



INTERDEPARTMENTAL PERMIT COORDINATION FOR NEW CONSTRUCTION PROJECTS

Last Revised 12/8/17

The Seattle Department of Transportation (SDOT) and the Department of Planning and Development (DPD) have responded to the Mayor's executive order to align the permitting process for private development at DPD and right-of-way development at SDOT. This process improves communication and coordination between city departments.

This process allows applicants to:

- obtain a consolidated Preliminary Assessment Report (PAR) with different City departments' analyses and requirements.
- avoid late identification of costly design requirements.
- reduce gaps and contradictory information from different departments.
- learn about street improvement requirements prior to applying for construction permits.
- reduce conflicts between building plans and street improvement plans.
- plan project budgets and plans.

OVERVIEW OF THE COORDINATION PROCESS

The Interdepartmental Coordination aligns DPD's and SDOT's permitting process at the pre-submittal phase. Key components of the process are:

1. Applicants submit a DPD Preliminary Application Form and site plan.
2. Submitted project information is routed to DPD, SDOT, Seattle Public Utilities (SPU), and Seattle City Light, to gather project requirements.
3. A consolidated list of city requirements is sent to applicants in the form of a Preliminary Assessment Report (PAR), which lists street improvement, drainage, and other City requirements.
4. If a Street Improvement Permit (SIP) is required, applicants must submit a 90% Complete Street Improvement Plan to SDOT for acceptance prior to the DPD construction intake appointment. Street Improvement Plan acceptance is initiated during a SIP Intake Appointment. SDOT will screen the plan and determine if it meets all requirements for formal review per CAM 2201, CAM 2212, the 90% Complete Street Improvement Plan Checklist and the Base Map and Survey Checklist. SDOT will screen the plan within three (3) business days following the SIP Intake Appointment and notify DPD of its plan acceptance decision. Refer to CAM 2214 for details.

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.

FORMS AND CLIENT ASSISTANCE MEMOS

- SDOT CAMs 2200, 2201, 2206, and 2209.
- SDOT 90% Complete Street Improvement Plan Checklist.
- DPD Preliminary Application Form.
- DPD site plan requirements per CAM 103.
- DPD CAMs 100, 101 and 205 to provide guidelines for specific project types.

SDOT services to coordinate projects prior to the DPD Construction Intake Appointment include:

- preliminary review of project information.
- provision of permitting requirements for work in the right of way (ROW).
- initial evaluation of requests for exception from ROW improvement requirements and related recommendations for DPD Land Use Planner action.
- participation in resolution of disagreements in technical and policy matters.
- attendance at the DPD Pre-Submittal Conference when requested.
- DPD Land Use Planner participation in SDOT SIP Design Guidance meetings when applicable.

SDOT's preliminary review is based on the information included in the site plan submitted to DPD and does not include Street Improvement Plan review that occurs during SDOT SIP Design Guidance or 90% complete SIP formal review.

RESOURCES

SDOT Street Use Permit Counter: (206) 684-5283
www.seattle.gov/transportation/permits-and-services/permits/permit-counters-client-assistance-memos

SDOT Coaching at the DPD Applicant Services Center (ASC): (206) 684-50443679
SDOTASC@Seattle.gov

SDOT Street Use Street Improvement Permit website:
www.seattle.gov/transportation/permits-and-services/permits/street-improvement-permits

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.