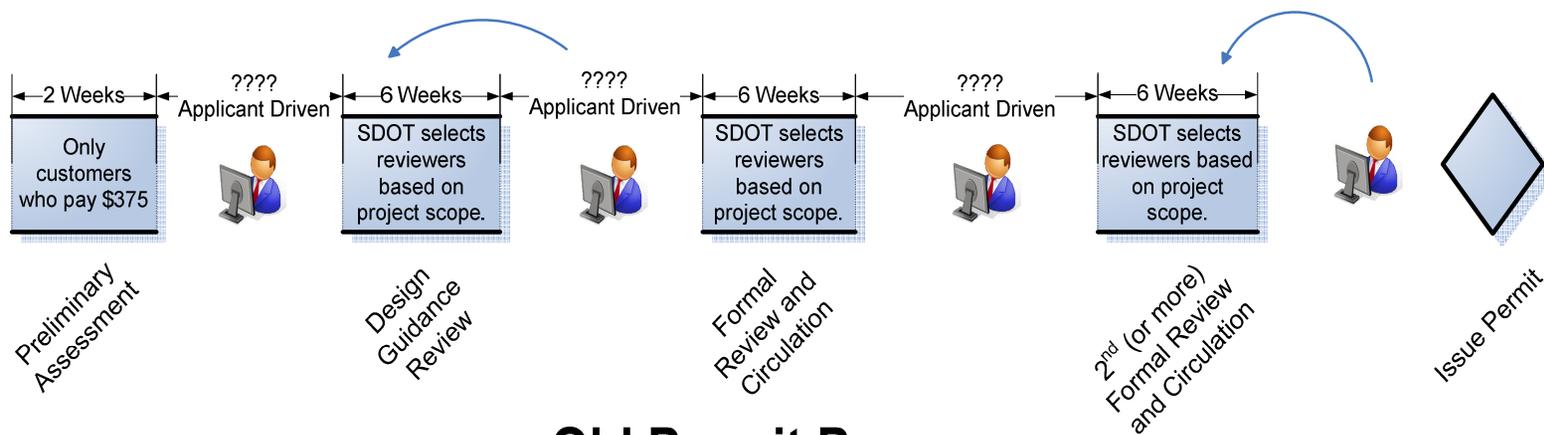


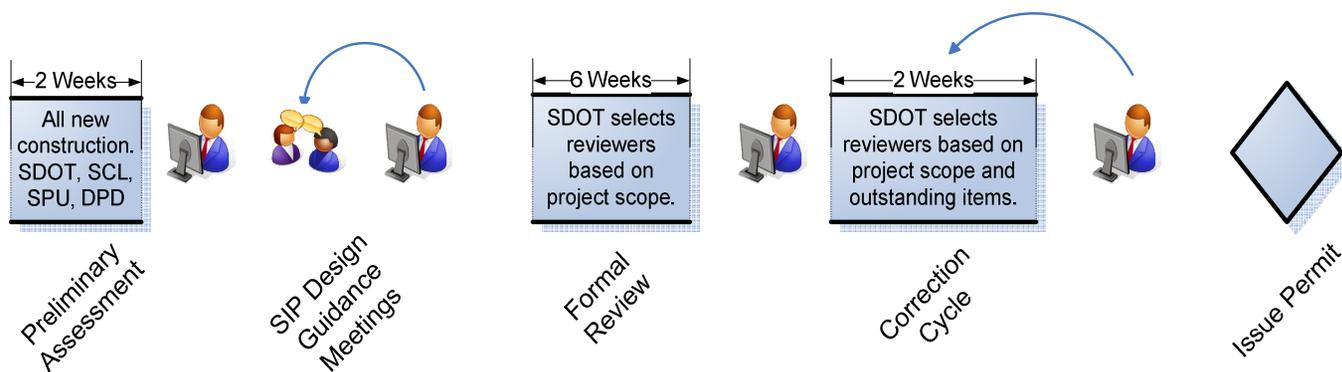
60% Complete SIP Approval
90% SIP Intake Appointment
90% Complete SIP Acceptance

July, 2009

Street Improvement Permitting (SIP) Process

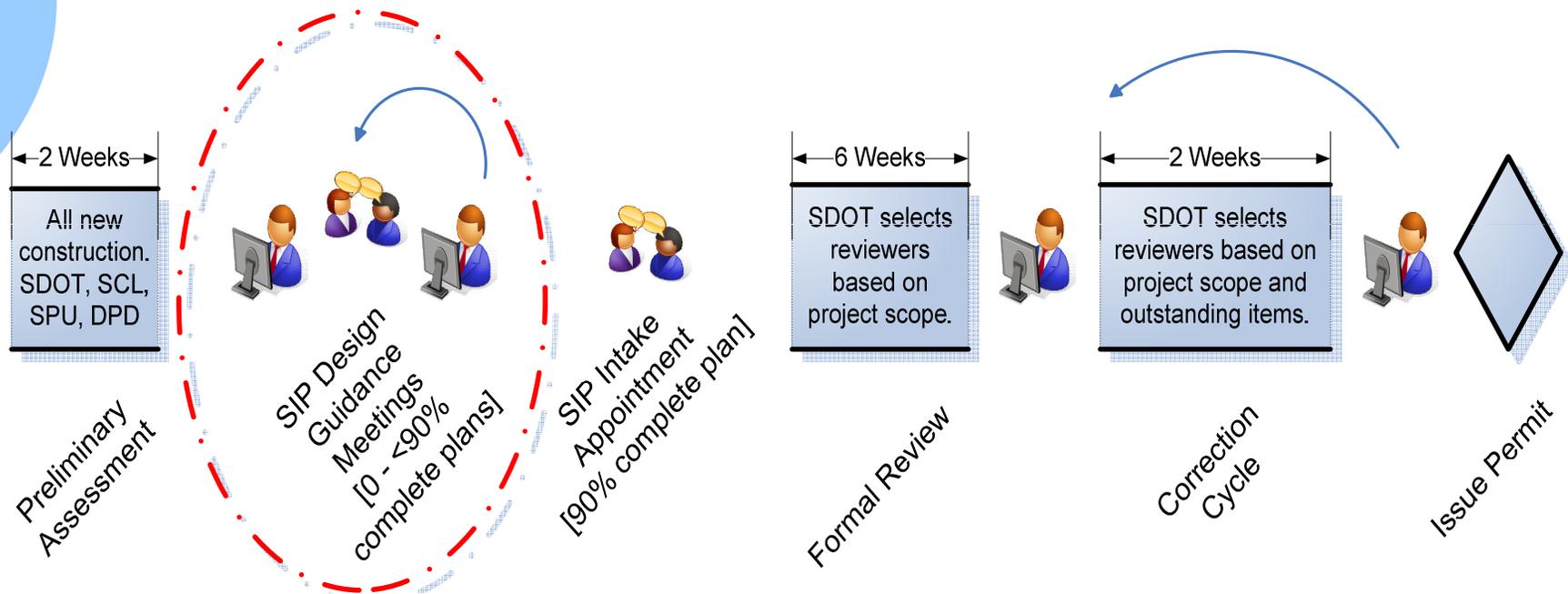


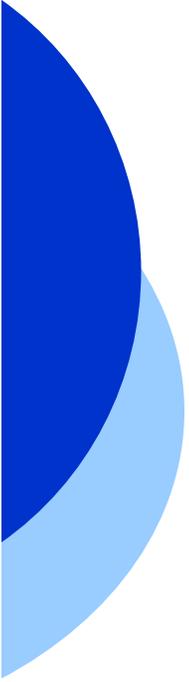
Old Permit Process



Redesigned Permit Process

Redesigned SIP Process: SIP Design Guidance Meetings

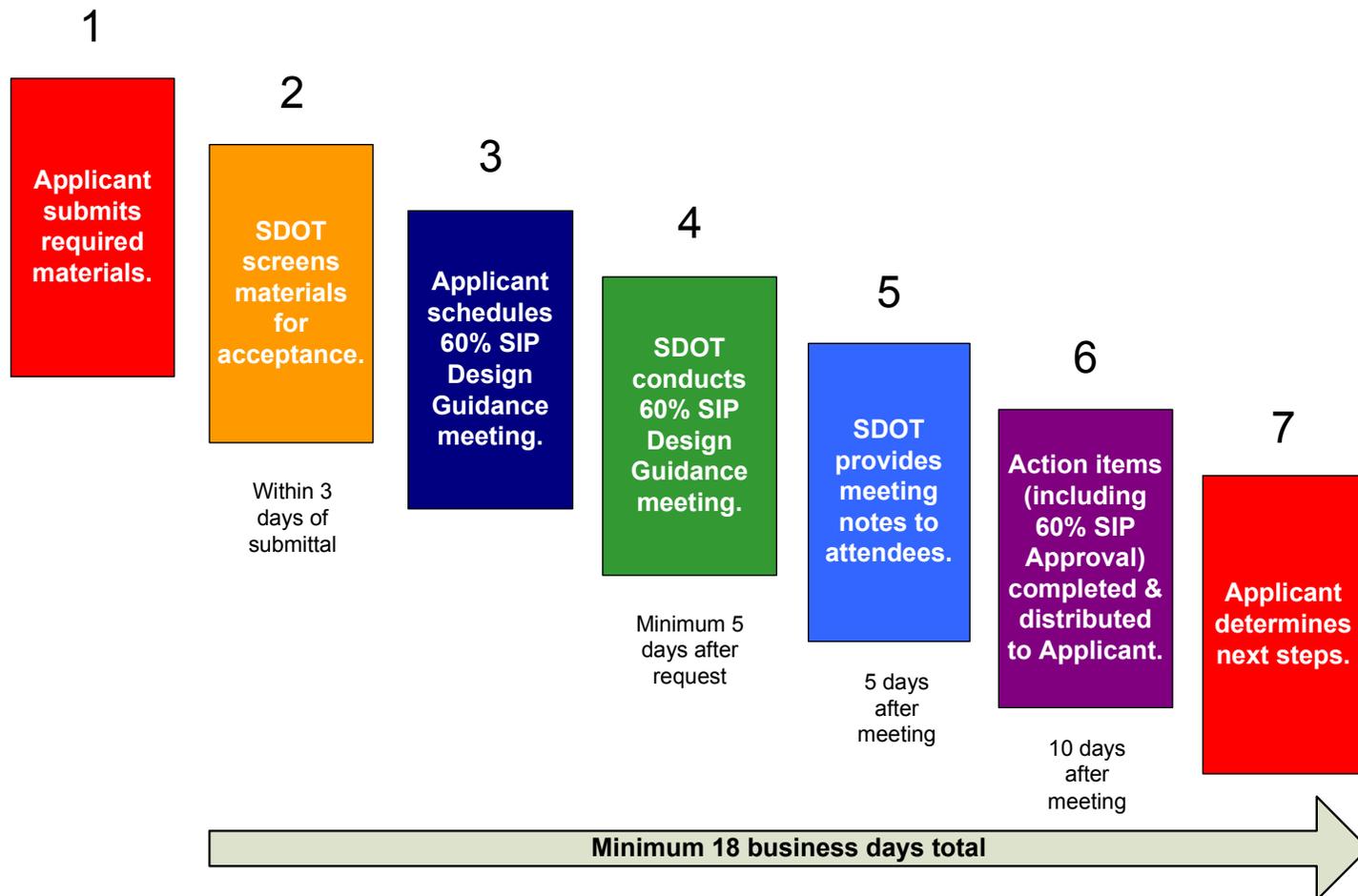


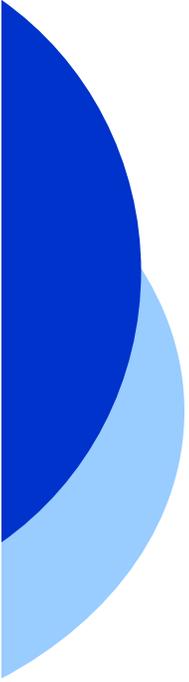


When is 60% Complete SIP Approval required? (CAM 2213)

- 60% Complete SIP Approval is required for all non-standard project elements including:
 - Encroachments
 - Traffic calming devices, traffic circles, chicanes, curb bulbs
 - Newly established roadway widths and curb setbacks
 - Project elements that don't meet Standard Plans
 - Pavement sections that don't meet PORR and ROWIM
 - Permeable pavement for sidewalks and/or pedestrian paths
 - Cross slopes that don't meet ROWIM criteria
 - New or revised marked crosswalks, bike trails, paths
 - Green Factor area and elements
 - Unimproved and/or closed contour alleys
 - Detention systems and/or water quality features
 - PSD, PSS, and/or water main lines
 - Drainage swales and/or rain gardens
 - Retaining walls greater than 4' tall
 - New and/or modified areaways and/or bridges
 - New and/or modified signal systems, SCL infrastructure, and/or Metro transit infrastructure
 - New and/or relocated poles, street lighting and/or pedestrian lighting 4

60% Complete SIP Approval Process (CAM 2213)





Step 1: Applicant submits required materials

- Sign in at the SDOT Street Use Counter
 - Seattle Municipal Tower, 23rd floor
- Submit 60% Complete Street Improvement Plan application materials
 - Street Improvement Permit Application ***
 - SIP Application Material Transmittal Form
 - SDOT Letter of Authorization ***
 - Project Scope and Details Form ***
 - Site Photos ***
 - 60% plans on “60% Complete Street Improvement Plan” title block
 - 60% Complete Street Improvement Plan Checklist
 - Base Map and Survey Checklist ***
 - Initial Deposit: ***
 - \$ 1,250.00 – Single Family Construction
 - \$ 2,500.00 – Multi-family, Commercial, Industrial, Institutional

*** Application materials submitted previously are not required

Street Improvement Permit Application



Seattle Department of Transportation | Street Use Division
700 Fifth Avenue, Suite 2300 | PO Box 34996
Seattle, Washington 98124-4996
(206) 684-3679 | SDOTASC@Seattle.gov

STREET IMPROVEMENT PERMIT APPLICATION (SMC 15.04)

Permit Number

(Official Use)

DATE STAMP
HERE

PROJECT SUMMARY:

PROJECT ADDRESS: _____

PROJECT TYPE: _____ INITIAL DEPOSIT: _____

One Single Family Dwelling Unit (45A) = \$1,250.00

Multi-Family, Commercial, Industrial, Institutional, Mixed-Use Construction (45) = \$2,500.00

PROJECT DESCRIPTION (list improvements & locations; *example*: new curb, sidewalk, street paving on 5th Ave):

List all related DPD Project Numbers [Land Use (MUP) & Construction]:

Have you received a Preliminary Assessment Report (PAR) from DPD?

No Yes: provide DPD Project # _____

If Yes, attach one (1) copy of the Preliminary Assessment Report (PAR).

Have you scheduled a DPD Intake Appointment?

No Yes: provide DPD Project # _____

If Yes, DPD Intake Appointment Date: _____ Time: _____

REQUEST ONE OF THE FOLLOWING:

SDOT SIP DESIGN GUIDANCE [0 - <90% complete plans]. See CAM 2211 and CAM 2213

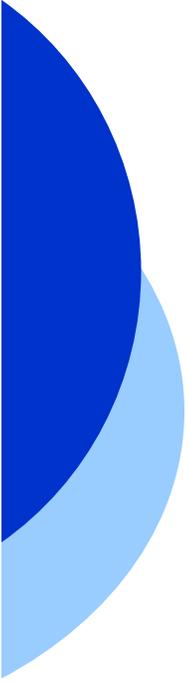
Indicate % completeness of plans: 0-30% 30%+ 60% (for 60% Complete SIP Approval)

Attach SIP Application Material Transmittal Form

OR

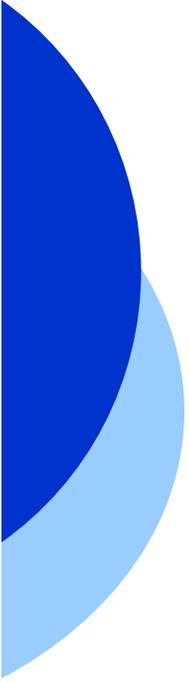
90% STREET IMPROVEMENT PLAN ACCEPTANCE. See CAM 2214

Attach SIP Application Material Transmittal Form



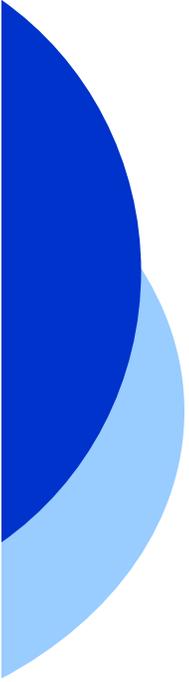
SIP Application Material Transmittal Form

- Submit every time that SIP materials are transmitted to SDOT.
- Use form as a guide for determining which materials are required for each level of plan submitted to SDOT.



Project Scope and Details Form

- Communicate your questions and project schedule
- Identify project elements
- Identify SIP Design Guidance meeting participants
- Form includes plan requirements for 0 – 30% and 30% + Plans and Design Guidance outcomes for each plan level



60% Complete Street Improvement Plan Approval Block

60%SIP Approval Review Groups	Name	Date
King County Metro		
Neighborhood Traffic		
Parks		
Pavement Management		
Ped & Bike		
Roadway Structures		
SCL Engineering (PRT)		
SCL Street Lighting		
Signal Operations		
SIP Project Manager		
SPU Real Estate Services		
SPU Sewer/Drainage		
SPU Water		
Street Lighting and Signal Design		
Traffic Operations		
Urban Forestry		

60% Complete Street Improvement Plan Checklist



City of Seattle
Seattle Department of Transportation, Street Use
 700 Fifth Avenue, Suite 2300, Seattle, WA 98104
 Phone: (206) 684-3679
www.seattle.gov/transportation/stuse

60% COMPLETE STREET IMPROVEMENT PLAN (SIP) CHECKLIST

SDOT Project # _____ DPD Project # _____

Project/Site Address: _____

Applicant Name _____

Approval of a 60% Complete Street Improvement Plan is required for projects that contain non-standard elements in the right of way as identified in CAM 2213. 60% Complete Street Improvement Plan (SIP) Approval is obtained through the SDOT SIP Design Guidance Process. See CAM 2211 and 2213 for more information.

I CERTIFY THAT MY 60% COMPLETE STREET IMPROVEMENT PLAN MEETS ALL OF THE REQUIREMENTS ON THE 60% COMPLETE SIP CHECKLIST. I UNDERSTAND THAT MY PLANS WILL BE REJECTED IF I FAIL TO MEET THESE REQUIREMENTS.

Applicant Signature: _____ Date: _____

Civil Engineer Signature: _____ Date: _____

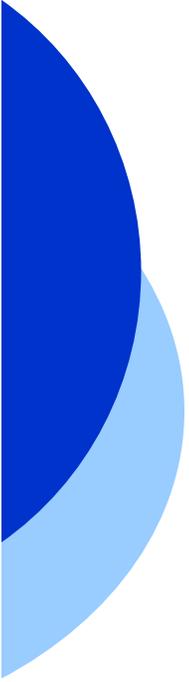
THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE 60% COMPLETE STREET IMPROVEMENT PLAN.

DPD LAND USE CODE REQUIRED STREET IMPROVEMENTS HAVE BEEN DOCUMENTED

- A DPD Preliminary Assessment Report (PAR) has been completed for this project and is attached.
- OR**
- A MUP Decision has been published and is attached.
- OR**
- An initial Zoning review has been completed and the Zoning Correction letter is attached.

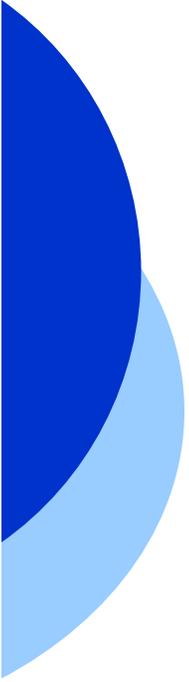
PLAN REQUIREMENTS

- The plans are on SDOT 60% Complete Street Improvement Plan title block; sheet size is 22" x 34".
- All abbreviations, shading & symbols for all proposed improvements are shown using Standard Plans No 002 & 003.
- The plans are stamped by a Washington State Licensed Engineer.
- The entire scope of work within the right of way is identified including DPD Land Use



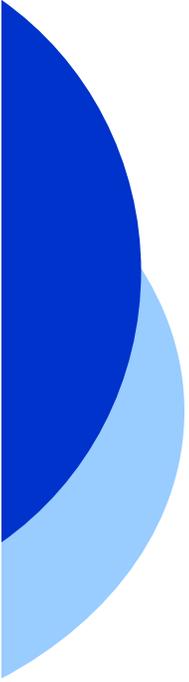
Step 2: SDOT screens 60% Complete SIP application materials

- Project Scope and Details Form, Base Map and Survey Checklist, and 60% Complete Street Improvement Plan Checklist are used to screen for plan completeness
- Appropriate reviewers for meeting are selected based on non-standard project elements
- Outcome of screening and next steps in process are emailed to Applicant



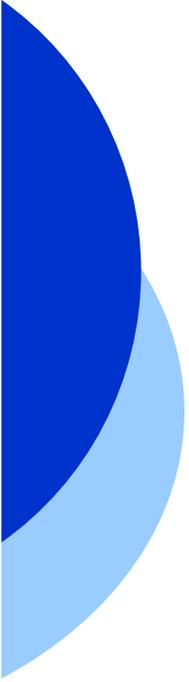
Step 3: Applicant schedules 60% SIP Design Guidance meeting

- Call **206.684.8184** or email SDOTPERMITS@Seattle.gov
- SIP Design Guidance meetings are conducted
 - Tuesday & Thursday: 8:30 – 10:00 a.m.
- Meetings will be scheduled in the next available timeslot a minimum of 5 days from request
 - Allows time for meeting participants to review application materials and prepare for meeting



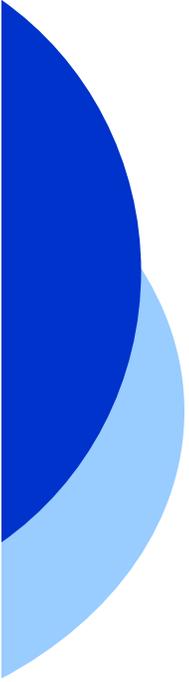
Step 4: SDOT conducts 60% SIP Design Guidance meeting

- Applicant presents project and explains how requirements for non-standard elements have been met
- Applicant & Reviewers discuss project and determine which project elements can be approved during the 60% SIP Design Guidance meeting
- Non-standard elements that are not approved during the SIP Design Guidance meeting are assigned as action items
- Decisions, action items, and timelines are identified



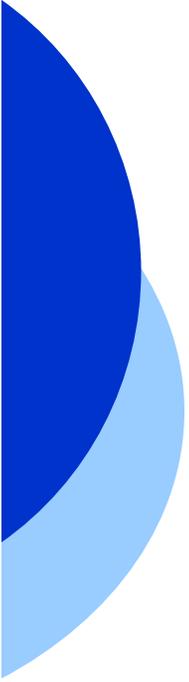
Step 5: SDOT provides meeting notes to attendees

- SDOT records meeting notes, action items, and timelines
- Meeting notes are emailed to applicant within 4 business days
- Applicant reviews meeting notes
- Applicant coordinates revisions with SIP Project Manager
- Meeting notes become final record 5 business days after distribution



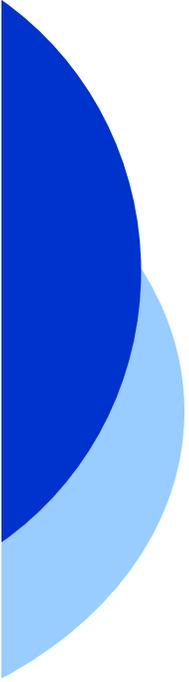
Step 6: Action items and 60% SIP Approvals are completed

- SIP Project Manager facilitates action item resolution
- Reviewers document 60% Complete SIP Approvals on the 60% Complete Street Improvement Plan title block
- Applicant receives notification that the 60% SIP is approved and is ready for pick up, *or*
- If plan corrections are required, a Comment Sheet is compiled and distributed to the Applicant



Step 7: Applicant determines next steps

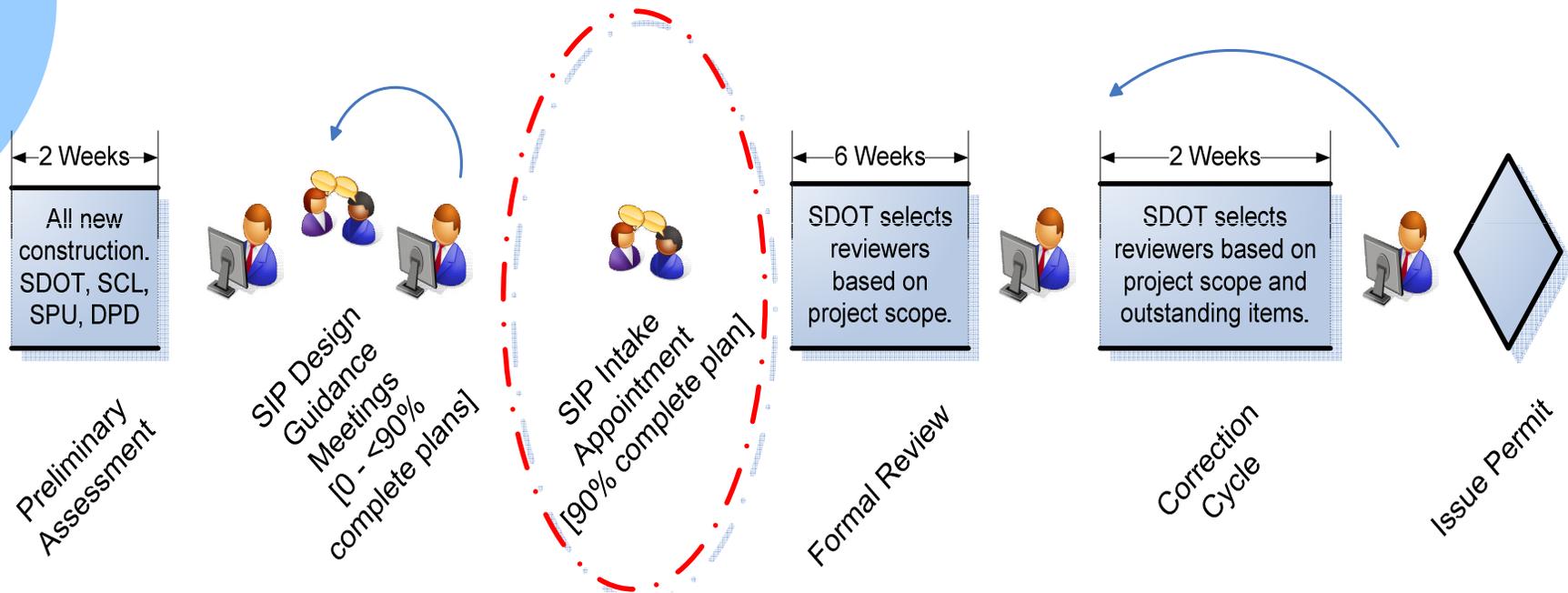
- If plan corrections are required:
 - the applicant revises the plan, responds to the Comment Sheet and resubmits documents to the Street Use Counter
 - an additional 60% SIP Design Guidance meeting must be conducted
- If **no** plan corrections are required:
 - the applicant incorporates all design guidance recommendations, requirements and 60% Complete SIP Approval into the 90% Street Improvement Plan
 - applicant submits 90% Complete SIP to Street Use Counter to begin the 90% Plan Acceptance process

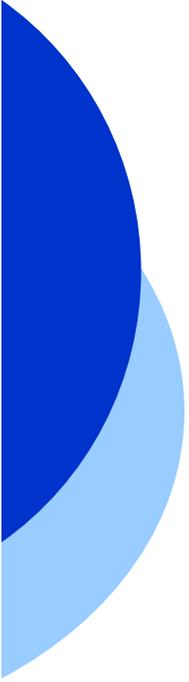


SIP Design Guidance changes taking effect June 8, 2009

- 60% SIP Design Guidance Meetings are available for 60% Complete SIP Approval of non-standard elements - *new*
- CAM 2211 SDOT SIP Design Guidance - *revised*
 - expanded criteria for “strongly recommended” SIP Design Guidance
- CAM 2212 & Base Map and Survey Checklist – *revised*
 - new requirements for Base Map and Survey
- CAM 2213 60% Complete SIP Approval Process - *new*
 - non-standard elements requiring 60% Complete SIP Approval are identified
 - the process to obtain 60% Complete SIP Approval through SIP Design Guidance is defined
- 60% Complete Street Improvement Plan Checklist – *new*
 - 60% plan requirements are defined
- Project Scope and Details Form - *revised*
 - DPD Land Use Planners are available for SIP Design Guidance meetings

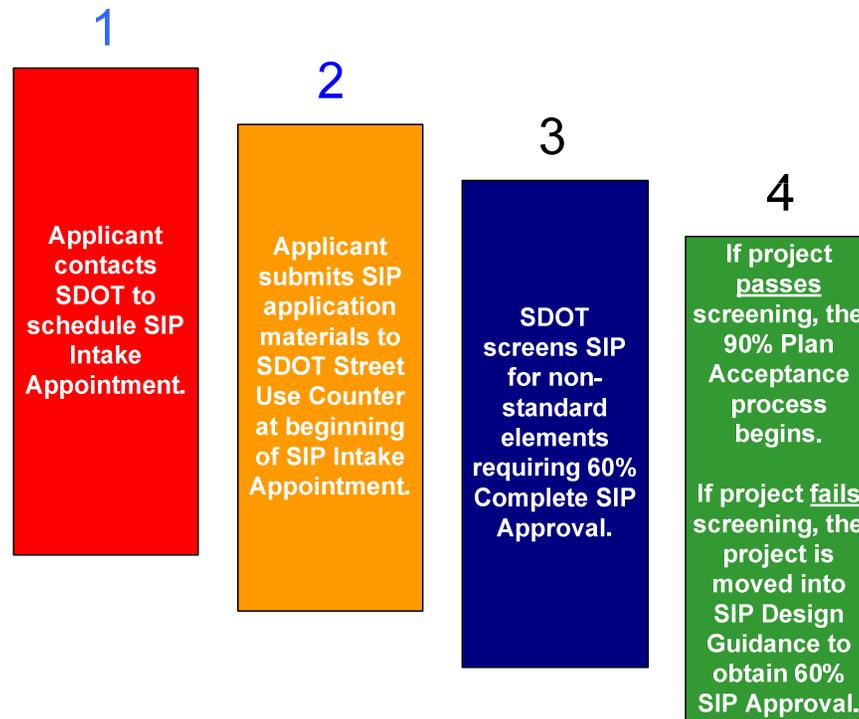
Redesigned SIP Process: Intake Appointment for 90% Complete SIP

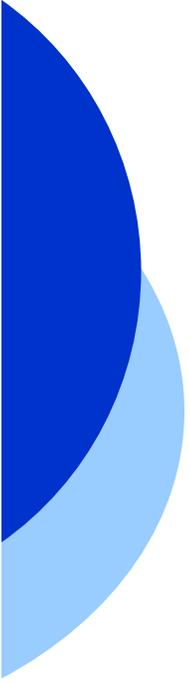




90% SIP Intake Appointment Process

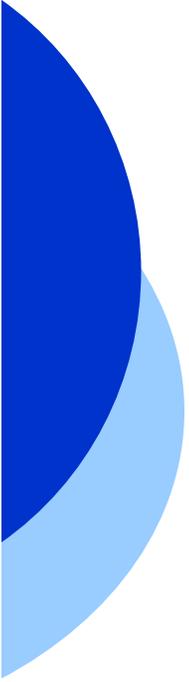
- SIP Intake Appointment is required if 60% Complete SIP Approval has not been obtained





Step 1: Applicant contacts SDOT to schedule SIP Intake Appointment

- Call **206.684.8184** or email SDOTPERMITS@Seattle.gov
- SIP Intake Appointments are conducted
 - Monday & Wednesday: 8:00 – 10:00 a.m.
 - Tuesday & Thursday: 1:00 – 3:00 p.m.
- Appointments will be scheduled in the next available timeslot
- If a SIP Project Manager is already assigned, the appointment will be scheduled in the next timeslot that the PM is available



Step 2: Applicant submits application package

- Sign in for SIP Intake Appointment at the SDOT Street Use Counter – Seattle Municipal Tower, 23rd floor
 - Submit 90% Street Improvement Plan application materials
 - Street Improvement Permit Application ***
 - SIP Application Material Transmittal Form ***
 - SDOT Letter of Authorization ***
 - Project Scope and Details Form ***
 - Site Photos ***
 - 90% plans
 - 90% Complete Street Improvement Plan Checklist
 - Base Map and Survey Checklist ***
 - Initial Deposit: ***
 - \$ 1,250.00 – Single Family Construction
 - \$ 2,500.00 – Multi-family, Commercial, Industrial, Institutional
- *** Application materials that were submitted for SIP Design Guidance are not required for 90% SIP Acceptance

Street Improvement Permit Application



Seattle Department of Transportation | Street Use Division
700 Fifth Avenue, Suite 2300 | PO Box 34996
Seattle, Washington 98124-4996
(206) 684-3679 | SDOTASC@Seattle.gov

STREET IMPROVEMENT PERMIT APPLICATION (SMC 15.04)

Permit Number

(Official Use)

DATE STAMP
HERE

PROJECT SUMMARY:

PROJECT ADDRESS: _____

PROJECT TYPE: _____ INITIAL DEPOSIT: _____

One Single Family Dwelling Unit (45A) = \$1,250.00

Multi-Family, Commercial, Industrial, Institutional, Mixed-Use Construction (45) = \$2,500.00

PROJECT DESCRIPTION (list improvements & locations; *example*: new curb, sidewalk, street paving on 5th Ave):

List all related DPD Project Numbers [Land Use (MUP) & Construction]:

Have you received a Preliminary Assessment Report (PAR) from DPD?

No Yes: provide DPD Project # _____

If Yes, attach one (1) copy of the Preliminary Assessment Report (PAR).

Have you scheduled a DPD Intake Appointment?

No Yes: provide DPD Project # _____

If Yes, DPD Intake Appointment Date: _____ Time: _____

REQUEST ONE OF THE FOLLOWING:

SDOT SIP DESIGN GUIDANCE [0 - <90% complete plans]. See CAM 2211 and CAM 2213

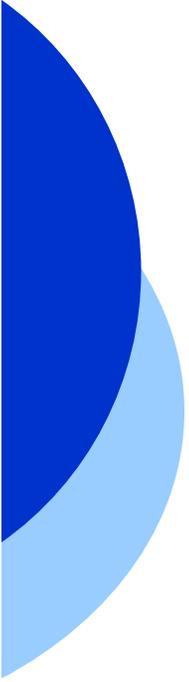
Indicate % completeness of plans: 0-30% 30%+ 60% (for 60% Complete SIP Approval)

Attach SIP Application Material Transmittal Form

OR

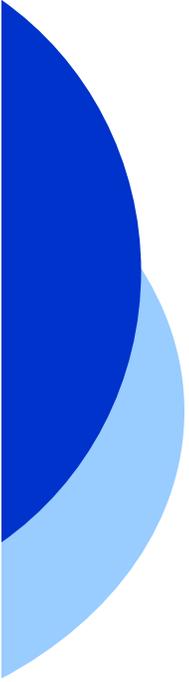
90% STREET IMPROVEMENT PLAN ACCEPTANCE. See CAM 2214

Attach SIP Application Material Transmittal Form



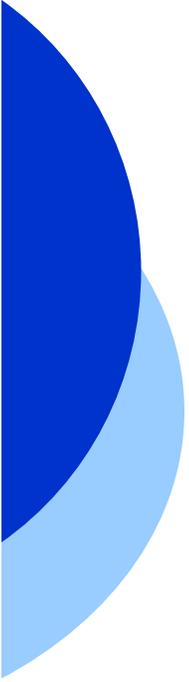
SIP Application Material Transmittal Form

- Submit every time that SIP materials are transmitted to SDOT.
- Use form as a guide for determining which materials are required for each level of plan submitted to SDOT.



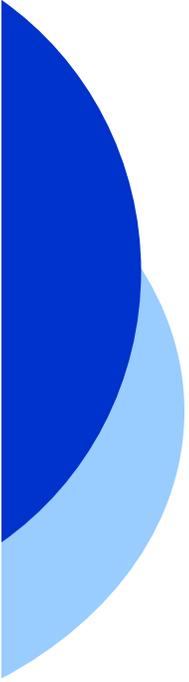
SDOT Letter of Authorization

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



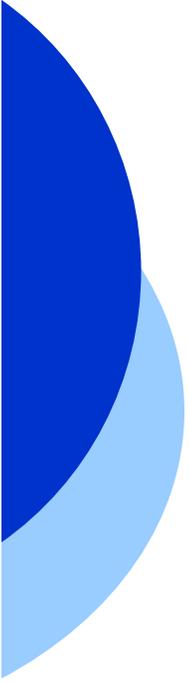
90% Complete Street Improvement Plans

- Two paper copies
- One electronic copy in PDF format on a CD
- One CADD file - version 2000 or greater (if available)



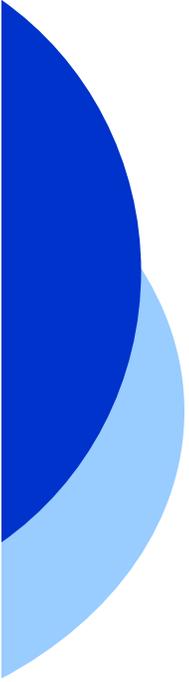
Site Photos

- Show and label:
 - all rights-of-way adjacent to project
 - existing surface improvements
 - utilities
 - site conditions
- Submit hard copies or digital photos on a CD



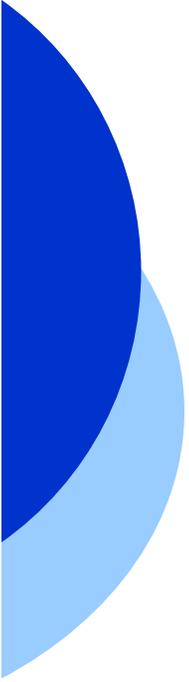
90% Complete Street Improvement Plan Checklist

- Applicant fills out entire checklist
- Applicant and Engineer sign checklist
- Checklist identifies non-standard elements that require 60% Complete SIP Approval prior to 90% Plan Acceptance
- Checklist includes plan elements that will be reviewed during Formal Review
- SIP Project Manager uses checklist to screen SIP for completeness



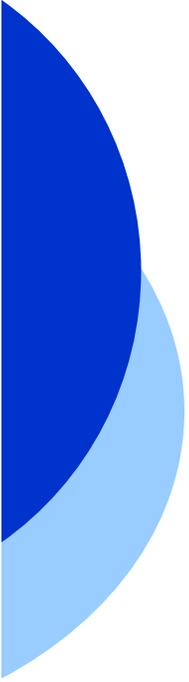
Base Map and Survey Checklist

- Applicant fills out entire checklist
- Applicant and Surveyor or Engineer sign checklist
- SIP Project Manager uses checklist to screen base map for completeness
- Not required if base map was submitted and approved during SIP Design Guidance



Step 3: SDOT screens SIP for non-standard elements during Intake Appt

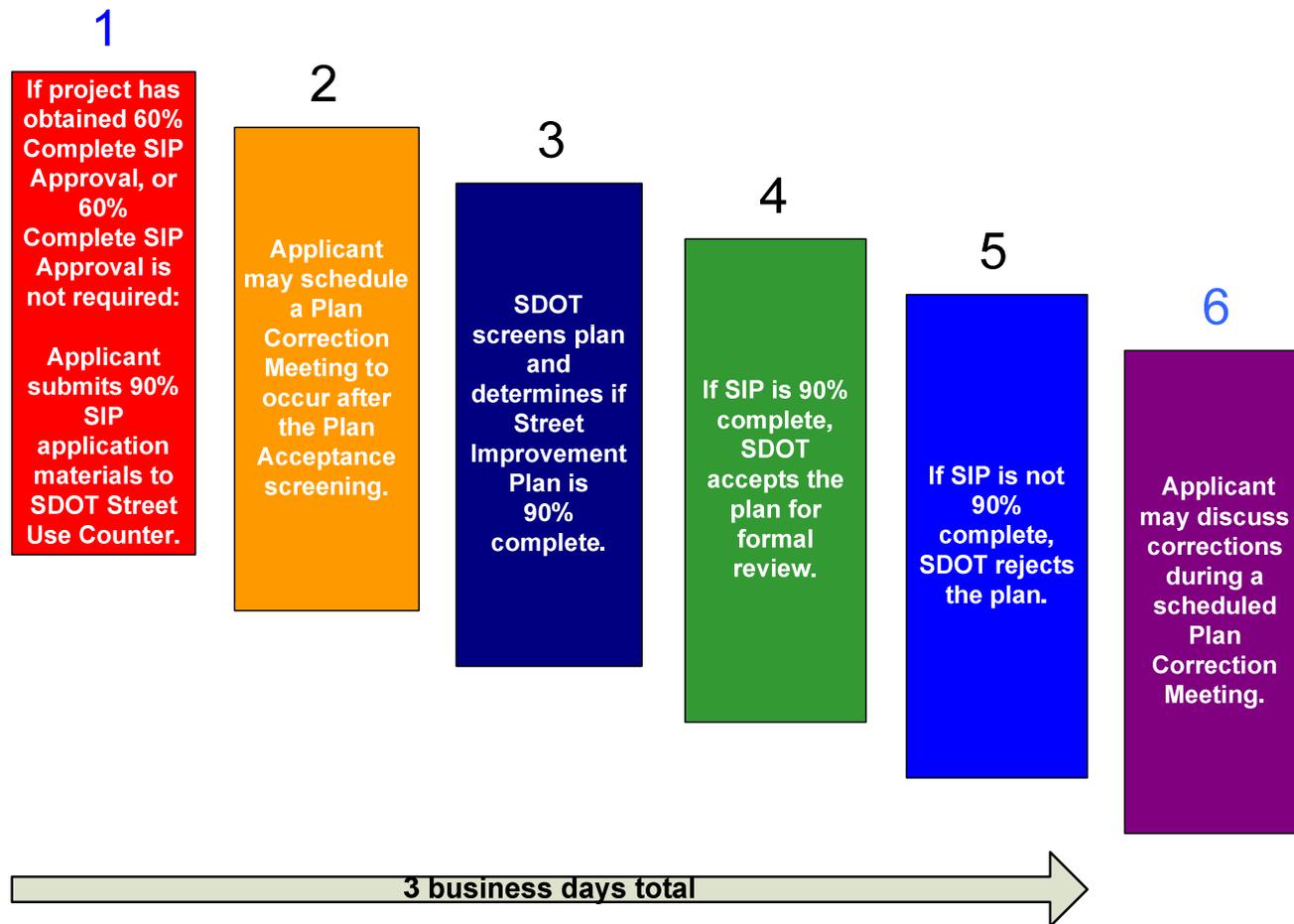
- All non-standard elements require 60% Complete SIP Approval
- 60% Complete SIP Approval must be obtained through the SIP Design Guidance process prior to 90% plan acceptance
- SIP Project Manager screens plans for non-standard elements per CAM 2213 and the 90% Complete Street Improvement Plan Checklist

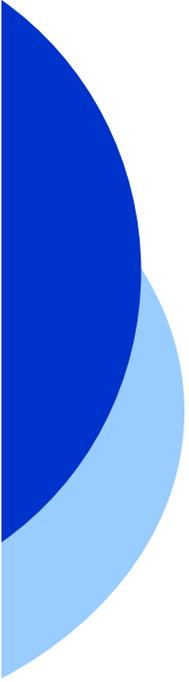


Step 4: Screening outcome is determined

- If 60% Complete SIP Approval requirements have not been fulfilled, your project will be moved into the SIP Design Guidance process
- If 60% Complete SIP Approval is has been obtained or is not required, a 3 day Street Improvement Plan Acceptance review will begin

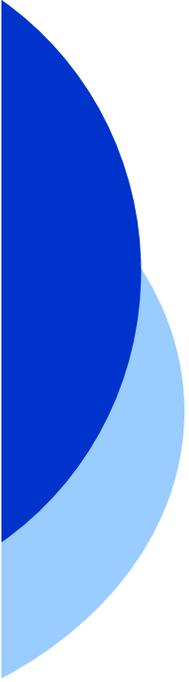
90% Plan Acceptance Process





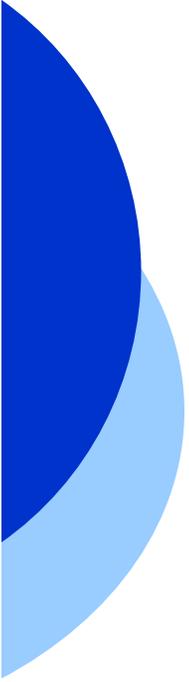
Step 1: Applicant submits application package

- Sign in for SIP Intake Appointment at the SDOT Street Use Counter – Seattle Municipal Tower, 23rd floor
 - Submit 90% Street Improvement Plan application materials
 - Street Improvement Permit Application ***
 - SIP Application Material Transmittal Form ***
 - SDOT Letter of Authorization ***
 - Project Scope and Details Form ***
 - Site Photos ***
 - 90% plans
 - 90% Complete Street Improvement Plan Checklist
 - Base Map and Survey Checklist ***
 - Initial Deposit: ***
 - \$ 1,250.00 – Single Family Construction
 - \$ 2,500.00 – Multi-family, Commercial, Industrial, Institutional
- *** Application materials that were submitted for SIP Design Guidance are not required for 90% SIP Acceptance



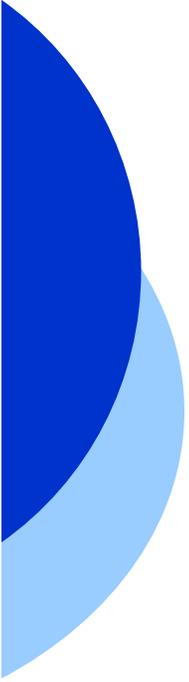
Step 2: Applicant may schedule Plan Correction Meeting

- You may schedule a Plan Correction Meeting to occur a minimum of 3 full business days after submitting the 90% Complete Street Improvement Plans for Plan Acceptance.



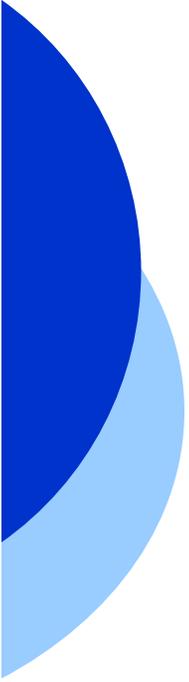
Step 3: SDOT screens plan for 90% completeness

- During the 3 day Plan Acceptance Review your plan will be screened for 90% completeness per
 - CAM 2201: 90% Complete Street Improvement Plan Requirements
 - 90% Complete Street Improvement Plan Checklist
 - CAM 2212: Base Map and Survey Requirements
 - Base Map and Survey Checklist



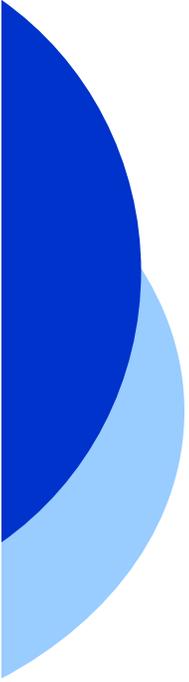
Step 4: If SIP is 90% complete SDOT accepts plan

- Street Improvement Plan is accepted for formal review
- Six week formal review cycle begins
- Scheduled Plan Correction Meeting is cancelled
- Applicant and DPD are notified that the plan has been accepted for formal review
- Applicant may proceed with DPD Construction Intake Appointment



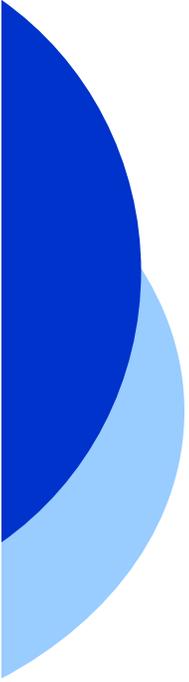
Step 5: If SIP is not 90% complete SDOT rejects plan

- Screening corrections will be emailed to the applicant, engineer and owner
- SDOT will notify DPD that SIP has failed 90% Plan Acceptance



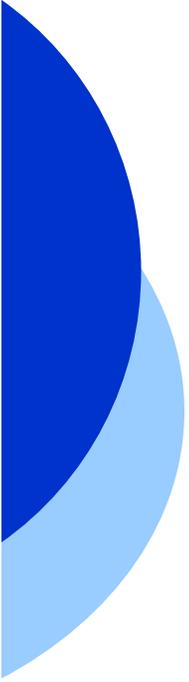
Step 6: SDOT Plan Correction Meeting

- After reviewing the corrections, the applicant may choose to attend or cancel the scheduled Plan Correction Meeting
- If Plan Correction Meeting was not scheduled at the time of submitting 90% SIP application materials, the applicant may request a Plan Correction Meeting
- SDOT recommends that the applicant, engineer, and owner all attend the Plan Correction Meeting to discuss screening corrections
- Applicant may choose to initiate SIP Design Guidance or revise and resubmit 90% plans for Plan Acceptance



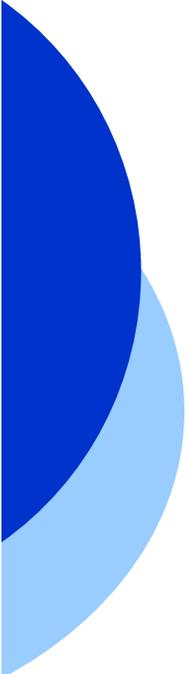
Timing

- Allow enough time in your project schedule to obtain 60% Complete SIP Approval of all non-standard elements through the SIP Design Guidance process
 - 60% Complete SIP Approval is required ***prior to*** 90% Street Improvement Plan Acceptance
- Allow enough time in your project schedule to submit a 90% Complete SIP to SDOT to obtain Street Improvement Plan Acceptance through the SIP Intake Appointment and Plan Acceptance process
 - 90% SIP Acceptance is required ***prior to*** the DPD Construction Intake Appointment



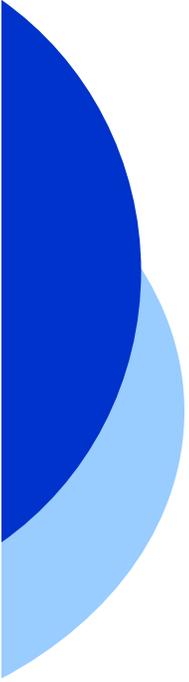
SIP Intake Appointment Implementation

- New SIP Intake Appointment process will take effect **Monday, July 27, 2009**
- New application forms and materials will be accepted on **Monday, July 27, 2009**
- 90% SIP CAMs, Checklists, and forms are available on the Street Use website:
http://www.seattle.gov/transportation/stuse_sip.htm



Client Assistance Memos (CAMs)

- **2200**: SDOT Street Improvement Permitting (SIP) Process – *revised CAM effective July 27, 2009*
- **2201**: 90% Complete Street Improvement Plan (SIP) Requirements – *revised CAM effective July 27, 2009*
- **2206**: Interdepartmental Permit Coordination for New Construction Projects – *revised CAM effective July 27, 2009*
- **2209**: Permitting Requirements for Street Improvements – *revised CAM effective July 27, 2009*
- **2211**: SDOT Street Improvement Permitting (SIP) Design Guidance – *revised CAM effective June 8, 2009*
- **2212**: Base Map and Survey Requirements for Street Improvement Plans (SIP) – *revised CAM effective June 8, 2009*
- **2213**: 60% Complete Street Improvement Plan (SIP) Approval Process – *new CAM effective June 8, 2009*
- **2214**: 90% Street Improvement Plan (SIP) Intake Appointment and 90% Complete SIP Acceptance Process – *new CAM effective July 27, 2009*



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
- SDOT Street Use Website
 - http://www.seattle.gov/transportation/stuse_sip.htm