UTILITY MAJOR PERMIT SUBMITTAL MATERIAL TRANSMITTAL FORM

This form must accompany **all** the required Utility Major materials listed below at the time of submittal to the SDOT Street Use Counter.

For Official Use Only

DATE STAMP HERE

Project Address _____

Materials Submitted by _____
(Print and Sign Name)

UMP Permit # _____

Check the % Complete that Applies to the Submittal

Design Guidance Submittal

☐ **30% Submittal**

☐ **60% Submittal**

Required Submittal Materials:
- ☐ Utility Permit Application
- ☐ Utility and Pavement Restoration Checklist
- ☐ Site Photos
- ☐ 3 Paper Copies of Plans
- ☐ 3 Paper Copies of Profile (if required)
- ☐ 3 Paper Copies of Restoration Plans

Required Electronic Material Submittals:
- ☐ 1 Electronic file of all materials in PDF Format

Other Submittal Materials:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Formal Review Submittal

☐ **Initial 90% Submittal**

Required Submittal Materials:
- ☐ Utility Permit Application (if not previously submitted)
- ☐ Utility and Pavement Restoration Checklist (if not previously submitted)
- ☐ 3 Paper Copies of Plans
- ☐ 3 Paper Copies of Profile and/or Restoration Plans
- ☐ Site Photos (if not previously submitted)

Required Electronic Material Submittals:
- ☐ Electronic files of all materials in PDF Format (Plans / Drainage & GeoTech Report / Etc.)

☐ **Revised 90% Submittal**

Required Correction Materials:
- ☐ __# Paper Copies of Revised Plans
- ☐ 1 Electronic file of 90% Revised Plans
- ☐ Comment Sheet with Responses to Comments
- ☐ Traffic Control Plan (if work impacts arterial)
- ☐ ROW Impact Plan or Work Zone Site Plan

Other Submittal Materials:
- ☐ _____
- ☐ _____

Approved Plans Submittal

☐ **100% Plans**

Required Submittal Materials:
- ☐ 3 Paper Copies of Plans
- ☐ 3 Paper Copies of Profile (if required)
- ☐ 3 Paper Copies of Restoration Plans
- ☐ Traffic Control Plan (if not submitted already)
- ☐ 1 Set of Reverse Readable Mylars w/ Engineer's Wet Signature (SPU Projects Only)
- ☐ Bond

Required Electronic Material Submittals:
- ☐ 1 Electronic file of 100% Plans (PDF)

Other Submittal Materials:
- ☐ _____
- ☐ _____

SDOT STREET USE STAFF TO FILL OUT BOTTOM PORTION OF FORM

Seattle Department of Transportation | Street Use Division
700 Fifth Avenue, Suite 2300 | PO Box 34996
Seattle, Washington 98124-4996
(206) 684-5253 | SDOTPermits@Seattle.gov

STREET USE—RECEIPT OF DOCUMENTS

UMP PERMIT #_____ **PROJECT ADDRESS**_____

☐ *I hereby acknowledge that I have been informed of standard submittal procedure and still prefer to submit an incomplete application/submittal package.* _____ *[Initial here]*

- ☐ Utility Permit Application
- ☐ Utility and Pavement Restoration Checklist
- ☐ __# Paper Copies of _____% Plans
- ☐ 3 Paper Copies of _____% Profile / Restoration Plans
- ☐ Site Photos
- ☐ Electronic File of Plans/Materials in PDF Format (CD)
- ☐ Traffic Control Plan
- ☐ ROW Impact / Work Zone Site Plan
- ☐ Comment Sheet with Responses
- ☐ Reverse Readable Mylars / Bond
- ☐ Other: _____

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