



# City of Seattle

## Priority Permit Handling for Publicly Funded Low-Income Housing

Housing costs in Seattle increased substantially over the past decade making it difficult for people with modest incomes to live in Seattle. To assist in the production of housing affordable to households with low incomes, the City of Seattle has a streamlined development permitting process for publicly funded low-income housing (new construction and rehabilitation of existing structures) as defined by [SMC 23.84A.016](#).

### City Actions/Responsibilities

#### City departments will:

- **Facilitate** early scheduling of pre-submittal conferences, intake appointments and board meetings to assist applicants meet public funders’ deadlines.
- **Give eligible low-income housing prioritized status** for MUP, construction, and street improvement permit reviews.
- **Coordinate** with applicants so that permits are issued by deadlines established as a condition of public funding; be sure to share your project timelines with City staff.

#### Key departmental contacts are:

<b>Laura Hewitt Walker</b> Office of Housing, Policy and Planning	<a href="mailto:laura.hewitt@seattle.gov">laura.hewitt@seattle.gov</a>	(206) 677-0455
<b>Bruce Philip Rips, MUP Facilitator</b> SDCI, Master Use Permits	<a href="mailto:bruce.rips@seattle.gov">bruce.rips@seattle.gov</a>	(206) 615-1392
<b>Andrew Sandberg, Permit Process Leader</b> SDCI, Construction Permits	<a href="mailto:andrew.sandberg@seattle.gov">andrew.sandberg@seattle.gov</a>	(206) 386-9761
<b>Kelsey Timmer, Sr. Transportation Planner</b> SDOT, SIP Preliminary Guidance	<a href="mailto:kelsey.timmer@seattle.gov">kelsey.timmer@seattle.gov</a>	(206) 930-2848
<b>Sailaja Tumuluri</b> SDOT, SIP Review	<a href="mailto:sailaja.tumuluri@seattle.gov">sailaja.tumuluri@seattle.gov</a>	(206) 264-7660
<b>Angela Wallis</b> SPU, Solid Waste	<a href="mailto:angela.wallis@seattle.gov">angela.wallis@seattle.gov</a>	(206) 300-8295
<b>Bernard Morris, Supervising Capitol Projects</b> SPU, Water Availability	<a href="mailto:bernard.morris@seattle.gov">bernard.morris@seattle.gov</a>	(206) 743-2457
<b>Ray Ramos</b> SCL, Preliminary Review	<a href="mailto:ray.ramos@seattle.gov">ray.ramos@seattle.gov</a>	(206) 348-2827



### Pre-Permitting

- **The Applicant must initiate the preliminary application and apply for a pre-submittal conference** (submit a pre-submittal conference request form).
- **Submit a Preliminary [Low-Income Housing Checklist](#)** to the Office of Housing (Laura Hewitt Walker) prior to or at the time of your preliminary application.
  - *The checklist must be updated and resubmitted to the Office of Housing throughout the permitting process as project information, including funding status, changes.*
- **Provide overview of the project at the pre-submittal conference.** Information presented should include:
  - *Brief overview of the proposed low-income housing development, including the funding plan.*
  - *Brief schedule, including public funding application deadlines that permit reviewers will need to consider.*

### SDCI Land Use Permitting

- If a Land Use permit is required for your proposal, SDCI will facilitate those reviews.
- **Contact Bruce Rips** to request Priority 2 status with target dates for reduced review timeline.

### Construction Permitting

- **Contact Andy Sandberg** to schedule and facilitate your building permit intake, establish Priority 2 review, and move up the review target dates. *The applicant must continue to communicate current project schedule and public funders' deadlines throughout the permit process.*
- **A Final [Low-Income Housing Checklist](#) approved by OH, including a copy of Final Award Letter(s) and Term Sheets**, is required prior to issuance of building permit.
- **Upload Recorded Regulatory Agreement**, consistent with requirements for low-income housing as defined in [SMC 23.84A.016](#), to Accela as soon as available and no later than project completion.

### Street Improvement Permitting

**Contact Kelsey Timmer to initiate a SIP guidance meeting** and facilitate the SIP guidance process. *Communicate current project schedule including known public funders' deadlines throughout the process.*

- **Contact Sailaja Tumuluri to schedule an early SIP intake appointment.**
- **Provide Sailaja Tumuluri known public funders' deadlines** to help establish desired SIP issuance date.

### SCL & SPU Permitting

- Coordinate with **Ray Ramos** (SCL), **Angela Wallis** (SPU Solid Waste) and **Bernard Morris** (SPU Water) to resolve power and service issues that emerge during MUP, Construction Permit and SIP reviews.

### Landmarks and Historic District Approvals

- Coordinate with the Department of Neighborhoods prior to initial permit application. Visit the link for [Historic Preservation](#) for the name and contact information of the Historic Preservation Coordinator who will work with your SDCI Land Use planner to coordinate timely review and approval schedules.