ Two (2) paper copies of plans
- ❑ One (1) electronic copy of plan in PDF format
- ❑ CADD file (if available)
- ❑ Indicate % completeness of plans:
 - ❑ 0 – 30%
 - ❑ 30% +



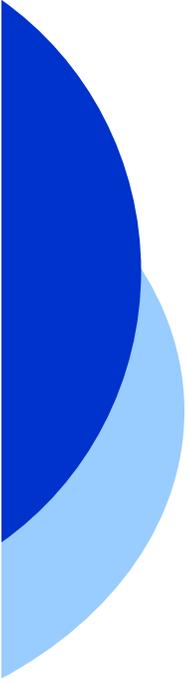
SDOT Letter of Authorization

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



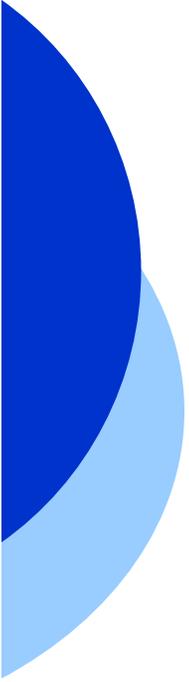
Project Scope and Details

- Tell SDOT about your project:
 - Identify project elements
 - Communicate your project schedule
 - Ask us questions
 - Select participants for meeting
- Plan requirements for 0 – 30% plan
- Plan requirements for 30% + plan
- Expected meeting outcomes based on level of plan provided



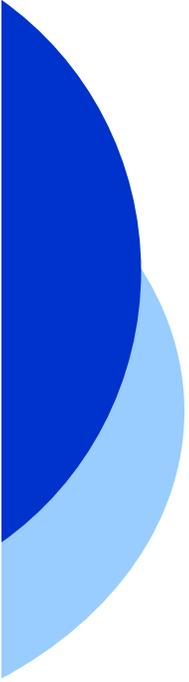
Base Map Checklist

- Applicant fills out top portion to acknowledge that the base map is complete
- SIP Project Manager uses checklist to screen base map completeness
- Base map must be complete for 30% + plan submittals



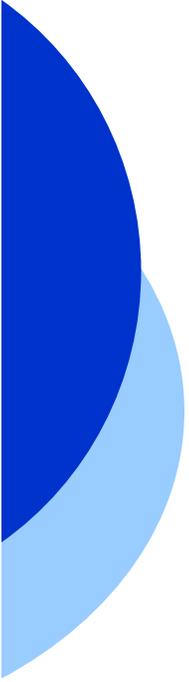
Step 2: SDOT screens application package for acceptance

- Uses Project Scope and Details for plan completeness
- Uses Base Map Checklist (for 30% + plans) for base map completeness
- Determines appropriate reviewers for meeting
- Emails applicant with outcome of screening and next steps in process



Step 3: Applicant schedules meeting

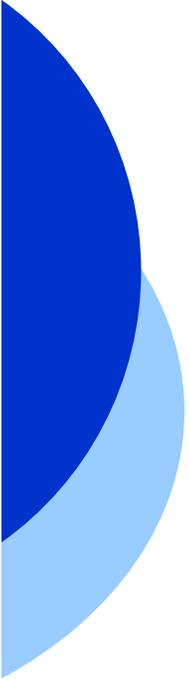
- Call 206.684.8184 or email SDOTPERMITS@Seattle.gov
- Confirm meeting participants
- Meeting will be scheduled in a timeslot a minimum of 5 business days after requested
 - Allows time for meeting participants to review application materials and prepare for meeting



Step 4: SDOT conducts meeting

Tuesday / Thursday 8:30 – 10:00

- Review agenda and set expectations: City, Applicant, Design Team
- Applicant presents project
- Applicant & Reviewers discuss project
- Discuss agreements, action items, timelines
- Recap decisions
- Determine which project elements require further discussion
- Discuss next steps in SIP process



SDOT SIP DESIGN GUIDANCE MEETING AGENDA

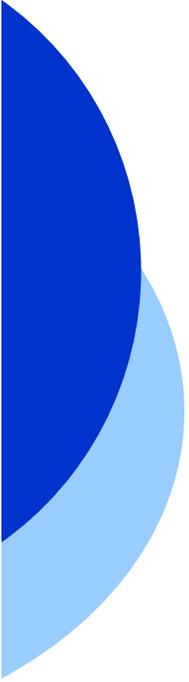
Project:

Meeting Date:

Invited:

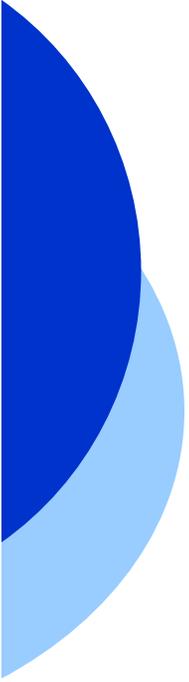
Meeting Number:

Agenda			
Time	Item #	Topic	Responsible Party / Department / Work Group
8:30 - 8:35	1	Welcome	SDOT SIP Project Manager
8:35 - 8:40	2	Introductions	Everyone
8:40 - 8:50	3	Project Presentation	Applicant
9:45-10:00		Meeting Summary	SDOT SIP



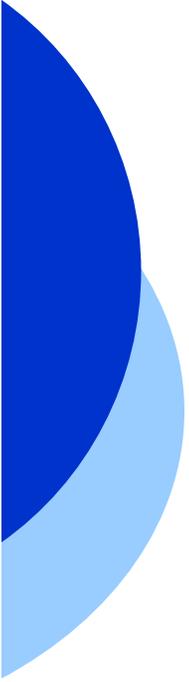
Meeting Outcomes: 0 – 30% Plan

- Guidelines for preparing your plans to the next level
- Typical layouts and cross sections
- Location of project elements
- Identification of key review groups
- Documentation of the meeting



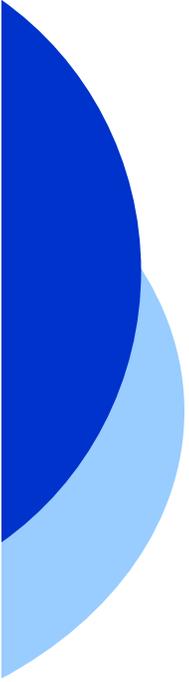
Meeting Outcomes: 30% +

- Guidelines for preparing your plans to the next level
- Identification of all required infrastructure
- Conceptual approval of layout of project elements and cross sections (60% plans)
- Determine if additional SDOT SIP Design Guidance Meetings are needed
- Documentation of the meeting



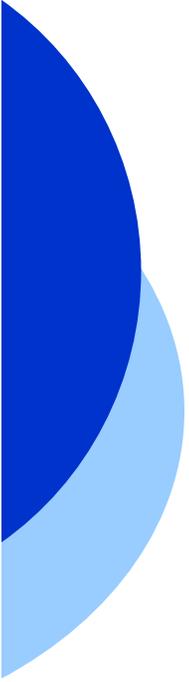
Step 5: SDOT provides meeting minutes to attendees

- SDOT admin records meeting minutes, agreements & decisions
- Meeting minutes emailed to applicant within 4 business days
- Applicant reviews minutes
- Applicant coordinates revisions with SIP Project Manager
- Meeting minutes become final record 5 business days after distribution



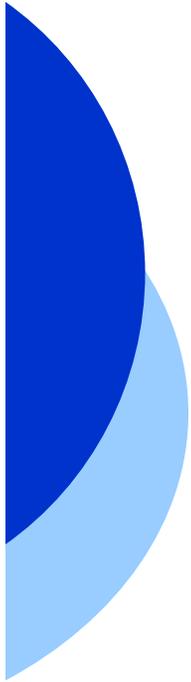
Meeting minutes and summary

- Project summary
- Meeting log
- Key discussion items
- Action items
- Action item resolution



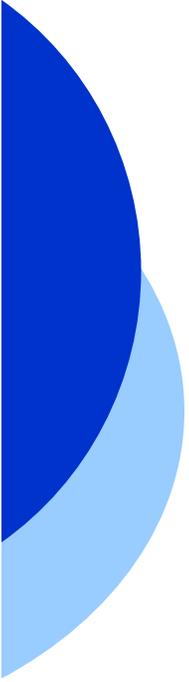
Step 6: Action items compiled and submitted to applicant

- SIP Project Manager serves as single point of contact for project
- SIP PM facilitates action item resolution
- Applicant receives email with summary of action item outcomes



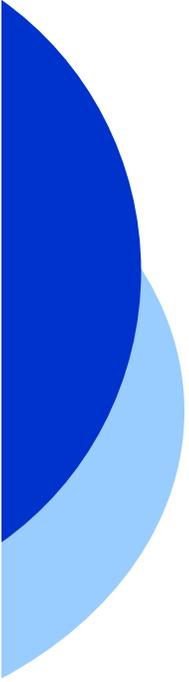
SIP DESIGN GUIDANCE ACTION ITEMS

Action Items					
Mtg No	No	Completion Date	Reviewer	Action Item Description	Resolution



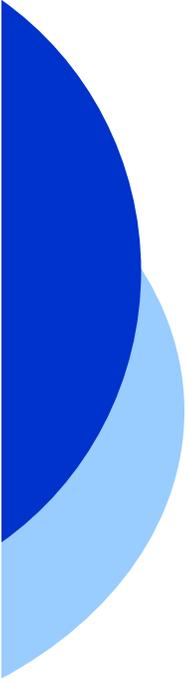
Step 7: Applicant determines next steps

- Prepare plan to next level for additional SIP Design Guidance meeting, *or*
- Prepare 90% plan for acceptance for Formal Review and Circulation



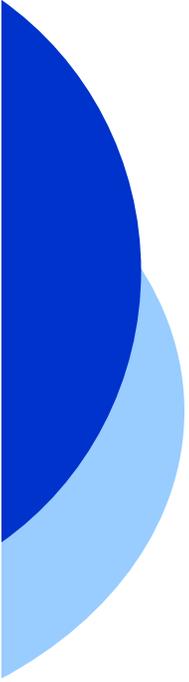
Resources

- SDOT ASC Coaching
Seattle Municipal Tower
700 – 5th Ave / 20th 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



Client Assistance Memos (CAMs)

- **2209:** Permitting Requirements for Street Improvements
- **2211:** SDOT Street Improvement Permitting (SIP) Design Guidance
- **2212:** Base Map and Survey Guidelines for Street Improvement Permitting (SIP) Plans



Implementation

- New SIP Design Guidance process will take effect Monday, 1/26/09
- New application forms and materials will be accepted on Monday, 1/26/09
- Projects in the current design guidance process will be automatically placed in the meeting process effective 4/1/09
- You may request to move your project into the new process any time after 1/26/09