Last Revised 5/31/2019

This Client Assistance Memo (CAM) outlines the general plan requirements for Construction Use, Minor Utility, and Public Space Management permits for both short-term and long-term uses. Depending on the specifics of your project you may be required to provide additional documents as necessary for Street Use Division to review your application.

Visit our website for detailed information about the requirements for each permit: www.seattle.gov/transportation/permits-and-services/permits

Additional information concerning the requirements for all Public Space Management permits can be found in CAM 2800: www.seattle.gov/Documents/Departments/SDOT/CAMs/CAM2800.pdf

You can find more information about the requirements for ROWM Construction Use and Minor Utility Permits in CAM 2109: www.seattle.gov/Documents/Departments/SDOT/CAMs/cam2109.pdf

For more information on TCP requirements, checklist and submittal, see CAM 2111: www.seattle.gov/Documents/Departments/SDOT/CAMs/cam2111.pdf

See Table 1: Required Plan By Use (on next page) to determine what site plans are required for the type of use. Descriptions of and requirements for each plan type is provided in the sections following Table 1.

Access to Information
Client Assistance Memos are available online at: www.seattle.gov/transportation/document-library/client-assistance-memos. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.
TABLE 1: Required Plan By Use

<table>
<thead>
<tr>
<th>ROWIP</th>
<th>Site Plan</th>
<th>Technical Drawing(s)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td></td>
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</tbody>
</table>

*May require ROWIP if the installation impacts vehicle or pedestrian mobility

A. RIGHT OF WAY IMPACT PLAN (ROWIP)
A ROWIP shows all temporary construction-related uses in the right of way, i.e. equipment, delivery, and material staging (including utility infrastructure), crane swing radius, crane hazard area, concrete pumping, manlift, booming, uses related to traffic control plans and extent of work area, etc. We use the ROWIP to understand how the right of way will function during construction and identify safety, mobility, access, and construction conflict issues that need to be addressed. See Table 1: Required Plan Scenarios for when a ROWIP may be required. See Exhibit A.
ROW Impact Plan shall include:
- Title of plan
- Project address
- Street Use permit number in upper right-hand corner (if known)
- On-site contact name, phone, email and company (if applicable)
- North arrow
- Scale
- Legend (if applicable)
- Page numbers (if multiple)
- Property lines (labelled)
- Impacted and intersecting streets (labelled)

ROW Impact Plan Requirements:
- Proposed impact area includes all aspects of use of the right-of-way by phase.
- Proposed hours of operation. If the use varies between day and night time hours, a separate ROWIP will be required for both day and night phase.
- Proposed days of operation, include duration of work
- Right-of-way use area for each segment. Specify sidewalk, transit, bicycle facilities, curb lane, or travel lane, which show the following:
  - Limits of the use area
  - Dimensions for each occupied area
  - Total square footage for each area occupied
  - Type of use, such as vehicle staging, construction material storage, temporary structure, and others
- Pedestrian, transit and bike facility mobility impacts and closures, reroutes, or detours showing the following:
  - Sign location and types
  - For reroutes, type and spacing of barriers (only required if not shown in TCP)

Site Plan shall include:
- Title of plan
- Project address
- Street Use permit number in upper right-hand corner (if known)
- On-site contact name, phone, email and company (if applicable)
- North arrow
- Scale
- Legend (if applicable)
- Page numbers (if multiple)
- Property lines (labelled)
- Impacted and intersecting streets (labelled)

Site Plan Requirements:
- Building footprints and overhangs (if applicable)
- Existing access points shown, such as driveways, alley approaches and others
- Existing infrastructure and features shown at or near the project site such as sidewalks, planting strip, curbs, ADA curb ramps, street trees, utilities, fire hydrants, transit facilities, retaining walls, stairs and other features
- If known, the existing channelization showing all bike lanes, travel lanes, cross walks and other elements.
- Location of proposed installations from nearest intersection or other existing survey monument. Proposed installations are structures that are proposed to be built or structures that are already existing and proposed to be permitted.
- Clearances from proposed installations to existing features (e.g. retaining walls, service lines, vaults, meters, poles; benches, street trees, sidewalk cafes, fences and others...)
- Dimensions of proposed installations
- Location and dimensions of anticipated restoration (if applicable)
- If within a Shoreline Street End, include plant species, size, and spacing in schedule format (if vegetation is present or proposed)

B. SITE PLAN
A site plan is a plan view drawing, or an illustration of a site as if looking straight down from above. A site plan shows the project site, proposed installations, and existing conditions in relation to each other. We use the site plan to understand the proposed location, what is being constructed and how the proposed installations may affect use of the ROW. See Table 1: Required Plan Scenarios for examples of when a Site Plan is required. See Drawing 3: Sample Site Plan.
C. TECHNICAL DRAWINGS
The technical drawings show the type, placement, and details of installations in or adjacent to the right-of-way that are necessary details to supplement the ROWIP and/or site plan. We use the technical plan to understand the details of the construction activity, the size and impact of proposed installations, and how installations are constructed. The technical plan may include one or more of the following drawing/document types:
- Elevation drawing
- Cross-section drawing
- Detail (shoring/areaways/pre-manufactured benches, bike racks, etc.)
- Geotechnical report
- Geographic location spreadsheet
- Electrical design/point of connection
- Load calculations

See Table 1: Required Plan Scenarios for examples of when a technical plan is required. See Drawing 4 - 6 for samples of technical plans.

C.1 Elevation Drawing
- Title of drawing
- Scale
- Project address
- Drawing and dimensions of proposed installation from front and/or side view
- For building attachments, the portion of building that includes the installation (for example, if the proposal is a canopy over the first floor, a drawing of the full 40-story building is not required

C.2 Cross-Section Drawing (not required if referencing Seattle Standard Plan)
- Title of drawing
- Scale
- Drawing of proposed installation
- Dimensions of height and length
- Side view showing width
- Type of materials

C.3 Detail (not required if installation references Seattle Standard Plan)
- Title of drawing
- Project address
- Scale
- Drawing of installation and notes to describe construction, materials, attachment methods, etc.

RELATED LINKS AND ADDITIONAL RESOURCES
ROWIP and Site Plan Templates: www.seattle.gov/transportation/permits-and-services/permits/permit-templates-and-checklists

Streets Illustrated (Right-of-Way Improvements Manual): streetsillustrated.seattle.gov/


EXHIBIT A – EXAMPLE PLANS AND DRAWINGS
Drawing 1: Sample ROWIP
Drawing 2: Sample ROWIP
INSTRUCTIONS - see CAM 2116 for further guidance

1. Label all street names.
2. Clearly outline areas proposed for use.
3. Show all dimensions for work areas. Include setback distances from curbs, centerlines, driveways, right of way width, etc.
4. List affected street frontages in the table below.

<table>
<thead>
<tr>
<th>Frontages</th>
<th>Work Area (sq. ft.)</th>
<th>Sidewalk</th>
<th>Planting Strip</th>
<th>Roadway Lane</th>
<th>Right of Way</th>
</tr>
</thead>
<tbody>
<tr>
<td>NW 65th St</td>
<td>30' x 10'</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15th Ave W</td>
<td>7'X100'</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15th Ave W</td>
<td>10'X100'</td>
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<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Notes/Inspector Comments:

SITE PLAN

STREET NAME: 15TH AVE W

STAGING AND DELIVERIES 9AM-4PM

REMOVE AND RESTORATION SIDEWALK

1234 15TH AVE W

ADA OPEN ALL TIME

PRIVATE PROPERTY

SIT PLAN - CORNER FRONTAGE
SITE PLAN - FULL BLOCK

INSTRUCTIONS - see CAM 2116 for further guidance

1. Label all street names.
2. Clearly outline area(s) proposed for use.
3. Show all dimensions for work areas. Include setback distances from curbs, centerlines, driveways, right of way width, etc.
4. List affected street frontages in the table below.

<table>
<thead>
<tr>
<th>SDOT Permit Number(s)</th>
</tr>
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<tbody>
<tr>
<td>June 2019</td>
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</table>

(Official Use Only)

<table>
<thead>
<tr>
<th>Frontages</th>
<th>Work Area</th>
<th>Right of Way Impacts</th>
<th>Sidewalk</th>
<th>Planting Strip</th>
<th>Parking Lane</th>
<th>Bike Lane</th>
<th>Travel Lane</th>
<th>Alley</th>
</tr>
</thead>
<tbody>
<tr>
<td>NW 65th St</td>
<td>30' x 10' XX</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

24 Hour Contact:
Phone Number: (206)111-1111
Project Address: 1234 15th Ave W
Email: johnjames@xyz.com

Notes/Inspector Comments:

STREET NAME: JAMES ST

DRAWING 2: SAMPLE ROWP