

Procedures, Permitting Process and Approvals for Right Of Way Improvements

2.1 Navigating the City of Seattle Permit Process

There are numerous permits that the City of Seattle may be required for private development projects. A number of City departments oversee permitting, including:

- [Seattle Department of Transportation \(SDOT\)](#) has authority over permits related to any work being performed in Seattle's street right-of-way. SDOT coordinates the review and inspection of drainage, wastewater and water infrastructure with Seattle Public Utilities (SPU) and electrical infrastructure with Seattle City Light (SCL).
- [Department of Planning and Development \(DPD\)](#) is responsible for and leads the review and approval of Construction and Master Use Permits (MUPs).
- [Seattle Department of Parks and Recreation \(SPR\)](#) permits work proposed on land that they own or on designated park boulevards.
- [Seattle Department of Neighborhoods \(DON\)](#) reviews and approves projects within the seven historic districts. Their review ensures the historical integrity of structures and public spaces in the City's seven historic districts. DON is also responsible for the legal process of nominating, designating and protecting landmark structures and sites.
- In addition to City required permits, many projects may require permits or approvals by County, State or Federal agencies.

This section of the Right-of-Way Improvement Manual provides a high-level overview of typical permits that may be needed for work in the street right-of-way.

2.1.1 Overview of DPD Permitting

The Department of Planning and Development (DPD) issues two types of permits, Master Use Permits (MUPs) and Construction Permits.

In general Master Use Permits assure that structures meet zoning requirements and comply with environmental regulations, such as the State Environmental Policy Act (SEPA) and the Seattle Shoreline Master Program. Components of a MUP may also include use approvals, variances, administrative conditional uses, design review, special exceptions, shoreline district approvals, short plats, and certain street uses.

Construction Permits assure that the structural and fire/life safety elements of your project are in compliance with the latest adopted code.

DPD has several [Client Assistance Memos \(CAMs\)](#) available to help guide applicants through the permitting process.

2.1.2 Preliminary Assessment of Private Development

In the initial stages of the DPD permitting process, DPD Land Use, DPD Drainage, SDOT, SPU and SCL review the proposed project. Following the review the applicant will receive a Preliminary Application Report (PAR) with all of the reviewers' comments and requirements combined into the report. The SDOT portion of the report contains SDOT permitting requirements based on the requirements from the different review groups.

The requirements are based on the information provided by the applicant in the Preliminary Application Package. As with all permitting requirements, it is the sole responsibility of the applicant to obtain the

necessary permits for their project prior to project construction. Problems or delays that occur during construction due to the lack of a permit or due to the lack of coordination with SDOT are the responsibility of the applicant.

2.1.3 Right-of-Way Improvement Requirements

Right-of-way improvement requirements for private development can be triggered through several different review processes. Some of the more common ways that street improvements are triggered are:

- [MUP](#)
- [Land Use Code Requirements](#)
- [Right-of-Way Vacation Requirements and Procedures](#)
- [Discretionary improvements.](#)

When right-of-way improvements are required a street use permit is required for those improvements. The type of street use permit depends on the type and extent of the improvements required.

2.2 SDOT Street Right-of-Way Permits

The City of Seattle requires an SDOT permit for work in or use of a street right-of-way.

There are five basic types of SDOT permits with varying requirements, some of which are considered to be Street Improvement Permits.

Construction Permits include the construction or repair of improvements to the right of way such as street paving, curbs, or sidewalks. Street Improvement permits are further broken down into three groups depending on the extent of work to be completed. Further explanation is available on [Client Assistance Memo 2209](#).

Group 1 – Over-the-Counter (OTC) permits that can be obtained any time prior to construction or installation of the improvement. Some examples include plantings, or clearing vegetation on the right-of-way and/or construction of a driveway apron on a street with an existing curb.

Group 2 – OTC permits which should be obtained concurrently with a building permit. These permits generally include items that may impact your building design. Some project examples include: constructing or rebuilding walls, rockeries, new asphalt driveway. This category of permits typically requires a field review to determine whether the conditions on the site are suitable for the type of improvement desired. SDOT must review and approve the permit prior to commencing work.

If the project falls into the type of improvements in Group 2 and are not reviewed and/or permitted by SDOT at the time the applicant is obtaining the construction permit, the applicant may be required to make significant changes to their private property development plans to construct their project to the appropriate grade, consistent with SDOT standards and [SMC Title 15](#).

Group 3 – Street Improvement permits (SIP). Street Improvement permits are required for new or realigned city owned infrastructure and significant repair projects. When street improvement permits are required in conjunction with private development, the 60% SIP must be approved by Street Use prior to the construction permit intake. A Group 3 permit may need to include a Group 1 or Group 2 permit as a part of the project's permitting requirements.

Use Permits are issued for temporary use of the right-of-way during construction such as material storage, scaffolding, crane placement or crossing the curb and sidewalk with heavy equipment.

Shoring and Excavation Permits are issued for excavations in the public right-of-way that could by the nature of the excavation affect the integrity of a right-of-way or utilities in a right-of-way. Permits for excavations on private property that may impact the right of way are issued by DPD, but SDOT reviews the plans to insure the right of way is not affected.

Utility Permits are issued for the installation of underground and overhead utility mains and services in the public rights-of-way. They include power, communication, gas, steam, water, sewer, drainage, and privately owned facilities such as oil pipelines.

Non-Construction Permits are issued for private uses of the right of way. These permits include both short and long term uses. Short term uses include street closures for block parties and farmers markets. Long term uses of the right-of-way include signs, private retaining walls, structural overhangs and sidewalk cafes. Permits for uses over one year generally require an annual fee and in some cases liability insurance or a public place indemnification agreement. Although these permits are issued for uses that may seem permanent they are considered temporary in nature and are revocable within 30 days.

The types of permits that are of most interest to those engaged in private development are explained in

this chapter. For more information on the various kinds of SDOT permits, contact the [SDOT Street Use Permit Counter](#) or refer to the [SDOT CAM 2100: List of Street Use Permits](#). SDOT Street Use also allows customers to apply for certain types of permits online. Visit the [Online Permitting web site](#) for more information on submitting an online application for a street right-of-way permit. Refer to the [SDOT CAM 2105: What You Will Need to Apply for a Permit Online](#) for specific instructions.

Applicants will need to carefully review the right-of-way improvements required for their project.

With all of the permitting requirements, it is the sole responsibility of the applicant to obtain the necessary building permits for their building project. It will also be important to obtain and coordinate the required (if any) SDOT permits – prior to construction. It is also the responsibility of the applicant to ensure that all required permits are obtained prior to project construction. Problems that occur during construction that are due to the lack of coordination with SDOT are the responsibility of the Permittee.

The permitting fees and the cost of services provided by the City of Seattle vary based on the type of permit, duration and amount construction within the right of way. Permit and inspection fees are based on the number of hours required to complete the work. The current Street Use Fee Schedule can be found [here](#).

2.3 Street Improvement Permits – Group 3 permits

A Street Improvement Permit is required for significant, permanent improvements in the street right-of-way such as paving a street, widening a street, or extending a public storm drain. For complex projects, there will be additional components of the project, such as street tree installation or curb cuts for driveways that will also be included in the Street Improvement Permit for the project; however, private utilities including service drains and side sewers do require separate permits, even when the connection of these systems to the public utility is shown on the street improvement plans.

The following is a summary of Street Improvement Permit (SIP) issuance procedures. For more complete information on procedures and plan requirements, refer to [SDOT CAM 2200: Street Improvement Permitting Process](#).

2.3.1 Coaching

Street Improvement Project Managers are available for coaching prior to submitting street improvement plans to help the applicant understand their street improvement requirements and design choices. Coaching provides general information regarding requirements outlined in the preliminary assessment report and basic guidance over the counter.

2.3.2 Application Requirements

When a project requires a Street Improvement Major Permit, the applicant submits a completed Street Improvement [Permit Application](#), an initial deposit for the cost of the plan review and street improvement construction plans to [Seattle Department of Transportation – Street Use Division](#). Other items may also be required depending on the level of plans submitted. The materials required for all submittals are listed on the [Design Guidance Application Material Transmittal Form](#) and the [Formal Review Application Material and Mylar Transmittal Form](#). Additional information may be required depending on the scope and type of infrastructure being installed.

The plans must meet the City of Seattle standards for formatting and drafting as well as content, and must meet the City of Seattle's design standards and specifications for public works projects.

The deposit for a single family residence or a duplex is \$1,250. The deposit for all other new construction projects is \$2,500. The actual cost of the permit will depend on the amount of review required to approve the plans and the amount of inspection required during construction.

2.3.3 Design Guidance

Design Guidance is available for applicants who would like specific information regarding design requirements for right of way infrastructure. Design guidance occurs in a meeting setting with subject matter experts from various City departments and external agencies. In order to submit a permit application for formal review the street improvement plans must be developed to 90% completeness. Applicants who need assistance in developing their plans to the 90% level should apply for design guidance.

Project that have non-standard elements or are working in an unimproved alley or an alley with a closed contour are required to obtain 60% SIP approval through design guidance.

Additional information regarding design guidance can be found in [CAM 2211](#). Specific information regarding the 60% Complete SIP Plan can be found in [CAM 2213](#) and the [60% Complete SIP Checklist](#).

When a SIP is required based on the Land Use Code requirements, applicants must obtain 60% SIP approval prior to Construction Permit intake.

2.3.4 Survey and Base Map Requirements

Accurate surveys and base maps are essential for designing and constructing improvements in the right of way. A separate survey and base map is required for all SIP plans submitted at the 30% level or above. The survey and base map information must meet the requirements in the [Survey Checklist](#) and the [Base Map Checklist](#).

[CAM 2212](#) provides more information regarding the survey and base map requirements.

2.3.5 Formal Review

The SIP Project Manager assigned to the project reviews the plans, circulates them for review to other departments of the City of Seattle and other pertinent agencies, and informs the applicant of any corrections or revisions required. Refer to [CAM 2214](#) for more information regarding the plan acceptance for formal review.

2.3.6 Correction Cycles

The applicant re-submits corrected plans and/ other requested information. The SIP Project Manager checks the revised plans to verify if all corrections have been made and whether the plan is ready for final approval. Once all of the required corrections have been addressed the SIP Project Manager will send an approval notification that contains the required construction phase deposit amount and the surety bond amount. Refer to [CAM 2200](#) for more information regarding formal review correction cycle.

2.3.7 Plan Approval

Once the SIP Project Manager notifies the applicant that the plans are ready to be approved, the applicant submits the final plan set for signatures. The final plans must meet City of Seattle standards. These plans are signed by the SDOT Street Use SIP Supervisor and filed in the SPU Records Vault as a permanent record of improvements in the street right-of-way.

In addition to submitting the plans, the applicant must also submit the required construction phase deposit and surety bond.

The Street Improvement Permit is issued once the plans have been signed, the construction phase deposit has been submitted, and the bond has been approved by the City's Law Department.

2.3.8 Construction

Refer to Chapter 5 for the SIP process associated with construction of street improvements.

2.4 Other Street Use Construction Permits – Groups 1 and 2 permits

Improvements that are limited in scope may be reviewed and permitted with an SDOT permit for that specific improvement. These limited permits are described in this section.

2.4.1 Driveway and Curb Cut Permits

Driveway and curb cut installations must meet City requirements and specifications including:

- Width of the driveway or curb cut at the property line;
- [Grades and/or elevations](#) at the property line;
- [Driveway slope, crest, and curve](#);
- "Sight triangles";
- Maneuvering room on site for vehicles; and
- Objects on or adjacent to the driveway.

No existing curb: When there is no existing curb, the City of Seattle requires a Street Use Driveway Permit for the installation of a driveway that will join with a public street. SDOT issues and inspects the work for this permit. A Group 2 permit is required when there is no existing curb.

Existing curb: The City of Seattle requires a Curb Cut Permit to remove a portion of an existing curb for the purpose of providing access to private property. This permit is issued by DPD and the work is inspected by SDOT.

2.4.2 Grade and Rock Permits

The grade and rock permits are required for alleys and for some residential access roadways. This pavement option would be used when minimal grading or leveling a street or alley or for installing a minimal amount of crushed rock. If the total area of grading is more than 750 square feet or the project is in an Environmentally Critical Area then a Group 1 (SIP) permit is required for the work.

2.4.3 Paving Permits

When less than 750 square feet of paving is proposed to be installed and the street profile or alignment is not being modified, applicants can apply for a paving permit.

2.4.4 Sidewalk and Sidewalk Repair Permits

Property owners are responsible for maintaining the sidewalks adjacent to their property, [per SMC 15.72](#). They must ensure that snow, ice and debris do not pose a hazard to pedestrians. They must also repair cracks and other damage. The property owner of record is notified by the Street Use inspector of the repairs or action needed. If there is an unsafe condition and you want to repair the sidewalk, apply for a sidewalk permit.

A sidewalk is considered to be damaged and in need of repair in the following instances:

- The sidewalk is cracked.
- There is a fault or other discontinuity greater that exceeds ADA tolerances.
- Any piece of the sidewalk can be moved with ordinary foot pressure.
- If in the view of SDOT the grade or slope of the sidewalk creates a concern for safe pedestrian passage.

If tree roots need to be cut to complete this repair, you must contact SDOT Urban Forestry at: 206 684-TREE.

To repair the sidewalk adjacent to your property, you will need to obtain a Street Use – sidewalk repair permit. For more information, refer to the [CAM 2208](#).

2.4.5 Private Encroachments in the Right-of-Way

Private encroachments in the right-of way require permits and inspections. There are two types of permits required for this type of structure. The first permit is for the construction and the second permit is an Annual/Renewable Street Use permit which is required for the long-term use of the rights-of-way such as signs, fences, retaining walls, and structural overhangs. These permits require an annual fee and in some cases liability insurance or public place indemnity agreements. Although these permits are issued for uses that may seem permanent they are considered temporary in nature and are revocable within 30 days.

Refer to [Chapter 2.8](#) for more information regarding the annual/non-construction permit.

2.5 Right-of-Way Use Permits

Construction of private property frequently requires temporary use of the right of way for equipment and material storage, staging or other activities. All use of the right of way requires a Street Use permit.

When the right of way is used for these activities, the public's access to the right of way is restricted resulting in limitations on pedestrian, bike and vehicle mobility. SDOT's goal is to minimize these impacts on mobility. As a disincentive to limiting the public's mobility, SDOT charges escalating fees based on the

amount of area occupied, the duration of the impacts and the type of street impacted.

Refer to [CAM 2115](#) for more information regarding use permits and fees.

2.6 Shoring and Excavation Permits

The City of Seattle Department of Transportation requires a [Shoring and Excavation](#) Permit if a project meets the following criteria:

- excavation or construction adjacent to the street right-of-way deeper than three feet; and
- any excavation where the plane extending from the bottom of an excavation at 100% (45 degree) slope crosses the property/street right-of-way line.

This permit is required whether or not the street right-of-way is improved or even open to traffic. The purpose is to protect the stability of the street right-of-way and facilities within and/or near the street right-of-way.

In cases where there is an associated Department of Planning and Development (DPD) Construction Permit, SDOT does not issue a separate Shoring & Excavation Permit. However, when excavation on private property meets the criteria stated above, the plans for excavation or shoring must be reviewed and approved by the SDOT's Street Use Section before DPD will issue a Construction Permit.

2.7 Utility Permits

Street Use issues permits that are required to construct maintain and operate railroad or streetcar tracks, pipes, ducts, utility tunnels, vaults, maintenance holes, poles, fixtures, wires or any other appurtenances on, under or over the streets, alleys or public places of the City of Seattle. These installations include in part: gas mains and services; electrical manholes and conduits; telecommunication manholes and conduits; steam mains and services; water mains and services; utility poles; and aerial CATV and telecommunications cables.

The applicant must submit an application and plan detailing the proposed utility to the Franchise and Utility Permit Section. The application and plan will be reviewed and any corrections noted before a permit will be issued.

2.7.1 Side Sewer Permitting

Side sewers, which include service drains and any other piping that is connected to public storm drains or sewers, are installed, owned, and maintained by the owner of the property being served. This ownership extends from the building structure to the tee or wye connection at the main, and therefore the property owner is responsible for excavation, installation, and restoration within the street right-of-way.

Side sewer construction shall be in accordance with the City of Seattle Standard Plans and Specifications, latest edition. There may be additional requirements for service taps, backfilling, shoring, and restoration within the street right-of-way or public easement.

Side Sewer permitting is administered by the Department of Planning and Development, which provides guidance and ensures that requirements are met by performing application review and site inspection. Construction work in the street right-of-way is inspected by SDOT. For more information on side sewer permitting please read [DPD CAM 503](#). If your work on a side sewer involves any impeding any traffic on an arterial, a traffic control plan is required. See the SDOT CAMs on [Traffic Control Plan Checklist](#) and [Traffic Control Plan submittals](#).

2.7.2 Water Services, Hydrants, and Other Water System Appurtenances

The installation of water services, hydrants, and other water system appurtenances in the street right-of-

way that are to serve a property or development requires a Street Use Permit issued by SDOT and either a standard charge or a time and materials charge payable to SPU. The installation of these facilities is done by SPU and the Street Use Permit is obtained by SPU.

To obtain a water service, there are several key steps:

- Determine your use, and the flow range and diameter of the water service you need. Contact SPU's Customer Service consultants for assistance – 206 684-5800.
- Obtain a [Water Availability Certificate \(WAC\)](#) to determine whether water service is available to your property. A legal description and the name and address of the owner/contact person are required per the WAC. If water is available, you can apply for a water service with SPU's Customer Service Branch. For details, please review the [SPU CAM 1202](#). At the time of this application, [payment for the water service](#) must be made. In some cases, a plan by a registered professional engineer that is acceptable to SPU may be required. Otherwise SPU will use its standard details.
- Once application and payment has been made, the Street Use Permit application and installation is completed by SPU.

If hydrants and other water system appurtenances in the street right-of-way are needed for your project and they are an individual installation (e.g., water fountain, hydrant) that is not part of a larger water system improvement, then a request and payment will need to be made to SPU.

Contact SPU for more information and a standard charge or time and materials charge payable to SPU will be required prior to the commencement of any work. In some cases, a design by a registered professional engineer will be needed. Once the fees and design are complete, the Street Use Permit and installation are performed by SPU as is the case with water service installations. Refer to the SPU website for details on how to [initiate water services](#).

2.8 Non-Construction Permits

New development projects often include private encroachments in the right of way that require an annual non-construction permit. Examples of typical items that require annual permits are balconies, benches and street furniture, and sidewalk cafes. These permits may require an annual fee, indemnification and insurance.

2.9 Street Trees and Landscaping Permits

SDOT standards include the preservation or planting of trees as an integral part of proposals for improvements in the street right-of-way. Selected, installed and protected to provide optimum functional and environmental benefits, trees are required elements of street right-of-way infrastructure to be maintained and preserved for public benefit.

Though the City of Seattle issues various types of permits associated with trees and related landscape improvements on land under public jurisdiction, SDOT Urban Forestry Division is the lead for review and approval of plans for tree preservation, tree planting and related improvements in street right-of-way areas. Street Use Permits are required for installation, pruning, or removal of street trees and for installation of landscape improvements that require inspection to ensure compliance with public safety standards.

2.9.1 Street Tree Permits

To encourage the proper planting of trees in the street right-of-way, SDOT's Urban Forestry Division provides review and approval of the tree type and planting location at no cost to the applicant. Applicants are responsible for maintenance of trees planted, including regular watering to ensure establishment, mulching, and pruning to ensure appropriate clearances over streets and sidewalks. Go to the Urban

Forestry webpage for more information and to get a copy of the [Street Tree Permit application](#).

2.9.2 Street Tree Removal or Pruning Permits

Street Tree Removal or Pruning Permits are required under Seattle Municipal Code. Permit applications are subject to review and approval by the SDOT's Urban Forestry Division. Go to the Urban Forestry webpage for more information and to get a copy of the Street Tree – Pruning and Removal [permit application](#).

Permit applications may be required to include public notification. In cases where the applicant is not the owner of the property abutting the proposed work, applications must include signatures of adjacent property owners. The extent of notification is determined on a case by case basis to ensure public safety and awareness and/or approval of the project. Names and addresses of contacts may be submitted for approval or provided as a component of the permit review process by the SDOT Urban Forestry Division. Permitted work must be completed within 60 working days from the time of permit issuance, unless otherwise defined by the permit.

2.9.3 Beautification Permits

[Beautification permits](#) are required for the installation of landscape improvements in the street right-of-way. SDOT's Urban Forestry Division provides support services to promote appropriate planting in the street right-of-way. Applicants are encouraged to contact [SDOT Urban Forestry Division](#) to receive information on permit requirements and/or general guidelines for landscape architectural design and construction in the street right-of-way.

2.9.4 Green Factor in the Right of Way Permits

When development projects propose to use the right of way to meet the development Green Factor requirements, a Green Factor in the Right of Way permit is required from SDOT. If a Street Improvement Permit (SIP) is required because of other land use code required improvements, the Green Factor in the Right of Way is reviewed in conjunction with the SIP.

2.10 Other Street Right-of-Way Improvement Activities

Other City Departments also regulate or provide guidance on a number of other activities that impact the public rights-of-way. This section defines the existing process for other improvement-related activities.

2.10.1 Seattle Parks and Recreation Department Reviews and Approvals

Some streets have been designated as park drives or boulevards and are under the jurisdiction of Seattle Parks and Recreation Department (SPR) as part of the City's extensive parks system. These streets may or may not have the term "boulevard" in their name. A complete listing of streets under the jurisdiction of SPR is available as [Appendix I to Title 15 of Seattle Municipal Code \(SMC\)](#),

Through an agreement between SPR and SDOT, SDOT is responsible for issuing permits for street uses affecting the paved street surface of park boulevards. Any disturbance to unpaved areas of park boulevards is subject to SPR review and approval. For more information go to SPR web page concerning SPR [Revocable Use Permits](#).

The following information describes the typical permits and approvals relevant to permitting work on SPR land.

2.10.2 Non-Park Uses of Seattle Parks and Recreation Department Lands

Seattle Parks and Recreation Department (SPR), as steward of public park lands, is responsible for preserving and protecting Seattle's park system. In order to preserve the public character of park lands and assure their availability for public use and enjoyment, it is the policy of SPR to eliminate and prevent unauthorized non-park uses on SPR lands. Further, it is the policy of SPR to limit authorized non-park uses to the fullest extent practicable. Any project proposed for SPR lands must obtain permission of SPR; usually in the form of a Revocable Use Permit (refer to prior section). Get more information in the [complete policy](#).

2.10.3 Revocable Use Permits

Any work on park boulevards, or that may affect other park property, must be reviewed by SPR. A Revocable Use Permit, issued by the Superintendent of Parks and Recreation, may be necessary. Refer to the SPR website and follow the links to [Permits for Non-Park Use of Park Property](#) or contact the Property Management Unit.

2.10.4 Design Intent for Seattle Parks and Recreation Department Boulevards and Trails

Refer to the [Seattle Parks and Recreation Department \(SPR\) website](#) for basic information that project applicants must consider when developing landscape plans affecting boulevards or other streets and roadways under SPR jurisdiction.

2.10.5 Seattle Parks and Recreation Department Tree Policy and Permits

The Seattle Parks and Recreation Department (SPR) Tree Policy was developed to maintain, preserve and enhance the urban forest within parks; to increase the overall tree canopy, tree health and tree longevity within parks including boulevards; and to ensure that parks trees are managed in a manner that is consistent with other departmental and municipal policies. Private work on trees on SPR property must be approved through issuance of a Tree Permit. Get a copy of the [permit and the complete policy](#).

2.10.6 Seattle Parks and Recreation Department Standards

The Seattle Parks and Recreation Department (SPR) Standards are intended to facilitate design and construction of SPR facilities through standard requirements on SPR property. The Standards are based upon past experiences and practices that have proved successful during design, construction, operation, and maintenance of SPR facilities. In certain situations, Consultant deviations may be acceptable provided they are approved by the Park Engineer and/or Construction Manager prior to implementation. The deviation process described in Chapter 2.11 Deviation Request Process for Street Right-of-Way Improvements does not apply to, or replace, the SPR deviation request process for projects on SPR lands. Refer to the [SPR standards homepage](#), including SPR CAD and Survey standards.

2.10.7 Department of Planning and Development Tree Protection Regulations

The Department of Planning and Development (DPD) enforces regulations regarding tree and vegetation protection and removal on private property and in the street right-of-way. To determine the regulations that apply to a specific site, reference DPD [Client Assistance Memo \(CAM\) #242: Tree Protection Regulations](#) in Seattle if the site is not in an Environmentally Critical Area or DPD [CAM #331: Environmentally Critical Areas: Tree and Vegetation Overview](#).

2.10.8 Street and Alley Vacation Process

A street vacation is the process by which an abutting property owner can petition the City to acquire the adjacent street right-of-way.

Street and Alley Vacations are reviewed by SDOT, the Seattle Design Commission and City Council who makes the final decision on whether or not to grant the vacation. The City has established policies and procedures to guide the decision. It is important to contact the street vacation staff early in your

development planning. Street vacation staff can explain the process, costs and time frame associated with the review of a vacation. Staff will also make every effort to assess whether a vacation appears to be feasible in your particular circumstance. Tunnels and aerial use of the street right-of-way may also require vacations.

Use this link for more information about [street vacations](#).

2.10.9 Dedication of Street Right-of-Way or Easement

Developers and contractors are sometimes required by DPD to dedicate property for transportation purposes in order to receive a Construction Permit. When this occurs, DPD notifies SDOT Real Property Services that a dedication of private property is required. SDOT works directly with the developers to ensure they comply with the permitting requirements. For more details, refer to [SDOT CAM 2203](#) for more information and procedures on dedications of street right of way or easements.

2.10.10 Shoreline Street Ends and Unimproved Rights-of-Way

Shoreline Street Ends are those platted streets that run into water and provide access and/or views of Lake Washington, Lake Union or Puget Sound. The City has 149 shoreline street ends. Many are already open to the public. [SDOT Director's Rule 00-1](#), the City's guidelines on the Shoreline Street Ends Program, includes improving a shoreline street end for public access.

[City Resolution 29370](#), adopted in September 1996, identified shoreline street ends as a scarce and valuable public resource which should be open for the enjoyment and benefit of the public. This policy was adopted after much public discussion and careful consideration. [Ordinance 119673](#) was adopted in October 1999 to establish a new type of permit and a new fee schedule for permitting private uses of the shoreline street ends. Although the ultimate goal is to remove private uses of these street ends, the permit process acknowledges some private uses will continue.

Refer to [Chapter 2.12.3 State and Federal Permits and Approvals](#) for information on additional permits that may be required for work on street ends including Army Corps of Engineer Permits Section 10: Hydraulic Permit Approval (HPA) and Section 401: Discharge of Dredge and Fill. Refer to [DPD CAM 209](#) and [Shoreline Substantial Development Permits](#), as the project may also require a Shoreline Permit.

2.10.11 Coordination Activities

Construction and maintenance activities in the street right-of-way typically require coordination with many agencies and on occasion coordination with other nearby construction activities, including federal, state and other local authorities. Coordination with some agencies will require the project applicant to provide advance notification so that any necessary reviews and approvals are in place prior to City permits being issued.

The City of Seattle Right of Way Management initiative has produced an online map where the user can ask for a log in to view the Street Use and DPD permitted activity in the area of their work site. This will improve the coordination of street and utility work in the street right-of-way. The [Planning, Analysis, Coordination Tool \(PACT\) database](#) and its accompanying map tools were developed to augment these coordination efforts. The PACT system tracks projects and coordination efforts. Information on project locations, coordination groups and moratoriums is available and updated twice yearly in April and July. The information on this interactive map from the SDOT Street Use Division is updated monthly.

In general, there is a three-year moratorium on opening new pavement. It shall not be permitted within the three-year period following its installation, except in the following circumstances: emergency repairs that could not have been anticipated or that are necessary for the protection of the public's health and safety; new or revised service connections that have been requested by a utility customer; work for which SDOT's denial of a permit would violate federal law; or with prior approval of the SDOT Director.

2.10.12 Landmarks Certificate of Approval

In Seattle, a Certificate of Approval is required for any project that will alter the appearance (including demolition) of a protected feature of a designated landmark or a property located in an historic or special review district. This process requires submittal of an application to the Department of Neighborhoods (DON) Office of Urban Conservation and review by the Seattle Landmarks Board or the review board for the landmark district.

If your project may affect a landmark or is in one of the following districts, you will need to talk with staff at the [Department of Neighborhoods](#). Review of these applications varies from district to district, depending upon the special characteristics of each area. For site-specific information, refer to the following SMC sections and ordinance.

- International District—SMC 23.66.318
- Pioneer Square Preservation District—SMC 23.66.115
- Pike Place Market Historical District—SMC 25.24.060
- Columbia City Landmark District—SMC 25.20.070
- Ballard Avenue Landmark District—SMC 25.16.065
- Harvard-Belmont Landmark District—SMC 25.12.090
- Fort Lawton Landmark District—Ordinance 114011

State Environmental Policy Act (SEPA) Policies regarding preservation of landmarks are found in SMC 25.05.675.

NOTE: If your building appears to meet the criteria for landmark designation, but is not currently designated as a landmark, the structure may be referred to the Landmarks Preservation Board for consideration (per SMC 25.05.675H2c).

2.11 Deviation Request Process for Street Right-of-Way Improvements

The Deviation Request Process defined in this section applies to deviations from the design criteria presented in this Manual, and does not apply to or replace, any other deviation, variance or exception process required for the City of Seattle permits or approvals or those of other agencies. For instance, requests to modify or waive a Land Use Code requirement for street improvements must be submitted to DPD (see [DPD CAM 205](#) for instructions to apply for Street and Alley Improvement Exceptions). The design criteria presented in this Manual have been developed to assure that Seattle's street rights-of-way are designed in such a manner as to protect the health, safety, and welfare of the public and to minimize post-construction maintenance and repair costs.

An applicant can request a deviation from the design criteria in this Manual for a street right-of-way improvement project by following the process defined in this section. In the case of a deviation request, the Seattle Department of Transportation (SDOT) will require the applicant to follow the procedure defined in Chapter 2.11.1 Deviation Request Submittal Process. The final decision on whether a deviation request is granted lies with SDOT.

2.11.1 Deviation Request Submittal Process

1. **Design guidance meetings:** The applicant must obtain approval through a 60% Complete SIP Design Guidance meeting. Design guidance meetings at the 0-30%+ level are optional and can be held to share contact information and discuss information relative to proposed street right-of-way improvements, including potential deviations and the necessary information that SDOT will

require to evaluate the deviation request prior the 60% complete submittal. Refer to [CAM 2211](#) for more information regarding the Design Guidance process.

2. **Deviation request submittal:** If the applicant chooses to apply for a deviation, he or she must submit the following in addition to the requirements for a 60% Complete SIP Design Guidance Meeting:
 - A completed [Deviation Request Form](#) Depending on the nature of the improvement, SDOT may require the deviation request to be signed and sealed by a professional engineer.
 - Description of how proposed work is consistent with the Comprehensive Plan, Transportation Strategic Plan, as well as any subarea transportation plans or neighborhood plans relevant to the area.
 - Engineering justification for the deviation proposal The justification should describe the impacts of meeting the standard and why the deviation is the preferred alternative.
 - Information on existing and predicted vehicular and pedestrian traffic volumes, when changes are expected as a result of the project.
 - Any additional information defined in the previous Design Guidance meetings that SDOT determine necessary to evaluate the deviation request.

The permit reviewer will screen the submittal package to determine if it meets the minimum submittal requirements for a 60% Complete SIP Design Guidance Meeting and provide the screening outcome within 3 business days.

3. **Deviation request coordination and review:** When a deviation request is submitted, SDOT's Street Use staff will consult with appropriate staff within SDOT and other departments that will be impacted by the deviation. If a 60% Complete SIP Design Guidance Meeting is not needed to process the deviation request, SDOT will typically process the request and notify the applicant if the request has been accepted or rejected within one week of the submittal. If City staff require additional information to process the request, the SDOT reviewer will alert the applicant that a 60% Complete Design Guidance meeting is required.

Permit submittal: Following acceptance or rejection of the deviation request, the applicant may submit 90% Complete SIP plans for formal review.

2.12 Environmental Review and Approvals

Permit applicants whose projects meet certain criteria are required to prepare an [Environmental Checklist](#). Refer to [DPD Director's Rule 17-2008: State Environmental Policy Act \(SEPA\) Exemptions from Environmental Review Requirements When Establishing, Changing, or Expanding a Use](#). For a complete listing of exempt and non-exempt projects, refer to [SMC Chapter 25.05](#).

For most private development projects the environmental review is a part of the Department of Planning and Development (DPD) Master Use Permit (MUP) process and DPD is considered the lead agency. DPD is also responsible for the environmental review of City Council conditional uses, full subdivisions, major institution master plans, and rezones.

For some development projects whose adverse impacts may significantly affect the environment, a checklist will not provide adequate environmental review. Projects that may significantly impact the environment will require an environmental impact statement (EIS).

When work by a private entity is solely in the right of way and does not require a DPD MUP or construction permit, the SEPA review may be performed as part of the SDOT Street Improvement Permit (SIP).

2.12.1 City Environmental Approvals

The State Environmental Policy Act (SEPA), RCW Chapter 43.21 C, requires governmental agencies to consider the environmental impacts of a proposal before making decisions.

The environmental impacts of certain public and private development proposals must be assessed by the City of Seattle per SEPA and the Seattle SEPA Ordinance - [Chapter 25.05](#), Seattle Municipal Code (SMC). The level of documentation required to comply with SEPA is dictated by the type of impacts a project may have. There are three levels of documentation:

- **Categorical exemption:** State and local SEPA regulations list certain types of projects presumed to have minimal or no impacts. A SEPA review is not required for these exempt projects. However, certain state and federal permits may require a letter or memo indicating a project is exempt. SEPA exemptions are listed in [SMC 25.05.800](#) and for DPD permits are further clarified in [DPD Director's Rule 17-2008](#).
- **Determination of non-significance (DNS):** During the review of a project under SEPA, impacts from a proposal may be limited to those which are fairly minor in scope or otherwise are not considered to be significantly adverse. This determination may be made after reviewing a SEPA checklist and other supporting documentation. The Seattle SEPA Ordinance includes policies that may allow for mitigation from identified adverse impacts. SEPA checklist requirements can be found in [SMC 25.05.315](#).

Determination of significance (DS): When review of a proposal determines that expected adverse impacts may be significant, a Determination of Significance may be made, requiring the preparation of an environmental impact statement (EIS). A description of SEPA EIS requirements can be found in [SMC 25.05.400](#).

2.12.2 Environmental Review as Part of the Permit Process

In order for these assessments to be made, permit applicants whose projects meet certain criteria are required to prepare an [Environmental Checklist](#). For a complete listing of exempt and non-exempt projects, refer to [SMC Chapter 25.05.305](#).

For some development projects whose adverse impacts may significantly affect the environment, a checklist will not provide adequate environmental review. Projects that may significantly impact the environment will require an environmental impact statement (EIS).

2.12.3 Filling Out the Environmental Checklist

If a project is subject to the State Environmental Policy Act (SEPA) and not categorically exempt, an [Environmental Checklist](#) must be filled out and submitted by the applicant at the time of SIP permit application, so that SDOT can review the project for compliance. Refer to the Environmental Checklist on the SDOT website.

If the environmental review for a project has been completed by another City department or by a different governmental agency, a copy of the threshold determination and the Environmental Checklist - or the draft and final EIS - must be made available to the SIP Project Manager. A copy of the threshold determination and environmental impact statement (EIS), if any, must also be submitted to SDOT prior to 60% Complete SIP Approval.

Applicants must fill out the Environmental Checklist accurately and completely in ink, acknowledging potential impacts, including those associated with demolition, grading, and construction (temporary as well as permanent). Measures that an applicant plans to take to mitigate adverse environmental impacts associated with a project should be discussed under the appropriate element(s) of the environment.

The completed checklist must be dated and signed and must include the complete street address of the project. Future development proposals related to the project should be discussed even if details are not fully established. This will ensure that the applicant does not need to go through an additional environmental review and appeal period later in the process. However, discussion of future development proposals in the checklist does not exempt an applicant from independent SEPA review of a future project, if that project is over SEPA thresholds. In most circumstances, the review for the total proposal must be completed before any permits can be issued. The more complete the information provided, the faster the review of the project can be conducted. If the information submitted is incomplete or if additional information is needed to make an accurate analysis of the environmental impacts of a project, the applicant will be required to furnish further information. Contact a SIP project manager for more information on these requirements.

2.12.3 Transportation Impact Analysis

A SEPA review may result in transportation mitigation measures consistent with SEPA policies such as full or partial contributions to transportation system improvements, such as new or upgraded traffic signals or roadway modifications.

As part of the environmental review process, transportation impact analyses (TIA) or parking demand studies may be required to document a project's transportation or parking impacts. A TIA typically estimates traffic volumes that a proposed project would generate, and compares the operating conditions of nearby intersections or roadway segments with and without the additional traffic. A TIA may also estimate potential traffic queues, examine any outstanding safety issues, and assess the impact of the project on transit, pedestrian, and bicycle facilities.

Projects may also be required to demonstrate that they satisfy transportation concurrency requirements established under the Washington State Growth Management Act. The City of Seattle uses a screenline approach to track transportation concurrency. Under this approach, a transportation analysis estimates the auto trips generated by the project that will cross one or more screenlines near the project site. Project volumes plus background traffic volumes for a screenline are compared to the established capacity for the screenline. Refer to the [Comprehensive Plan, Transportation Element](#) for additional information on level of service standards and screenlines.

2.12.4 Hazardous Materials Analysis

The Environmental Elements, Environmental Health sections of the SEPA checklist require the disclosure of any environmental releases or potential releases to the environment affecting public health. This disclosure would be noted in Section B-7a of this form. These would include any toxic or hazardous materials that may be caused by, or encountered during a proposed project. This includes contamination of private property and potential migration into the street right-of-way. This section of the checklist should summarize any analyses that have been completed, evidence of past contamination, or reports' indicating the site has been contaminated. Phase I and/or Phase II Environmental Site Assessments, property record searches, communications with the Washington State Department of Ecology, and cleanup action reports. These documents should accompany the checklist. Similarly, a section on environmental health should be included in an EIS and be accompanied by similar evaluations.

For more information on SEPA contact a SIP Project Manager.

2.13 King County Permits and Approvals

Some projects may require a King County Waste Discharge Permit. These permits are needed if the discharge could be expected to contain chemicals or contaminants that differ from ordinary sewage. The permit is also needed when discharging drainage into a sanitary-only sewer. This is only allowed if the drainage is contaminated and it is not feasible to pre-treat and discharge to the drainage system. Get more information on the [King County Waste Discharge Permit](#). For more information, call King County Department of Natural Resources and Parks at 206-263-3001.

2.14 State and Federal Permits and Approvals

Permit Type	Overview and Web Link	Agency
Air Quality	<p>Notice of Construction Approval (NOC): Ecology or the local air authority has review and approval authority for the construction of new sources or modifications to existing sources of air pollution.</p> <p>Sources proposing to construct a new source or modify an existing source must submit a Notice of Construction Application to Ecology or the local air authority. The application must include a description of the new or modified source, the types of equipment used that will generate air pollution, the types and amounts of air pollutants released into the air, and proposed methods for air pollution control or prevention.</p>	<p>Washington State Department of Ecology Air Quality Program 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-6800 (360) 407-6802 fax</p>
Aquatic Resources	<p>Hydraulic Project Approval (HPA): Work that uses, diverts, obstructs, or changes the natural flow or bed of any of the salt or fresh waters of state requires a Hydraulic Project Approval (HPA). Permit processing can take up to 45 days following receipt of a complete application package. Download the application for an individual permit, called a Joint Aquatic Resource Permit Application (JARPA).</p>	<p>Washington State Department of Fish and Wildlife 600 Capital Way North Olympia, WA 98501-1091 (360) 902-2464 (360) 902-2946 fax</p>
	<p>Aquatic Use Authorization: Anyone wishing to use state-owned aquatic lands (including harbors, state tidelands, shorelands, and beds of navigable waters and owners of adjacent lands) must get authorization from DNR. Other activities for which authorization is required include</p>	<p>Washington State Department of Natural Resources Aquatic Resources Division 1111 Washington Street SE PO Box 47027 Olympia, WA 98504-7027 (360) 902-1100 (360) 902-1786 fax</p>

	<p>shellfish/aquaculture leases, geoduck harvest sales, dredge disposal, easements for bridges and utility crossings (including outfalls), and sand and gravel removal. Download an application for an individual permit, called a Joint Aquatic Resource Permit Application (JARPA).</p>	
<p>Archaeological and Cultural Resources</p>	<p>Archaeological Excavation Permit: Excavation altering or removing archaeological resources or Native Indian grave sites. The status of any sites or structures listed in or eligible for the State or National Register of Historic Places or Local Landmark designation may need to be determined. Plans for protection or mitigation measures may be a condition of any permit issued. Get more information from the DPD Director's Rule 2-98.</p>	<p>Department of Archaeology & Historic Preservation 1063 South Capitol Way, Suite 106 P.O. Box 48343 Olympia WA 98501 360-586-3065 360-586-3067 fax</p>
<p>Water Quality—Federal</p>	<p>401 Water Quality Certification: Applying for a federal permit or license to conduct any activity that might result in a discharge of dredge or fill material into water or non-isolated wetlands or excavation in water or non-isolated wetlands. Issuance of a certification means that the Ecology anticipates that the applicant's project will comply with state water quality standards and other aquatic resource protection requirements under Ecology's authority. The 401 Certification can cover both the construction and operation of the proposed project. Conditions of the 401 Certification become conditions of the Federal permit or license. Download an application for an individual permit, called a Joint Aquatic Resource Permit Application (JARPA).</p> <p>Coastal Zone Consistency Determination: Activities and development affecting coastal resources which involve federal</p>	<p>Department of Ecology Office of Regulatory Assistance Environmental Permitting Service 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-7037 (800) 917-0043 toll free (360) 407-6711 fax Website: http://www.ora.wa.gov/</p>

	<p>activities, federal licenses or permits, and federal assistance programs (funding) require a written Coastal Zone Management (CZM) decision by Ecology.</p>	
	<p>Section 10 Permit - Work in Navigable Waters: An Army Corps of Engineers Permit is required when locating a structure, excavating, or discharging dredged or fill material in waters of the United States or transporting dredged material for the purpose of dumping it into ocean waters. Typical projects requiring these permits include the construction and maintenance of piers, wharfs, dolphins, breakwaters, bulkheads, groins, jetties, mooring buoys, and boat ramps.</p>	<p>US Army Corps of Engineers Seattle District Regulatory Branch PO Box 3755 Seattle, WA 98124-2255 (206) 764-3495 (206) 764-6602 fax</p>
	<p>Section 404 Permit - Discharge of Dredge and Fill Material: An Army Corps of Engineers Permit is required when locating a structure, excavating, or discharging dredged or fill material in waters of the United States or transporting dredged material for the purpose of dumping it into ocean waters. Typical projects requiring these permits include the construction and maintenance of piers, wharfs, dolphins, breakwaters, bulkheads, groins, jetties, mooring buoys, and boat ramps.</p>	<p>US Army Corps of Engineers Seattle District Regulatory Branch PO Box 3755 Seattle, WA 98124-2255 (206) 764-3495 (206) 764-6602 fax</p>
Waste and Toxic Substance Permits	<p>Dangerous Waste Treatment, Storage, and Disposal Facility: Facilities that store, treat, and/or dispose of dangerous waste must obtain a Dangerous Waste Permit for any dangerous waste activities that do not meet the less-stringent generator requirements.</p>	<p>Department of Ecology Headquarters 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-6000 Website: http://www.ecy.wa.gov/</p>
	<p>Hazardous Substance Release Notification Requirement (MTCA): The Model Toxics Control Act (MTCA) is a citizen-mandated hazardous waste cleanup law. Under the MTCA regulations, owners and operators must report to Ecology any release or</p>	<p>Department of Ecology Headquarters 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-6000 Website: http://www.ecy.wa.gov/</p>

<p>threatened release of a hazardous substance on their site. This requirement must be met if a historical release or a situation that could cause a release is discovered on a site. A verbal or written report must be made within ninety days of discovery.</p>	
<p>Hazardous Waste Release Notification (Spills or Releases): Prompt notification to Ecology is required when spills or releases of hazardous substances occur that have the potential to impact human health or the environment. Responsibility for reporting spills lies with the person who spills or releases the substance; however, any person aware of such spills is encouraged to contact Ecology.</p>	<p>Department of Ecology Headquarters 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-6000 Website: http://www.ecy.wa.gov/</p>
<p>Model Toxics Control Act-Reporting Independent Remedial Actions: Any person who conducts an independent remedial action must submit a written report to Ecology within ninety days of completing the action. (Refer to the discussion of underground storage tanks (UST) for requirements specific to USTs) A limited number of these reports are reviewed by Ecology to evaluate, as a whole, the independent remedial actions conducted.</p>	<p>Department of Ecology Toxics Cleanup Program Headquarters 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-7170 (360) 407-7154 fax Website: http://www.ecy.wa.gov/programs/tcp/cleanup.html</p>
<p>Resource Conservation & Recovery Act (RCRA) Site ID Number: The required Resource Conservation and Recovery Act (RCRA) Site ID# is an identifying number used for tracking wastes from their point of generation to final disposal. The Uniform Hazardous Waste Manifest system (EPA Form 8700-22) is the primary mechanism to ensure that wastes reach their intended destination. The transporter and the receiving facility signatures on the manifest you have prepared and sent with the shipment provide some assurance that the waste has been</p>	<p>Department of Ecology Hazardous Waste & Toxics Reduction Program Headquarters 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-6700 (360) 407-6715 fax Website: http://www.ecy.wa.gov/programs/hwtr/index.html</p>

	<p>properly handled.</p> <p>Download an application for an individual permit, called a Notification of Dangerous Waste Activities FORM 2.</p>	
	<p>Underground Injection Control Registration: A state registration form, available from the Department of Ecology, must be completed by people who have installed or intend to install an underground injection control (UIC) well. A drywell, infiltration trench with perforated pipe, subsurface infiltration gallery and large on site septic system are some examples of UIC wells that need to register. Permits may be required, but would be determined on a site by site basis.</p>	<p>Washington State Department of Ecology Water Quality Program 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-6400 (360) 407-6426 fax</p>
	<p>Underground Storage Tank Notification Requirements: A state notification form, available from the Department of Ecology must be completed by people who have installed or intend to install an underground storage tank (UST).</p>	<p>Washington State Department of Ecology Toxics Cleanup Program 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-7170 (360) 407-7154 fax</p>
Water Quality Permits	<p>NPDES Individual Permit: A permit is required for soil disturbing activities (including grading, stump removal, demolition), where one or more acres will be disturbed, and have a discharge of stormwater to a receiving water (e.g., wetlands, creeks, unnamed creeks, rivers, marine waters, ditches, estuaries), and/or storm drains that discharge to a receiving water. If stormwater is retained on site, but detention facilities need to be constructed, permit coverage is required.</p>	<p>Washington State Department of Ecology Water Quality Program 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-6400 (360) 407-6426 fax</p>
	<p>NPDES Construction Stormwater General Permit: A permit is required for soil disturbing activities</p>	<p>Washington State Department of Ecology Water Quality Program 300 Desmond Drive</p>

	<p>(including grading, stump removal, demolition), where 1 or more acres will be disturbed, and have a discharge of stormwater to a receiving water (e.g., wetlands, creeks, unnamed creeks, rivers, marine waters, ditches, estuaries), and/or storm drains that discharge to a receiving water. Browse Ecology's Construction Booklet for more information.</p>	<p>PO Box 47600 Olympia, WA 98504-7600 (360) 407-6400 (360) 407-6426 fax</p>
	<p>State Waste Discharge Permit: Planned discharge of wastewater to the ground or discharge of wastewater, other than domestic sewage, to municipal treatment plant requires a State Waste Discharge Permit. Discharges from industrial facilities to municipal wastewater treatment plants require a State Waste Discharge Permit if they haven't been issued a Pretreatment Discharge Permit by the municipality. Download the application for an individual permit here.</p>	<p>Washington State Department of Ecology Water Quality Program 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-6400 (360) 407-6426 fax</p>
<p>Water Resource Permits</p>	<p>Permit to Withdraw or Divert Surface or Ground Water: Washington State law requires certain users of public waters to receive approval from the state prior to use of the water - in the form of a Water Right Permit or certificate. Any use of surface of water (lakes, ponds, rivers, streams, or springs) which began after the state water code was enacted in 1917 requires a Water-Right Permit or certificate. Likewise, ground-water withdrawals from 1945 onward, when the state ground-water code was enacted, require a Water-Right Permit or certificate. Refer to the Ecology website for complete information about this permit, including allowable exceptions.</p>	<p>Washington State Department of Ecology Water Resources Program 300 Desmond Drive PO Box 47600 Olympia, WA 98504-7600 (360) 407-6600 (360) 407-7162 fax</p>

<p>Wetland Permits</p>	<p>Wetlands: If you anticipate working in lands that are transitional between open water and uplands or that may be periodically inundated or saturated, you may be dealing with wetlands. Wetlands perform numerous important functions including water quality improvement, flood peak reduction, and stream and groundwater recharge while providing essential fish and wildlife habitat. Numerous federal, state, and local laws affect the use and protection of wetlands.</p>	<p>Washington State Department of Ecology 300 Desmond Drive Lacey, WA 98503 (360) 407-6000</p>
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2.15 Contact Information

Organization Name/Website	Phone
<p>Department of Neighborhoods (DON) Landmarks Certificate of Approval</p>	<p>(206) 684-0228</p>
<p>Department of Planning and Development (DPD)</p>	

DPD Applicant Services Center and Permit Specialists	(206) 684-8850
DPD Drainage and Sewer Review Staff	(206) 684-5362
DPD Land Use Planner	(206) 684-8850
DPD Public Resource Center Seattle Municipal Tower 700 5th Avenue, 20th Floor	(206) 684-8467
DPD Site Development Staff	(206) 684-8850
DPD Transportation Impact Analysis and Parking Demand Studies	(206) 684-5837
King County Waste Discharge Permits	(206) 684-3001
Seattle City Light (SCL) Engineering Services	
<ul style="list-style-type: none"> • Residential and Commercial Customers: <ul style="list-style-type: none"> - North of Denny Way - South of Denny Way 	(206) 615 0600 (206) 386-4200
Large commercial and Industrial Customer	(206) 233-7177
SCL Distribution Design Office for Pole Attachments	(206) 233-2777
SCL Real Estate Services Division for Wireless Antenna Attachments	(206) 684-3324
SDOT Arborist's Office	(206) 684-TREE (8733)
SDOT Shorelines Street Ends Program	(206) 684-5283
SDOT Street and Alley Vacations	(206) 684-7564
SDOT Street Use Division	(206) 684-5283
SDOT Street Use Permit Counter Seattle Municipal Tower 700 5th Avenue, Suite 3700 (23 rd Floor)	(206) 684-5253
SDOT Street Use Utility Permit Specialist	(206) 684-5193
SDOT Urban Forestry Office	(206) 684-TREE (8733)

Seattle Public Utilities (SPU) General Information	(206) 684-3000
Seattle Parks and Recreation (SPR)	(206) 233-7935
SPR Design Standards	(206) 233-7920
SPR Property Management Unit	(206) 233-7935
Utility Underground Location Center and One Number Locator Service Hotline	(800) 424-5555

Additional contact information and resources are located in the [City of Seattle Staff Directory](#), which is searchable by Department, Division and individual staff.