

# STREET USE GENERAL APPLICATION

Seattle Municipal Code (SMC) 15.04

## 1 PROJECT ADDRESS

Address Number

Street Name (include NE, SW, Ave, St, Blvd, etc.)

## 2 PROJECT INFORMATION

Applied Online/By Email:  Yes  No Permit Number(s)

PERMIT TYPE (Check all that apply)

- Storage/**Moving** Container or **Residential Dumpster**
- Annual **Vehicle**/Truck Permit
- Construction** (material storage, scaffolding, pumping, sidewalk repair)
- Utility** (electrical, gas, water, potholing, soil boring)
- Urban Forestry** (tree planting, pruning, or removal)
- Decorative Lighting
- Public Space Management**
  - Annual** (sidewalk café, encroachment, signs)
  - Vending**
  - Council Approved **Term** Permit

PROJECT TYPE (Check all that apply)

- Single Family
- Multifamily
- Commercial/Mixed Use
- Industrial
- Community/Festival

## 3 BACKGROUND

RELATED PERMITS

- |   |                               |  |                               |
|---|-------------------------------|--|-------------------------------|
| <input type="checkbox"/> Construction Use                             | Permit # <input type="text"/> | <input type="checkbox"/> SIP/Utility Major | Permit # <input type="text"/> |
| <input type="checkbox"/> Public Space Management: Annual/Vending/Term | Permit # <input type="text"/> | <input type="checkbox"/> DPD               | Permit # <input type="text"/> |
| <input type="checkbox"/> Simple Utility                               | Permit # <input type="text"/> | <input type="checkbox"/> Other             | Type <input type="text"/>     |
|   |                               |  | Permit # <input type="text"/> |

INSPECTOR WARNING

- Verbal  Written  None

Note: Failure to notify Street Use & Urban Forestry of Inspector Warning could cause delays in permit processing and may lead to additional fees or fines.

## 4 PROJECT DESCRIPTION

**EXAMPLES: Construction** - Construct new single family residence on vacant lot. Stage construction dumpster in curb parking lane. Stage construction materials in planting strip. Cross curb with excavation equipment. Block sidewalk during concrete pumping and material booming activities.

**Annual** - Build a 6-foot by 2-foot sidewalk café area outside of our business; surround area by 42-inch high fence.

Describe Project and Work in Right of Way

## 5 APPLICANT

Check if **Applicant** is the **Home or Property Owner**

Applicant Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Mobile Phone Number:
	Office/Home Phone Number:
	Email Address:

## 6 FINANCIALLY RESPONSIBLE PARTY

Check if **Applicant** is the **Financially Responsible Party** - skip this section, proceed to **7**

Check if Applicant is **applying on behalf** of the **Financially Responsible Party** - a **Letter of Authorization (LOA)** is required

Applicant Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Mobile Phone Number:
	Office/Home Phone Number:
	Email Address:

## 7 24-HOUR-CONTACT (Job Site Contact)

Check if **Applicant** is the **24-Hour-Contact** - skip this section, proceed to **8**

Applicant Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Mobile Phone Number:
	Office/Home Phone Number:
	Email Address:

## 8 TERMS AND CONDITIONS

**Indemnification:** The Permittee agrees to defend, indemnify, and hold harmless the City of Seattle, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permittee's use or occupancy of the public right of way; and (2) all loss by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

**Acceptance of terms, conditions, and requirements:** Permittee shall accept the terms, conditions, and requirements of the permit and agree to comply with them to the satisfaction of the Seattle Department of Transportation, Street Use & Urban Forestry Division. Permittee further agrees to comply with all applicable city

ordinances, including but not limited to Title 15 SMC, and all applicable requirements of state and federal law. Work shall begin within six months from the date of approval unless other arrangements are made, otherwise the application shall be void.

**Applicant/Permittee or Authorized Agent Statement:** I declare under penalty of perjury under the laws of the State of Washington that: I am the Applicant/Permittee OR the authorized agent of the Applicant/Permittee; that the information provided is correct and complete; and that I have the authority to bind the Applicant/Permittee to this application.

**Deposits, Charges, and Future Billings:** The Permittee is responsible for all permit charges. If a deposit was made for estimated future Street Use & Urban Forestry services, any unused portion of the deposit will be refunded to the Applicant/Permittee. Any charges in excess of the deposit will be billed to the Applicant/Permittee.

APPLICANT SIGNATURE

DATE

## 9 ATTACH PROJECT-SPECIFIC PERMIT APPLICATION(S)

The terms and conditions above apply to all project-specific permit applications associated with or attached to this form.



Seattle Department of Transportation  
 Street Use & Urban Forestry Division  
 700 Fifth Avenue, Suite 2300 | P.O. Box 34996  
 Seattle, Washington 98124-4996  
 (206) 684-5267 | [annualpermits@seattle.gov](mailto:annualpermits@seattle.gov)

SDOT Permit Number(s)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Intake

Review

(Official Use Only)

# PUBLIC SPACE MANAGEMENT TERM PERMIT APPLICATION

Seattle Municipal Code (SMC) 15.04, 15.64, 15.65

## 1 ATTACH STREET USE GENERAL APPLICATION

My signature indicates that I am bound by the terms and conditions outlined in Section **8** of the Street Use General Application.

APPLICANT SIGNATURE

DATE

## 2 PROJECT ADDRESS

Address Number

Street Name (include NE, SW, Ave, St, Blvd, etc.)

## 3 PERMIT TYPE

**New** Construction

Anticipated Start Date (mo/day/year)

Renewal of **Existing** Ordinance  
 (for example, 10-year renewal)

Renewal Expiration Date (mo/day/year)

Renewal of **Expired** Ordinance  
 (for example, 30-year term expiration)

Ordinance Expiration Date (mo/day/year)

## 4 PROJECT DESCRIPTION

SUB-SURFACE	Dimensions (L x W x H, in feet)	Required Setbacks (in linear feet)	Other Utilities and Associated Structures
<input type="checkbox"/> Tunnels – Utility			
<input type="checkbox"/> Tunnels – Vehicle/Pedestrian			

AT-GRADE	Dimensions (L x W x H, in feet)	Required Setbacks (in linear feet)	Other Utilities and Associated Structures
<input type="checkbox"/> Public Plazas/Artwork			
<input type="checkbox"/> Structures/Restricted Access			
<input type="checkbox"/> Utility Structures			

ABOVE-GRADE	Dimensions (L x W x H, in feet)	Required Setbacks (in linear feet)	Other Utilities and Associated Structures
<input type="checkbox"/> Overhead Building Structures/Overhangs			
<input type="checkbox"/> Skybridge – Private Use			
<input type="checkbox"/> Skybridge – Semi-public Use			
<input type="checkbox"/> Skybridge – Public Use			
<input type="checkbox"/> Vehicle Bridges			
<input type="checkbox"/> Vehicle Ramps			

Continued on other side

FRANCHISE	Dimensions (L x W x H, in feet)	Required Setbacks (in linear feet)	Other Utilities and Associated Structures
<input type="checkbox"/> Pipelines			
<input type="checkbox"/> Railroads			
<input type="checkbox"/> Other _____			

SUSTAINABLE BUILDING FEATURES	Dimensions (L x W x H, in feet)	Required Setbacks (in linear feet)	Other Utilities and Associated Structures

OTHER	Dimensions (L x W x H, in feet)	Required Setbacks (in linear feet)	Other Utilities and Associated Structures

Who are the primary users? Describe the current or proposed use of the structure.

What private structures/utilities are associated with this project?

## 5 REQUIRED AT APPLICATION

### GENERAL REQUIREMENTS

- Site Plans
- Elevation Plans
- Conceptual Drawings or Photos
- Deposit fees
- Environmental Checklist or Determination of Nonsignificance
- Legal description of abutting property or right of way area
- Abutting parcel numbers
- Public Benefit Mitigation Package, if required
- Photos of vicinity and existing structures
- Cost estimates of installation (or removal, if existing)

Any additional information deemed necessary for processing the application

### ADDITIONAL REQUIREMENTS FOR NEW SKYBRIDGES OR EXISTING EXPIRED SKYBRIDGE ORDINANCES

- Conceptual images of alternatives with cost estimates
- Pedestrian and traffic studies in vicinity of proposed skybridge
- Council petition

## 6 REQUIRED PRIOR TO COUNCIL CONSIDERATION

- DPD Construction Permit Approval
  - SDOT Street Improvement Plans (SIP) Permit Approval
  - Design Commission Recommendation
  - Public Art Advisory Committee (PAAC) Recommendation
  - Historic or Special Review District Certificate of Approval
  - Skybridge Review Committee Recommendation
  - Other City Advisory Board Recommendations
- Any additional information deemed necessary for processing the application