



## SDOT STREET IMPROVEMENT PERMITTING (SIP) DESIGN GUIDANCE

Last Revised 8/20/18

Private developments within the City of Seattle may be required by the Seattle Municipal Code to construct street improvements or install public utilities to serve a project site. These improvements within the city right of way are constructed under a SDOT Street Improvement Permit (SIP). In order to submit a permit application for formal review the street improvement plans must be developed to 90% completeness.

SDOT SIP Design Guidance is available if you need help developing your plans to 90% completeness. SIP Design Guidance is strongly recommended if your project:

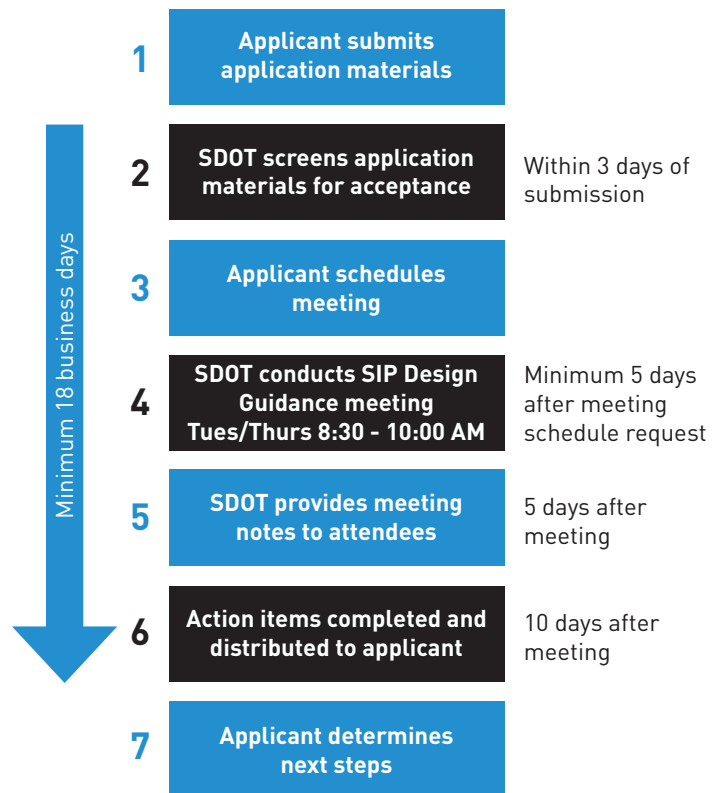
- contains non-standard elements in the right of way as defined in CAM 2213;
- contains Green Factor elements in the right of way;
- includes any work in an unimproved alley, unpaved alley, or alley with a closed contour;
- is subject to DPD MUP Early Design Guidance and Design Review;
- includes discretionary mitigation requirements as determined by the DPD MUP decision;
- has complexities identified by the SDOT SIP Project Manager during coaching, a DPD Pre-Submittal Conference, or preliminary assessment;
- has Metro transit elements such as trolley overhead support poles and associated wires, or bus stop and/or layover facilities; or
- is relocating or installing any Seattle City Light infrastructure.

### SDOT SIP DESIGN GUIDANCE

SDOT SIP Design Guidance occurs in a meeting environment where the SIP Project Manager, along with subject matter experts from various City departments and external agencies, provide design guidance for specific project elements.

#### Seven Steps for SIP Design Guidance

The following chart shows the seven steps in the SIP Design Guidance process.



**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.

## 1. Submit application materials

Submit application materials to the SDOT Street Use Counter, Seattle Municipal Tower, 700 – 5th Avenue, 23rd floor. All required forms for SDOT SIP Design Guidance are available at the Street Use Counter and online at:

[www.seattle.gov/transportation/stuse\\_docs.htm](http://www.seattle.gov/transportation/stuse_docs.htm)

### a) SIP Application Material Transmittal Form

This form must accompany all SIP application packages, and is required every time that SIP materials are transmitted to SDOT. Use this form as a guide for determining which materials are required for each level of plan submitted to SDOT.

### b) Street Improvement Permit Application

The Street Improvement Permit Application must be completely filled out with the “SDOT SIP Design Guidance [0 - <90% complete plans]” box checked. Identify the % completeness of the plans per the 0 – 30% and 30% + plan requirements as defined in the Project Scope and Details Form.

### c) Deposit

The initial deposit is \$1,250 for one single family dwelling unit projects or \$2,500 for commercial, multi-family, mixed-use, industrial, and institutional projects.

### d) SDOT Letter of Authorization

A letter of authorization from the property owner is required if the permit applicant and/or contact is not the owner.

### e) Project Scope and Details Form

The Project Scope and Details Form summarizes key project elements and assists the SIP Project Managers in determining the appropriate subject matter experts to invite to the meeting. The Project Scope and Details Form is also the place where applicants can communicate any specific questions or issues that they would like to discuss at the SDOT SIP Design Guidance meeting.

### f) Site Photos

Submit hard copy photos or electronic photos on a CD. Site photos must show and label all rights-of-way adjacent to the project and include existing surface improvements, utilities, and site conditions.

### g) Base Map and Survey Checklist

The Base Map and Survey Checklist must be completely filled out and signed by the Applicant and Engineer or Surveyor. The base map checklist must be submitted for a 30%+ SIP Design Guidance meeting.

### h) 0 - < 90% Complete Project Plans

Two paper copies of the project plans along with an electronic copy in PDF format on a CD must be submitted. An electronic CADD file of the project plans is desired. CADD files must be version 2000 or greater. Plans for SDOT SIP Design Guidance are not expected to be complete but the more information presented on the plans the more specific the SDOT SIP Design Guidance meeting will be. 0–30% and 30%+ plans are defined in the Project Scope and Details Form under “SDOT SIP Design Guidance Plan Requirements and Expected Meeting Outcomes”. 60% plans are defined in the 60% Complete Street Improvement Plan Checklist. The plans for a first SDOT SIP Design Guidance meeting must at a minimum meet the 0% –30% plan requirements. Subsequent design guidance meetings will not be scheduled until the plans meet the 30%+ plan requirements and the base map and survey requirements established in CAM 2212. Plans must be developed to 60% completeness to obtain 60% Complete SIP Approval. See CAM 2213 for details.

### i) A list of specific questions or a proposed agenda for the SIP Design Guidance Meeting.

In order to better structure the Design Guidance Meeting, the applicant must submit a list of questions or a proposed agenda for the design guidance meeting.

*Note: If items b, c, d, e, f, and g were submitted for earlier SIP Design Guidance Meetings then you do not need to resubmit these items.*

*If item g was submitted and approved during a previous round of SIP Design Guidance you do not need to resubmit.*

*Items a, h, and i are required with every SIP Design Guidance submittal.*

## **2. SDOT screens application**

Within three days of receiving application materials for SDOT SIP Design Guidance, the SIP Project Manager will screen the plans and documents to determine if the application materials are complete. The SIP Project Manager will then notify the applicant of the status of the screening and identify the applicant's next steps. If the application for SDOT SIP Design Guidance passes the screening process the applicant will be allowed to schedule the SDOT SIP Design Guidance meeting. If the application materials for SDOT SIP Design Guidance do not pass the screening process the SIP Project Manager will notify the applicant that additional materials, corrections, and/or information are required in order to be eligible for a SDOT SIP Design Guidance meeting.

## **3. Applicant schedules SIP Design Guidance meeting**

Email [SDOTPermits@Seattle.gov](mailto:SDOTPermits@Seattle.gov) or call 206-684-5044 to schedule a SIP Design Guidance meeting. Meetings will generally be scheduled in the next available time slot a minimum of five business days from the date the meeting is requested. For complex projects, the meetings may be scheduled further in the future to give the subject matter experts sufficient time to review the project materials prior to the meeting. Depending on the complexity of the project, more than one design guidance meeting may be scheduled to cover all project elements and to obtain 60% Complete SIP Approval.

If the project plans are significantly revised between the time the meeting is scheduled and the actual meeting date, an applicant can submit revised plans to the street use counter for inclusion in the meeting. The revised plans must be submitted at least 2 weeks prior to the scheduled design guidance meeting.

## **4. SDOT conducts SIP Design Guidance meeting**

SDOT SIP Design Guidance meetings are conducted on Tuesday and Thursday mornings from 8:30 a.m. to 10:00 a.m. An agenda created by the SIP Project Manager will be emailed to meeting participants at least two days prior to the meeting date. The SIP Project Manager will run the meeting; however the permit applicant will be expected to give a short summary of the project at the beginning of the meeting. The level of design guidance provided during the SIP Design Guidance meeting depends on the completeness of the plan submitted to SDOT. See the Project Scope and Details Form under "SDOT SIP Design Guidance Plan Requirements and Expected Meeting Outcomes" and the 60% Complete Street Improvement Plan Checklist.

## **5. SDOT provides meeting notes**

Meeting notes will be documented by SDOT staff and distributed via email to all meeting participants for review. Any corrections to the meeting notes must be provided to the SIP Project Manager within the timeframe stated in the email. After any necessary corrections are made the final meeting notes will be distributed to all meeting participants and will become the permanent record of project decisions and approvals.

## **6. Action items are completed**

Action items identified during the SIP Design Guidance meetings are completed. Action item resolution is documented in the meeting notes and distributed to all meeting participants.

## **7. Applicant determines next steps**

The applicant incorporates design guidance recommendations and requirements into their Street Improvement Plan. Additional SIP Design Guidance meetings may be scheduled when the plan is 30%+ and 60% complete. A SIP Design Guidance meeting must be conducted to obtain 60% Complete SIP Approval of all non-standard elements in the right of way. If 60% Complete SIP Approval is not required, the applicant may choose to submit 90% complete plans to SDOT for acceptance for formal review without requesting additional design guidance meetings. See CAM 2213 and 2214 for details.

## ASSISTANCE WITH STREET IMPROVEMENT PERMITTING

Questions regarding the Street Improvement Permitting process may be directed to a SDOT SIP Project Manager at (206) 684-5044 or emailed to [SDOTASC@Seattle.gov](mailto:SDOTASC@Seattle.gov).

SDOT Coaching is available at the SDOT Street Use Counter located in the Seattle Municipal Tower on the 23rd Floor.

## RESOURCES

Applicants may check the status of their Street Improvement Permits online at [www.seattle.gov/transportation/stuse\\_permits\\_online.htm](http://www.seattle.gov/transportation/stuse_permits_online.htm). See CAM 2105 for details.

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### Access to Information

Client Assistance Memos are available online at: [www.seattle.gov/transportation/document-library/client-assistance-memos](http://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.