



60% COMPLETE STREET IMPROVEMENT PLAN (SIP) CHECKLIST

Effective Date 1/27/25

SDOT Project #: _____ SDCI Project #: _____

Project/Site Address: _____

Applicant Name: _____

Approval of a 60% Complete Street Improvement Plan is required for projects that contain non-standard elements in the right of way as identified in AG 2002. 60% Complete Street Improvement Plan (SIP) Approval is obtained through the SDOT SIP Design Guidance Process. See AG 2002 for more information.

All forms referenced on this document can be found at
seattle.gov/transportation/document-library/permitting-forms.

I CERTIFY THAT MY 60% COMPLETE STREET IMPROVEMENT PLAN MEETS ALL OF THE REQUIREMENTS ON THE 60% COMPLETE SIP CHECKLIST. I UNDERSTAND THAT MY PLANS WILL BE REJECTED IF I FAIL TO MEET THESE REQUIREMENTS.

Applicant Signature: _____ Date: _____

Civil Engineer Signature: _____ Date: _____

THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE 60% COMPLETE STREET IMPROVEMENT PLAN.

THE SDCI LAND USE CODE REQUIRED STREET IMPROVEMENTS ARE IDENTIFIED AND I HAVE ATTACHED THE MOST CURRENT DOCUMENTATION:

- ☐ The SDCI Preliminary Assessment Report (PAR).
- ☐ The SDCI published Master Use Permit (MUP) Decision and plan sheets showing improvements within the right of way.
- ☐ The SDCI Land Use Zoning Correction letter from the initial SDCI Land Use Zoning review.
- ☐ Other: _____

BASE MAP AND SURVEY

- ☐ A Base Map(s) is included in the Design Sheet(s) as a screened-back map, along with a Survey Control\Right of Way Sheet(s), sealed by a Washington State Licensed Surveyor, are included in the 60% SIP Plan Set. A completed Base Map and Survey Checklist is provided.

OR

- ☐ The Base Map and Survey Checklist and Plan Sheet(s) were submitted and approved during previous SDOT SIP Design Guidance Meetings.

PLAN REQUIREMENTS

- ☐ The plans are on SDOT 60% Complete Street Improvement Plan title block; sheet size is 22" x 34".
- ☐ All abbreviations, shading & symbols for all proposed improvements are shown using Standard Plans No 002 & 003.
- ☐ For items that do not have standard abbreviations, shading and/or symbol a legend is provided.
- ☐ The plans are stamped by a Washington State Licensed Engineer.
- ☐ All drawings shall be neat and legible such that annotation, linework, shading, and symbols are clearly discernable in both digital and printed formats.
- ☐ All decisions made during Design Guidance Meetings have been incorporated into the plan.
- ☐ The entire scope of work within the right of way is identified including SDCI Land Use Code required improvements, discretionary items that are an outcome of the MUP process, and any proposed improvements that are not required by the Land Use Code.
- ☐ Placement and dimensions of all proposed elements such as roadway, curb, sidewalks, street trees, water meters, side sewers, utility vaults, poles (SDOT, SCL, METRO), curb returns, curb ramps, main line extensions, ditches, swales, detention systems, etc. are shown.
- ☐ Distances between all plan elements are shown and clearances have been met in accordance with the Right of Way Improvements Manual.
- ☐ Curve radii for all proposed curves are identified.
- ☐ The building footprint and finished floor elevations are shown.
- ☐ Location and elevations for all access points, both pedestrian and vehicular, are shown.
- ☐ All building overhangs and subterranean structures encroaching within the right of way are shown, identified, and dimensioned.
- ☐ Elevations are shown in line at the:
 - centerline of each access point (both vehicular and pedestrian),
 - point of curvature and tangency on corner lots,
 - beginning and end of improvements, not spaced more than 25' apart and on routine stationing intervals.
- ☐ All proposed channelization, traffic markings, marked crosswalks and/or stop bars are shown.
- ☐ All proposed signage is shown.
- ☐ The location and dimension of all proposed dedications are shown.
- ☐ The location and dimension of all proposed setbacks for right of way purposes are shown.
- ☐ The location and dimension of all proposed easements are shown and identified.
- ☐ All proposed street trees and landscaping within the right of way are shown.
- ☐ All proposed utilities both public and private (side sewers, gas lines, conduits, etc) are shown.
- ☐ All water services, water vaults, and connection points are shown and:
 - ☐ The size, type and location of all water services and vaults are identified.
- ☐ All proposed sidewalk/street furniture is shown.

Profile

Is the project installing a new curb where a curb did not exist?

☐ Yes ☐ No

☐ Profile is provided above the plan view and lines up with the plan view

Is the project modifying the horizontal curb alignment?

☐ Yes ☐ No

☐ Profile is provided above the plan view and lines up with the plan view

Is the project installing 6' or greater of roadway widening with no existing curb?

☐ Yes ☐ No

☐ Profile is provided above the plan view and lines up with the plan view

Is the project installing or modifying a Main Line (PSD, PSS, or Water)?

☐ Yes ☐ No

☐ Profile is provided above the plan view and lines up with the plan view

Is the project improving an unimproved or unopened ROW?

☐ Yes ☐ No

☐ Profile is provided above the plan view and lines up with the plan view

Is the project upgrading or modifying the pavement surface type or changing the grade of existing pavement surface?

☐ Yes ☐ No

Is a profile required per any of the above requirements?

☐ Yes ☐ No

☐ Vertical Scale is 1" = 5'

☐ Top of Curb, Centerline of roadway, and slopes are shown and identified

☐ Crown of roadway is shown and slopes are identified

☐ Existing and proposed utilities are shown and identified

☐ Existing and proposed utility crossings are shown and identified

☐ Proposed manholes, catch basins, and/or inlets structure are shown and called out

☐ N/A

☐ Rim and Invert elevations are shown for proposed manholes, catch basins and inlets along with the inverts for all pipes entering and exiting the structures

☐ N/A

☐ Catch basin and inlet connections to outfall is shown

☐ N/A

☐ Type, length, and slope for all pipe connections for manholes, catch basins and inlets are provided

☐ N/A

Vertical Curves

☐ All vertical curves are shown and identified in the profile

☐ Vertical curves dimensions are identified

PVI's are labeled with station and elevations

Stations and elevations for beginning and end points are identified

Grade Breaks

☐ Grade breaks are shown and identified in the profile and include a station and elevation

☐ Typical Cross Sections (always required)

☐ A typical cross section is provided on the plan sheets for each street or alley frontage

☐ Station, offsets, and dimensions (always required)

☐ Stations and Offsets or dimensions are shown for all elements (offsets are not required for catch basins or inlets)

☐ Stations are provided at beginning and end points and include elevations

☐ Stations are provided at match points and include elevations

- ☐ Building outline is shown on the plans
 - ☐ Building outline is shown on the plans
 - ☐ All access points, both vehicular and pedestrian, are shown on the plans
 - ☐ Elevations for flow line, top of curb, back of walk, and property line are provided for all access points at each end of the access point
 - ☐ Electrical service connection to the building is shown and called out as "Under Separate Permit" (only required if service connection location is located on a frontage that is being improved)
- ☐ Contour Lines (always required)
 - ☐ All existing and proposed contour lines are shown

The plans show how the finished contours tie into the existing contours
- ☐ Flow Lines Shown (always required)
 - ☐ Plans show how drainage from project flows to an existing or new catch basin or inlet

Curb Ramps

- ☐ Called out per standard plan
- ☐ A 4' x 4' landing is provided
- ☐ The wing slope does not exceed 1':10"
- ☐ The ramp slope does not exceed 1":12" (8.33%)
- ☐ Companion Ramps identified and labeled existing, or new and called out per standard plan
- ☐ A minimum 1 foot separation between curb ramps is provided
- ☐ A minimum 1 foot clearance from the ramp to any vertical obstruction is provided
- ☐ Two ramps are provided at each corner

- ☐ Curb ramps are dimensioned along the curb face (ramp and wings)
 - ☐ Elevations are provided at the flow line, top of curb, top of ramp and at the property line at all 1/4 points and at the center of the curb ramps
 - ☐ All slopes, dimensions, and elevations called out on the ADA Curb Ramp Template (located on the Street Use Document Library) are shown on the plans
 - ☐ All ADA facilities that the project is required to construct or replace are shown on the plans, assessed using Director's Rule 01-2017 9.5.6
- ☐ Station, offsets, and dimensions (always required)
 - ☐ Stations and Offsets or dimensions are shown for all elements (offsets are not required for catch basins or inlets)
 - ☐ Stations are provided at beginning and end points and include elevations
 - ☐ Stations are provided at match points and include elevations

IDENTIFY ALL OF THE NON-STANDARD PROJECT ELEMENTS FOR WHICH YOU ARE REQUESTING 60% COMPLETE SIP APPROVAL

- ☐ Encroachments in the right of way;
- ☐ Traffic Calming Devices;
- ☐ Traffic Circles;
- ☐ Curb Bulbs;
- ☐ Curb Setbacks;
- ☐ New and/or Modified Curb Alignments;
- ☐ New and/or Modified Curb Returns;
- ☐ Newly established Roadway Widths;
- ☐ New and/or Modified Roadway Alignments;
- ☐ New and/or Revised Channelization;
- ☐ Curbs that do not meet Standard Plan 410;

- ☐ Pavement Sections that do not meet the ROWORR;
- ☐ Sidewalks that do not meet Standard Plan 420;
- ☐ Permeable Sidewalks;
- ☐ Driveways that do not meet Standard Plan 430;
- ☐ Cross Sections that do not meet Standard Plan 030;
- ☐ Roadway and/or alley grades that exceeds the criteria in the Seattle Right of Way Improvements Manual.
- ☐ Bike Trails and/or Paths;
- ☐ New Marked Crosswalks;
- ☐ Green Factor Areas and Elements;
- ☐ More than 2,000 SF of new plus replaced impervious surface;
- ☐ Rain Gardens;
- ☐ Unimproved Alley;
- ☐ Alleys with closed contours;
- ☐ Detention Systems;
- ☐ Water Quality Features;
- ☐ PSD Main Lines;
- ☐ PSS Main Lines;
- ☐ Drainage Swales;
- ☐ Water Mains;
- ☐ New and/or Modified Retaining walls greater than 4' tall;
- ☐ Stairs that do not meet Standard Plan 440;
- ☐ Rock Facings that do not meet Standard Plan 141;
- ☐ New and/or Modified Areaways;
- ☐ New and/or Modified Bridges;

- ☐ New and/or Modified Signal Systems;
- ☐ New and/or Modified SCL Infrastructure;
- ☐ New and/or Modified Metro Transit Infrastructure;
- ☐ New and/or Relocated Poles;
- ☐ New and/or Relocated Street Lighting and/or Pedestrian Lighting.
- ☐ Other:

- ☐ Other:

- ☐ Other:

- ☐ Other:

- ☐ Other:

Interdepartmental Coordination

- ☐ Valid WAC is obtained
- ☐ SCL Service Application is on file

THE NON-STANDARD ELEMENTS REQUIRING ADDITIONAL INFORMATION TO BE SUBMITTED AND/OR SHOWN ON THE STREET IMPROVEMENT PLANS ARE LISTED BELOW:

ENCROACHMENTS

- ☐ The location and dimensions of all private encroachments into the right of way are shown.

RETAINING WALLS, AREAWAYS, STAIRWAYS AND OTHER ROADWAY STRUCTURES

- ☐ A complete layout including plan, profile, and cross sections are provided.
- ☐ A Geotechnical Report is provided (if applicable).
- ☐ The design criteria used is identified on the plans.
- ☐ All required handrails and fences along or on top of structures are shown.

GREEN FACTOR ELEMENTS

- ☐ Cross sections and details for all proposed
- ☐ Green Factor elements are provided.
- ☐ All areas proposed for Green Factor elements are clearly identified and dimensioned.
- ☐ All plant materials proposed for Green Factor elements are clearly identified with location and species. (Planting details may be submitted on a separate Landscape plan per CAM 2201.)

For additional Green Factor elements see the Permeable Pavement for Sidewalks and the Bio-Retention Sections below.

MORE THAN 2,000 SF OF NEW PLUS REPLACED HARD SURFACE

- ☐ On-site Stormwater Management-List Approach Calculator

For additional Stormwater Code elements see the Permeable Pavement for Sidewalks, Bio-Retention, Detention, and Water Quality sections below.

PERMEABLE PAVEMENT FOR SIDEWALKS

(Only allowed if used to meet Stormwater Code Compliance and if the installation is equal to or greater than 2,000 sq. ft. and/or one block length of contiguous permeable pavement in the ROW)

- ☐ The permeable pavement is designed per the Latest Stormwater Code available at: [seattle.gov/sdci/codes/codes-we-enforce-\(a-z\)/stormwater-code](http://seattle.gov/sdci/codes/codes-we-enforce-(a-z)/stormwater-code)
A Geotechnical Report is provided and:

- ☐ The Geotechnical Report states that the existing soil conditions are suitable for proposed permeable sidewalk;
- ☐ The Geotechnical Report identifies the native soil infiltration rate;
- ☐ The Geotechnical Report identifies the ground water table.
- ☐ A Drainage Report with calculations is provided describing the Code elements that the proposed permeable pavement is being used to fulfill and:
 - ☐ The Drainage Report states the infiltration rate on the surfacing and storage area materials.
- ☐ Material specification for all proposed permeable pavement materials are provided including:
 - ☐ Permeable course;
 - ☐ Reservoir sub-base;
 - ☐ Geotextile type and source.
- ☐ Cross section showing the permeable pavement section is provided.
- ☐ If there are existing trees in the right of way the plans show how the proposed permeable pavement is designed to work with the existing trees.

Rain Gardens and Infiltrating Bioretention)

- ☐ Rain gardens and infiltrating bioretention BMPs are designed per the Latest Stormwater Code available at: [seattle.gov/sdci/codes/codes-we-enforce-\(a-z\)/stormwater-code](http://seattle.gov/sdci/codes/codes-we-enforce-(a-z)/stormwater-code)
- ☐ Rain gardens and infiltrating bioretention BMPs are shown, identified, dimensioned, and:
 - ☐ Overflow details are provided;
 - ☐ Discharge point is indicated;
 - ☐ All plant materials are identified;
- ☐ If there are existing trees in the right of way, the plans show how the proposed rain gardens and infiltrating bioretention BMPs are designed to work with the existing trees.

- ☐ A Geotechnical Report is provided pursuant to Directors' Rules SDCI 10-2021/SPU DWW 200 Appendix D – Subsurface Characterization and Infiltration Testing for Infiltration Facilities:

- ☐ Material specifications for all materials proposed for rain gardens and infiltrating bioretention BMPs are provided including:
 - ☐ Bio-retention soil;
 - ☐ Aggregate sub-base if under drain is proposed.

DETENTION SYSTEMS IN ROW

Detention is required if the amount of new or new plus replaced hard roadway surface (see current Stormwater Code for specific conditions related to your project) exceeds 10,000 SF and the project is in a non-combined sewer or creek basin unless the Director of SPU has determined that the public combined sewer has sufficient capacity to carry existing and anticipated loads (Directors Rule: DWW-430.1).

- ☐ Provide a Drainage Report with calculations for sizing the detention system.
- ☐ The design and layout of the detention facility is shown in both plan and profile.
- ☐ A Geotechnical Report is provided if the detention system is located in an ECA and:
 - ☐ The Geotechnical Report states that the existing soil conditions are suitable for proposed Detention System.

WATER QUALITY FACILITY

Water quality treatment is required in a noncombined sewer basin (see SMC 22.805.060.D).

- ☐ A Drainage Report with calculations for sizing the water quality facility is provided.
- ☐ The design and layout of the water quality facility is shown in both plan and profile.
- ☐ Design and layout of bypass facility in both plan and profile if required for water quality facility.
- ☐ Include manufacturer specifications for proprietary systems.
- ☐ A Geotechnical Report is provided if the water quality facility is located in an ECA and:

- ☐ The Geotechnical Report states that the existing soil conditions are suitable for the proposed water quality facility.

INFILTRATION IN THE ROW

- ☐ Infiltration areas are shown, identified, dimensioned and:
 - ☐ Overflow details are provided;
 - ☐ Discharge point is indicated.
- ☐ A Geotechnical Report is provided pursuant to Directors' Rules SDCI 10-2021/SPU DWW 200 Appendix D – Subsurface Characterization and Infiltration Testing for Infiltration Facilities
- ☐ A Drainage Report with calculations is provided describing the Code requirements that the proposed infiltration is being used to fulfill and:
 - ☐ The Drainage Report states the infiltration rate of the facility components.

CURB AND ROADWAY ALIGNMENT

- ☐ Turning templates are provided for all nonstandard roadway alignments, curb alignments, curb returns, curb bulbs, traffic circles, chicanes, etc.

UNIMPROVED ALLEYS

- ☐ Plan, profile, and cross sections are provided.
- ☐ The pavement type for the alley is indicated.
- ☐ A Drainage Report with calculations is provided.
- ☐ The drainage system for the alley is shown in both plan and profile.

CLOSED CONTOUR ALLEYS

- ☐ Plan, profile, and cross sections are provided.
- ☐ The pavement type for the alley is indicated.
- ☐ A Drainage Report with calculations is provided.
- ☐ The drainage system for the alley is shown in both plan and profile.

- ☐ If the public alley drainage will discharge onto private property a Hold Harmless Agreement is provided.
- ☐ Any proposed easements, private or public, are shown and identified.

PSD OR PSS MAIN EXTENSIONS

- ☐ A Drainage Report with calculations for sizing the main is provided.
- ☐ The design and layout of the main are shown in both plan and profile.
- ☐ A Geotechnical Report is provided if the main extension is located in an ECA and:
 - ☐ The Geotechnical Report states that the existing soil conditions are suitable for the proposed main extension.
- ☐ The type and size of all maintenance holes, catch basins, inlets, pipes, etc are shown.
- ☐ The rim and invert elevations for all manholes, catch basins, inlets, pipes, etc are shown.
- ☐ The slope and length of all pipes are shown.

METRO INFRASTRUCTURE

- ☐ All proposed overhead trolley lines and associated poles are shown, identified and labeled.
- ☐ All proposed bus stop and layover elements including curb paint, signs, kiosks, shelters, benches, and litter receptacles are shown.

SEATTLE CITY LIGHT (SCL) INFRASTRUCTURE

- ☐ The type and style of all proposed poles, hand holes, manholes, electrical vaults, conduits, spans, guys, anchors, power lines, and other related hardware and/or equipment are identified, shown and labeled.
- ☐ Existing SCL infrastructure is identified as being removed, replaced, relocated, connected to new equipment, and/or being maintained in place.

- ☐ If the project is proposing to underground existing overhead SCL infrastructure the proposed location of all new underground elements such as vaults, conduits, ducts, terminal poles, etc. are shown. Refer to Project Scope and Details Form for more information on SCL requirements at different stages of the SIP permit.

STREET LIGHTING/PEDESTRIAN LIGHTING

- ☐ The type and style of all proposed poles, hand holes, manholes, electrical vaults, conduits, spans, luminaire, bracket arms, and other related hardware and/or equipment are identified, shown, and labeled.
- ☐ Existing street and/or pedestrian lighting equipment is identified as being removed, replaced, relocated, and/or connected to new equipment.
- ☐ Light level calculations are provided.

SIGNAL SYSTEM (Proposed and/or modified)

- ☐ The type and style of all proposed poles, hand holes, conduits, pedestals, spans, vehicle heads, cabinets, pedestrian heads, push buttons, interconnect, detection loops, and other related hardware and/or equipment are identified, shown and labeled.
- ☐ Identify intelligent transportation equipment such as: variable message signs, closed circuit television, wireless detection, license plate readers, red light cameras, etc.
- ☐ All existing signal equipment is identified as being removed, replaced, relocated, connected to new equipment, and/or being maintained in place.
- ☐ Signal phase diagram is provided.

WATER MAINS

- ☐ All water mains are shown and identified.
- ☐ All new water mains and associated appurtenances are identified, shown and labeled.
- ☐ A Geotechnical Report is provided if the water main location is in an ECA and:
 - ☐ The Geotechnical Report states that the existing soil conditions are suitable for proposed water main.

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