



NOTIFICATION REQUIREMENTS FOR STREET USE PERMITTEES

Effective February 1, 2018

This Client Assistance Memo describes project-notification requirements for all Street Use permittees. Notification requirements are a condition of your Street Use permit. SDOT may request receipt of notification efforts prior to permit issuance. Requirements vary by project type and duration. Notification methods, timelines, and standards must comply with the following requirements.

For emergency work performed in the right of way, no notification is required for the emergency response portion of the work. Notification will be required for additional work performed after the emergency response, such as restoration.

I. PROJECT NOTIFICATION REQUIREMENTS

Project notifications are required for permitted work in the right-of-way that impede a mode of travel (e.g. pedestrian, bicycle, or vehicular closure). Notification requirements vary by permit type.

Notification Methods and Timelines

The following table shows the required notification methods and timelines for Right-of-Way (ROW) Management and Public Space permits. Examples of affected permit types include Construction Use, Utility, Urban Forestry, and Public Space activation permits (e.g., block parties).

ROW Management and Major Permits on Non-Arterial Streets and Public Space Short-Term Activity Permits	ROW Management and Major Permits on Arterial Streets in Urban Centers and Urban Villages
<p>Parties who must be notified – Adjacent residents and businesses</p> <p>Notification delivery method – Hand delivered or mailed</p> <p>Notification timeline – 2 or more business days prior to beginning right-of-way work or activity</p>	<p>Parties who must be notified – Residents and businesses within a 2-block radius of the project site or activity, and community organizations</p> <p>Notification delivery method – Hand delivered, mailed, or emailed. For multi-family housing units, notifications must be mailed or emailed to each individual unit, posted conspicuously in the building common areas, and/or distributed to each individual unit by the building manager/owner.</p> <p>Notification timeline – 10 or more business days prior to beginning right-of-way work or activity</p>

In addition, these requirements must be met:

- For projects longer than six months in duration, a project notification must be delivered monthly
- If there is any change of right-of-way use at any point in the project, an updated project notification must be provided at least 10 business days prior to those changes occurring in the right of way

Project Notification Template Standards

For all permit types, the project notification must include the information listed below. To access our project notification template, please visit www.seattle.gov/Documents/Departments/SDOT/Services/Permits/TemplatesAndChecklists/ProjectNotificationTemplate.pdf. Project notifications may be printed at any size.

- The name, address, and description of the project
- The duration of the project, with beginning and end dates listed
- The permittee's 24-hour contact information, including name, phone number, and email
- The SDCI (if applicable) and SDOT permit number(s) for your project
- A list of associated right-of-way closures, with expected dates and durations and hours of closures
- For projects longer than six months in duration, a visual map of all project right of way closures
- If available, a link to the project website

II. ON-SITE NOTICE REQUIREMENTS

Project Notice

If your project will be **longer than six months in duration**, you will need to post and maintain an on-site project notice at each closure location visible to the public. The project notice must include the information listed below. To access our project notice template, please visit www.seattle.gov/Documents/Departments/SDOT/Services/Permits/TemplatesAndChecklists/OnSiteProjectNoticeTemplate.pdf.

Project notices must be printed at a minimum size of 16 x 30 inches.

- The name, address, description, and duration of the project
- The permittee's 24-hour contact information including name, phone number, and email
- The duration of the closure(s), with the beginning and end dates and hours of closures

- The SDCI (if applicable) and SDOT permit number(s) for your project
- A reference to 684-ROAD for residents to report safety or mobility concerns
- If available, a link to the project website
- A list of associated right-of-way closures, with expected dates and durations and hours of closures

Crosswalk Closure Notice

For crosswalk closures exceeding **two weeks in duration**, a crosswalk closure notice must be posted to, and maintained on, each crosswalk-closure barricade. The crosswalk closure notice must include the information listed below. To access our crosswalk closure notice template, please visit www.seattle.gov/Documents/Departments/SDOT/Services/Permits/TemplatesAndChecklists/CrosswalkClosureNoticeTemplate.pdf. Crosswalk closure notices must be printed at a minimum size of 18 x 24 inches.

- The name and address of the project
- The permittee's 24-hour contact information including name, phone number, and email
- The duration and hours of the closure
- If applicable, the days (such as Monday - Saturday) of the closure
- A reference to 684-ROAD for residents to report safety or mobility concerns
- If applicable, please include the project website

III. PUBLIC-COMMENT NOTICE REQUIREMENTS

For some Public Space permits for private encroachments, a public comment notice period is required prior to permit issuance. We encourage the permittee to conduct public outreach prior to commencement of the public comment notice period to inform neighbors about the pending proposal. This comment period will occur as part of the SDOT permit review process.

IV. OTHER PROJECT NOTIFICATION REQUIREMENTS

Alley Closures

If your project requires closure of any portion of an alleyway, you must notify all impacted residents and businesses at least 10 business days before the closure is scheduled to begin. Access to residences and businesses must be provided at all times. You must also coordinate closure dates and times with the following agencies:

- Seattle Public Utilities: Sally Hulsman (206-684-4682 or sally.hulsman@seattle.gov) and Mike Mannery (206-684-9271 or mike.mannery@seattle.gov)
- Seattle Fire Department Special Events Division at 206-386-1450 (this division will provide coordination information for the local fire station)

Emergency Event Notices

If the project is working outside of approved hours due to an emergency event that will impact public health and safety, the contractor must notify the Street Use inspector, inspector lead, and the Transportation Operations Center at TOC@seattle.gov as soon as the issue has been identified.

Arterial Street Closures

If your project will impact an arterial street in the Central Business District by closing it or reducing it to one general purpose lane, you must notify King County Metro at construction.coord@kingcounty.gov and the SDOT Transportation Operations Center at construction.coordination@seattle.gov at least 10 business days prior to beginning work in the right of way. You must also coordinate closure dates and times with the following agencies:

- Seattle Fire Department Special Events Division at 206-386-1450 (this division will provide coordination information for the local fire station)
- Seattle Police Department Non-Emergency Division at 206-625-5011 or SPDdispatch@seattle.gov

Tree Removal Notices

If a tree has been approved for removal as part of your project, you must post a tree-removal public-notice placard on site at least 10 business days prior to starting your work. Notification forms are available for download at: www.seattle.gov/transportation/projects-and-programs/programs/trees-and-landscaping-program/tree-removal-and-replacement.

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.