

SDOT STREET VACATION CHECKLIST

STEP ONE: Before beginning the vacation process.

1. Community notification: Prior to beginning the vacation process contact community or neighborhood organizations and business groups in the area where the project is located and provide information about the proposal. Work with these groups to identify any community concerns or issues.
2. Feasibility Assessment: Contact SDOT Street Vacation staff to discuss the feasibility of your proposal. In most circumstances, Street Vacation staff will schedule a feasibility assessment meeting including other SDOT staff, Seattle Design Commission, Seattle Department of Construction and Inspections (SDCI) and other City staff as needed. Staff will review your proposal and provide a threshold assessment of the feasibility of a potential vacation whenever possible. The proponent should be able to provide information covering these issues:

STEP TWO: Requesting a vacation petition

If the vacation seems feasible following the threshold assessment meeting, you must request a petition in writing. Written petition request must include the following information:

- Legal description of the street right-of-way proposed for vacation. Note that a surveyed legal description and a title report may be required.
- A map of the street right-of-way proposed to be vacated. The map must have dimensions of the proposed vacation area and the right-of-way you propose to vacate must be highlighted.
- Name, address, phone number, and email address of Petitioner.
- Name, address, phone number, and email address of contact person.
- Names and addresses of other property owners adjacent to the right-of-way proposed for vacation including the entire street or alley segment from intersection to intersection.
- Provide a copy of the plat map for the project site.

Upon receipt of a written request containing the information listed above, SDOT will prepare a petition form and return it to the contact person for the Petitioner's signatures, filing fee, and supporting documentation.

STEP THREE: Submitting a signed Vacation Petition and supporting documentation.

Petitions must be submitted with all supporting documentation outlined below. Petitions submitted without the required information will be returned to the Petitioner.

Please provide **two hard copies plus two copies on disk** of the signed Vacation Petition and all the supporting documentation and maps. The submittal should include a response to all of the following items and the responses must be numbered and in the order listed below:

- 1. Filing Fee: Check for \$450.00 filing fee payable to City of Seattle Department of Finance.

- 2. Required Signatures: Signed and completed petition with signatures representing ownership of 2/3 of the property abutting the right-of-way to be vacated as required by state law. Specifically, the petition must contain the signatures of the property owners on both sides of the affected street (alley), even though only a portion (or side) is sought for vacation. For property owned by a business entity, the petition must contain notarized signatures of two authorized officers. The submittal must include documentation (such as articles of incorporation or other organizational documents demonstrating the authority to bind the organization) and names and titles of officers who are authorized to bind the corporation.
- 3. Community Information: The Street Vacation Policies require community notification prior to beginning the vacation review process. List the community or neighborhood organizations and business groups that were provided information about the project, and include contact names, addresses, phone numbers, and e-mail addresses.
- 4. Development Team: Provide information about the development team, including the architect, engineer, land use attorney, artist, or other team members and include name, address, phone number and email address.
- 5. Right of Way Proposed for Vacation: Identify the public right-of-way proposed for vacation. Provide a legal description of the right-of-way proposed to be vacated; survey and title work may be required.
- 6. Project location: Provide the project address; the boundaries of the block where the project is located; the neighborhood or area of the City; the Neighborhood Planning Area; the current zoning for the area and any zoning overlays or special review districts.
- 7. Reason for the Vacation: Describe why the vacation is being sought and list specifically what the vacation contributes to the development of the project. Provide a “no vacation” alternative that describes what could be built on the site without a vacation. Include existing conditions and any constraints, such as the topography that impact the potential development of the site.
- 8. Project description: Describe the current conditions on the site and the existing uses. Provide specific project information. This should include a clear description of the project, including: the uses, dimensions, height, stories, parking spaces, etc in sufficient detail to understand how the site will be developed and how the project will function.
- 9. Other Land Use Actions: Provide information about other land use actions, such as a rezone, Major Institution Master Plan, or administrative or Council conditional use, or review from the Landmarks Preservation Board, or any other special review. SDOT will need final recommendations resulting from these reviews when it becomes available.
- 10. Vacation Policies/Transportation Impacts: Describe the transportation impacts and address both the impacts from the loss of the right-of-way currently and in the future as well as the transportation impacts from the new development. Describe any impacts on the transportation system, which includes impacts to pedestrians, bicycles, transit and vehicles. Describe impacts to the street grid and development pattern in the area and open space value of the street right-of-way; address both current and future impacts. A traffic analysis will be required but you may submit the traffic analysis later in the process with any other required environmental documents.
- 11. Vacation Policies/Utility Impacts: During the City review of the proposed vacation, the Petitioner should work with the utilities that may be impacted by the vacation and develop a utility mitigation plan to address, in detail, how utilities impacts

will be addressed. This plan must be completed before the petition proceeds to City Council review.

- 12. Vacation Policies/Land Use Impacts: Address the land use impacts; specifically address the increase in development potential attributable to the vacation. Provide specific information on the difference in the development of the site with or without a vacation. Address issues such as scale, building orientation, and access to the site that may be impacted by the vacation. Address neighborhood character and design issues and describe how your project fits into the specific neighborhood in which it is located. Discuss applicable Comprehensive Plan goals and other City and neighborhood land use and planning goals for the area.
- 13. Vacation Policies/Public Benefit: Provide a discussion of the public benefit proposal including how the public benefit proposal serves the general public. Include an itemized list that provides a detailed description of each element of the proposed public benefit. Benefits must be long term and must serve the general public not merely the users of the development. The public benefit must be benefits that are not required by the land use code or other regulations and for which no other development credit is sought.
- 14. Public Benefit Matrix: A number of factors will be considered in balancing your public benefit proposal with the public interest, provide a matrix that includes:
 - Zoning designation: i.e. commercial, industrial, residential
 - Street classification: i.e. arterial, alley, residential
 - Assessed value of adjacent property: per square foot
 - Lease rates in the general vicinity for similar projects: per square foot
 - Size of project: in square feet
 - Size of area to be vacated: in square feet; and
 - Contribution of vacated area to the development potential of the site: percentage increase of the project and additional square feet.
- 15. Site Maps: A copy of the plat map is required. Provide maps of the block(s) containing the project site that show all dimensions of the property and the development, and include total square footage. Provide the current ownership of each lot on the subject block.
- 16. Project Maps: Provide maps and sketches of the project design; include plot plans, elevations, project sketches or conceptual drawings.
- 17. 9-block Urban Design Analysis: Provide maps of the 9-block area to show the urban design context of the proposed project. Include current development showing current uses and development patterns, zoning of the area, the street grid and traffic patterns, and public uses.
- 18. Impact on Public Transportation Projects: If your project site is in the vicinity of a major transportation project such as Sound Transit, provide information about how your project responds to the public project.
- 19. Environmental Impact Statement (EIS): If SDCI determines that an EIS is required, the Petition may not proceed to City Council until this work is completed. SDCI will require that the EIS contain a “No Vacation” alternative. Provide a copy of the Draft and Final EIS with vacation/no vacation alternatives, or an environmental checklist, if applicable.
- 20. Neighborhood Plan: If your project is located within the boundaries of an adopted neighborhood plan, demonstrate how your project advances the goals of the plan. Provide a map of the neighborhood planning area.

- 21. Comprehensive Plan and other City Plans and Goals: Provide information as to how your project advances City goals as identified in the Comprehensive Plan and any other relevant plans.
- 22. Sustainable Practices: Provide information on green and sustainable construction and operational practices and the level of LEED certification associated with the project.
- 23. Design Review Board: Provide copies of the minutes and design material presented to the Design Review Board.
- 24. Company/Agency Information: Include background information about your business or agency, its history, how long at your present location, number of employees, etc. Describe how your business or agency will grow with the vacation, such as number of employees or patients, or students served by the proposed development.
- 25. Development Schedule: Provide a proposed development schedule and timeline.

Please note that you may be required to provide additional information, as necessary. You will be asked to respond to comments SDOT receives on the vacation petition and to provide a Utility Mitigation Plan before the vacation is scheduled for City Council review.

Contact information:

Beverly Barnett, Supervisor 684-7564, Beverly.barnett@seattle.gov or Moira Gray, 684-8272, moira.gray@seattle.gov.

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