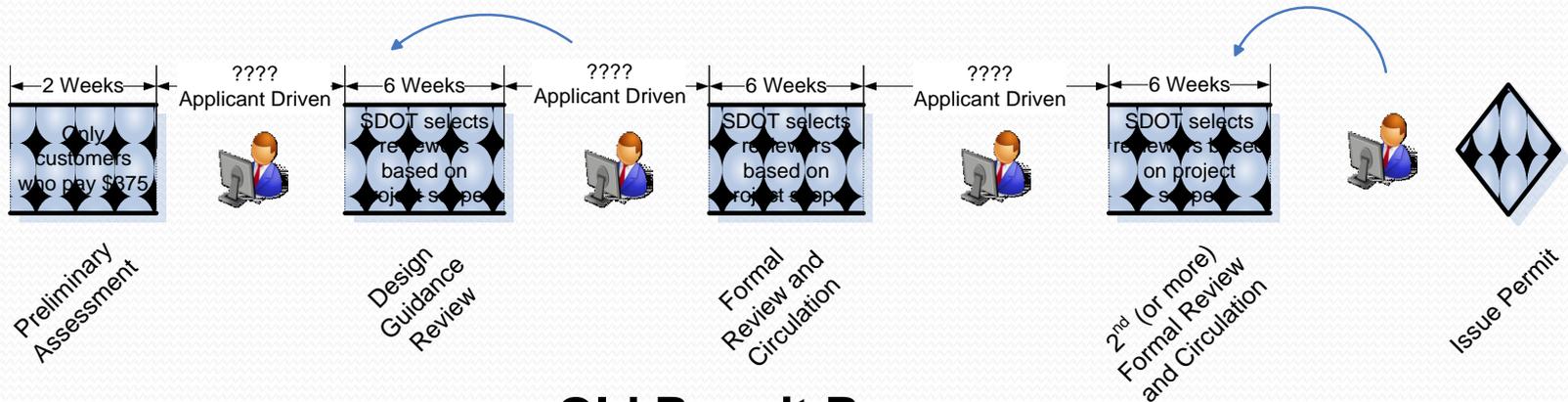


SDOT Street Improvement Permitting (SIP)

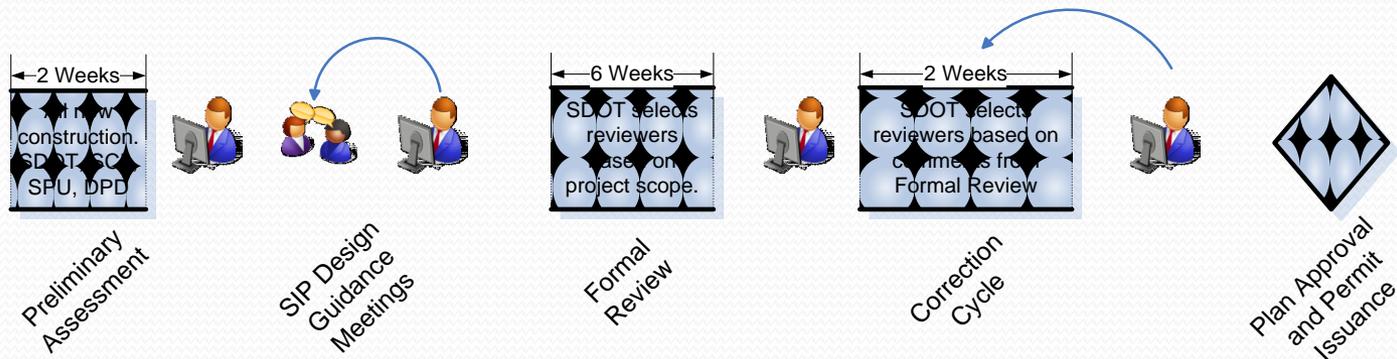
**Two Week Correction Cycle,
Plan Approval,
and
Permit Issuance Workshop**

Fall, 2009

Street Improvement Permitting Process

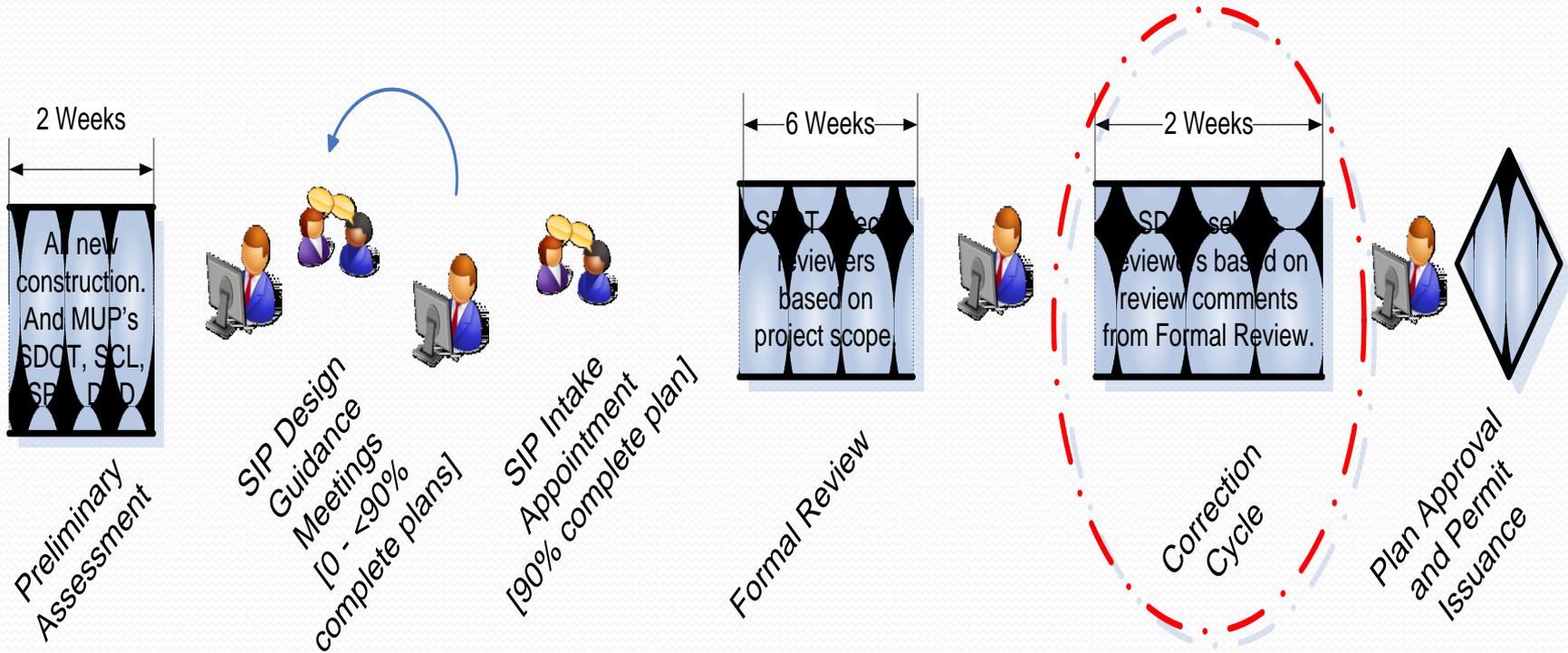


Old Permit Process



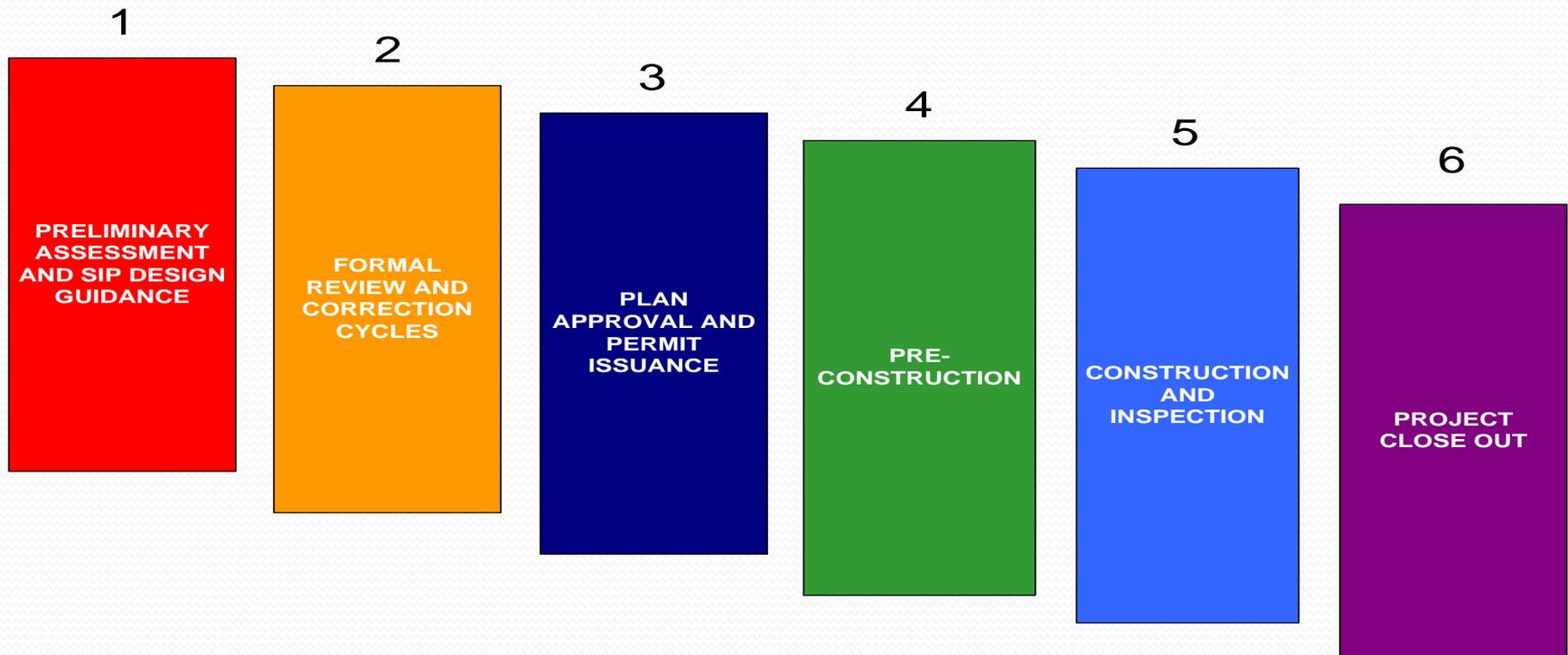
Redesigned Permit Process

Redesigned SIP Process



STREET IMPROVEMENT PERMIT PROCESS

Six Steps from CAM 2200



Step 1: Preliminary Assessment and SIP Design Guidance

- Street Improvement requirements are identified.
- SIP Design Guidance Meetings are available for 0 - < 90% complete plans.
- If your project contains non-standard elements you must obtain 60% SIP Approval through the Design Guidance process prior to submitting your 90% complete plans.

Note: We have shortened Design Guidance from 6 week review cycles to 18 day meeting cycles.

Step 2: Formal Review and Correction Cycles

- Formal Review is conducted upon acceptance of 90% complete plans.
 - 90% complete plans are submitted in an Intake Appointment.
 - If 60% Complete SIP Approval has been obtained you can bypass the Intake Appointment and just drop off plans.

Note: If your project requires a SIP your 90% complete plan must be accepted by SDOT prior to your DPD Construction Intake Appointment.

Two Week Correction Cycle

- On 12/1/09 Two Week Correction Cycles will be implemented for all projects that have been accepted in for Formal Review using the 90% Complete SIP Checklist.
- The applicant will contact the assigned SIP Project Manager to schedule a Formal Review Correction Meeting.
- The assigned SIP Project Manager will schedule the Formal Review Correction Meeting to occur within 3 business days.

So why all the meetings?

The meetings that we have incorporated into the new process are necessary to ensure that materials being submitted are complete. The meetings also provide the applicant's team with on the spot screening determinations which minimizes delays due to missing or inadequate information.

Two Week Correction Cycle, Cont'd

- During the Formal Review Correction Meeting the applicant submits correction materials.
 - Completed SIP Application Material Transmittal Form for Formal Review or Mylar Submittal (*new form*)
 - Completed SIP Comment Sheet
 - Revised 90% complete plans (hard copies and .pdf)
 - Redlined plans
 - Correct number of plan sets identified on the Correction Notice for 90% Plans

Two Week Correction Cycle, Cont'd

- During the meeting the SIP Project Manager will screen the correction materials for acceptance:
 - Verify that there is a written response for each review comment on the SIP Comment Sheet.
 - Verify that the plans have been revised to reflect the corrections.
 - Verify the redlined plans are being returned.
 - Verify that the correct number of plan sets are being submitted.

Two Week Correction Cycle, Cont'd

- If the correction materials are **not** complete the applicant will receive:
 - A Failed Formal Review Correction Meeting Notice with applicants next steps identified.
 - The SIP Comment Sheet with missing items highlighted.
- The applicant will be required to schedule another Formal Review Correction Meeting to submit revised plans.

Two Week Correction Cycle, Cont'd

- The SIP Project Manager and other Review Groups (if necessary) will review the revised 90% complete plans to determine if the revised plans have addressed all of the correction items.
- If additional corrections are required the applicant will receive a Correction Notice for 90% Plans and the applicant will need to schedule another Formal Review Correction Meeting to submit the revised plans.
- If no additional corrections are required the applicant will receive a SIP Ready for Approval Notification Letter.

Step 3: Plan Approval and Permit Issuance

- The SIP Ready for Approval Notification Letter includes the requirements for SIP permit issuance.
 - Reverse readable Mylars must be submitted to the SIP Project Manager for approval.
 - A Bond must be submitted and approved.
 - A construction phase deposit must be made.
 - A permit fee of \$101.00 must be paid.

DECEMBER 1, 2009

Implementation

- Two Week Correction Cycles
- Applicants will be required to submit a completed SIP Application Material Transmittal Form for all materials submitted.
 - SIP Application Material Transmittal Form for Design Guidance. *(new form)*
 - SIP Application Material Transmittal Form for Formal Review or Mylars. *(new form)*

DECEMBER 1, 2009 Implementation

After December 1, 2009 any projects that are currently in Formal Review that have not submitted a 90% Complete Checklist will be required to schedule a Formal Review Correction Meeting to submit revised plans.

In the Formal Review Correction Meeting your plans will be screened to ensure that all of the review comments have been addressed. Your SIP Project Manager will determine if your project is eligible for a Two Week Correction Cycle.

DECEMBER 1, 2009

Implementation

- Updated CAM 2200 to reflect the changes that have been made during the SIP Redesign Process.
- Updated CAM 2201 and 2212 to incorporate feedback that we have received from both the Applicants and the SIP Project Managers.

DECEMBER 1, 2009

Implementation

- Updated the Base Map and Survey Checklist and the 90% Complete SIP Checklist to clarify some of the requirements based on feedback from Applicants, Engineers, and the SIP Project Managers.
- Updated the Project Scope and Details Form to include questions regarding SEPA review.
 - If your project requires SEPA and you do not have a Lead Agency you will be required to submit a completed SEPA checklist.

Stay Tuned for Process Redesign of the Construction and Inspection Phase

- Contractors will need to be involved in the construction and inspection phase redesign.
- Please let the contractors that you work with know they should be expecting changes in the SIP Construction and Inspection processes and encourage them to attend upcoming workshops.
- There will be new requirements for the contractors to provide pre-construction materials.
- There will be changes to the project close out processes.

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

Now We Want Your Feedback

- Design Guidance
 - 60% complete SIP Approval Process
- Base Map and Survey Requirements
- Intake Appointment/90% Plan Acceptance Screening
 - 90% SIP Checklist
- Formal Review