



PROJECT SCOPE AND DETAILS FORM

Effective Date 5/23/25

SDOT Project #: _____ SDCI Project #: _____

Project Address: _____

1. List any exceptions that you have applied for with SDCI (include SDCI Project Numbers):

2. Do you have any coaching notes, pre-submittal conference notes, or other communication records associated with this project?

☐ Yes

☐ No

If yes, attach all associated communication records for this project.

3. Does the project include any deviations from the Standard Plans and Specifications or the Right of Way Improvement Manual (including street width, grade, clearances, non-standard design, etc)?

☐ Yes

☐ No

If yes, list deviations that you are requesting and show the location on your plans:

4. List all SDOT permit numbers that are associated with your project:

5. Does your project require SEPA?

☐ Yes

☐ No

If no, list the exemption per SMC 25.05.800:

If yes, identify the Lead Agency reviewing your SEPA:

If your project requires SEPA and you do not have a Lead Agency a complete SEPA checklist must be submitted for all projects applying for 30%+ complete SIP Design Guidance.

6. Are you proposing to install any franchise utilities? (PSE, Qwest, Comcast, etc)

☐ Yes

☐ No

7. Are you proposing to install any new or replace any existing utility services?

☐ Yes

☐ No

If yes, list new or replaced utility services.

8. What are the street(s) classified as?
(seattlecitygis.maps.arcgis.com/apps/webappviewer/index.html?id=a808f790a24e474d86ecde00dae81cee)

- ☐ Bus route/arterial in commercial or industrial area
- ☐ Arterial street - non bus route, outside commercial/industrial
- ☐ Non-arterial street in commercial or industrial area
- ☐ Non-arterial residential street

9. What is the zoning for this project?

10. What is the pavement type on each street?

Street 1 name: _____

- ☐ Concrete (PCC)
- ☐ Concrete with asphalt overlay (HMA/PCC)
- ☐ Asphalt (HMA)
- ☐ Bituminous Surface Treated

Street 2 name: _____

- ☐ Concrete (PCC)
- ☐ Concrete with asphalt overlay (HMA/PCC)
- ☐ Asphalt (HMA)
- ☐ Bituminous Surface Treated

11. Are you required to extend any mainlines or install any new mainlines?

☐ Yes ☐ No

If yes, list type of mainlines to be extended or installed [Storm (PSD), Sewer (PSS), Water (WM)] and show the location on your plans.

12. Are you installing, filling, or improving a ditch or swale?

☐ Yes ☐ No

If yes, show on your plans.

13. Are you proposing more than 2,000 SF of new or replaced impervious surface or more than 7,000 SF of land disturbing activity in the Right of Way?

☐ Yes ☐ No

14. Are you proposing detention in the Right of Way? Detention is required if the amount of new or new plus replaced hard roadway surface (see current Stormwater Code for conditions specific to your project) exceeds 10,000 SF and the project is in a noncombined sewer basin.

☐ Yes ☐ No

15. Are you proposing water quality treatment? Water quality treatment is required if the amount of new or new plus replaced hard roadway surface (see current Stormwater Code for conditions specific to your project) exceeds 5,000 SF and the project is in a non-combined sewer basin.

☐ Yes ☐ No

16. Are you proposing infiltration in the ROW?

☐ Yes ☐ No

17. Are you proposing curb discharge?

☐ Yes ☐ No

18. Are you proposing to remove any existing trees within the right of way?

☐ Yes ☐ No

19. Are you proposing to use the ROW for Green Factor credits?

☐ Yes ☐ No

If yes, show the Green Factor area and location on your plans.

20. Have you been in contact with a SPU representative?

☐ Yes ☐ No

If yes, who have you been in contact with?

21. Does the project have a valid WAC? A valid WAC is required for SPU to review and approve 60% SIP Plans. Failure to provide a WAC can delay project review.

If yes, please list the WAC record number:

22. Do you have approved solid waste storage, staging, and access plans from SPU Solid Waste?

☐ Yes ☐ No

If No, please reach out to spu_solidwasteplanreview@seattle.gov for review and approval.

23. Does your project include a retaining wall?

☐ Yes ☐ No

If yes, is the wall per Standard Plan 800 or 801?

☐ Yes ☐ No

24. Are you proposing an areaway alteration?

☐ Yes ☐ No

25. Are you removing, relocating or installing any new SCL infrastructure?

☐ Yes ☐ No

26. Has the project submitted an application for new or upgraded electrical service?

☐ Yes ☐ No

27. Has the project's point of service been determined?

☐ Yes ☐ No

A valid SCL service application on file is a requirement for 60% plan approval.

SCL Service Application Number:

28. Is the Pre-App or Early Design Guidance meeting with SCL Scheduled?

☐ Yes ☐ No

29. Does the project anticipate:

☐ Overhead service

☐ Underground service

Note that at 90% Formal Review, the project must have met with SCL and determined if the connection is overhead or underground. If the connection is underground, an SCL Service Letter or Approved Customer Drawing needs to be submitted for screening. If the project does not have a service application in, please reach out to SCL and start that process as soon as possible. Projects could be delayed if SCL is not coordinated with early.

30. Is your proposed building face within 14' of any overhead power lines?

☐ Yes ☐ No

31. Are you relocating any Metro Trolley lines or associated poles?

☐ Yes ☐ No

If yes, show new location of trolley lines and associated poles on your plans.

32. Are you proposing to add new street lights or pedestrian lights?

☐ Yes ☐ No

If yes, are the proposed street lighting and/or pedestrian lighting standards the same lighting standards that are currently being used in the area?

☐ Yes ☐ No

33. Is there a traffic signal within the area of your work?

☐ Yes ☐ No

If yes, show all existing signal equipment on your plans.

34. Are you proposing to install a new traffic signal?

☐ Yes ☐ No

If yes, provide details on your plans.

35. Are you removing, relocating, or installing any traffic signal elements?

☐ Yes ☐ No

If yes, identify items on your plans.

36. Are you proposing to underground overhead wires next to your site?

☐ Yes ☐ No

What is your project schedule?

When do you anticipate needing your SIP permit?

What is your anticipated project completion date?

STOP HERE IF SUBMITTING 90% COMPLETE STREET IMPROVEMENT PLANS FOR ACCEPTANCE AND FORMAL REVIEW

Please identify which review groups you would like to have at your SDOT SIP Design Guidance meeting. If the SDOT SIP Project Manager determines additional review groups should attend your meeting based on your plans and project details provided above, the SDOT SIP Project Manager will inform you.

☐ **SDOT Franchise & Utilities:** SDOT Utility Group to represent Qwest, PSE, Comcast, etc.

☐ **SDOT Urban Forestry:** existing trees, new trees (location and species) & other landscape issues

☐ **SDOT Pedestrian & Bike Group:** trails, pedestrian paths, bike lanes, ADA, etc.

☐ **SDOT Signal Operations:** existing and proposed traffic signal elements

☐ **SDOT Street Lighting and Traffic Signal Design:** new or relocated street lighting or signal systems

☐ **SDOT Neighborhood Traffic:** roadway alignment issues/questions (non arterials)

☐ **SDOT Traffic Operations:** roadway alignment issues/questions (arterials)

☐ **SDOT Roadway Structures:** retaining walls, stairways, etc.

☐ **SDOT Pavement Engineering & Management:** non-standard pavement materials/porous pavement.

☐ **SPU Sewer, Drainage, and Water:** detention systems, water quality, main line extensions, etc.

☐ **Parks Department:** project next to park and/or boulevard

☐ **SCL Engineering:** relocating poles; new electrical service

☐ **SCL Street Lighting:** new or relocated street lights

☐ **King County Metro:** trolley poles and/or trolley lines, bus stops and bus shelters

SDCI Land Use Planner: coordination with Master Use Permit (MUP) applications in progress.

☐ SDCI Land Use Planner Name:

Note: With the exception of SCL and King County Metro, each of the review groups listed above and the SDOT SIP Project Management Team will charge \$278.00 per hour for the time that they are participating in your SDOT SIP Design Guidance meeting. Charges will include meeting preparation and follow up time. All fees will be deducted from your initial deposit. Hourly review fees for SDCI participation in SIP Design Guidance meetings will be added to your SDCI project.

SDOT SIP DESIGN GUIDANCE PLAN REQUIREMENTS AND EXPECTED MEETING OUTCOMES

The information provided to you at your SDOT SIP Design Guidance meeting will depend upon the adequacy and accuracy of the plans and information that you as an Applicant provide. If the project details and plans that you provide do not adequately capture the scope of your project, additional meetings may be required at the Applicant's expense.

Plan Requirements for a 0% - 30% Plan:

In addition to the plan requirements identified on the "Project Scope and Details Form", your plans must meet the following requirements:

- Show how the proposed building footprint relates to the right of way. Include finished floor elevations (if known).
- Show all vehicular and pedestrian access points; both permanent and temporary.
- The plan must be scaled at 1" = 10'.
- The plan must eventually fit within the SDOT title block and be on a sheet size of 22" x 34".
- Plan north must be oriented to the top or left of the sheet.

For a 0% - 30% complete plan the following level of design guidance should be expected:

- Guidelines for preparing your plans to the next level using the Right of Way Improvement Manual, and other documented guidelines; depending on the scope of the project.
- Typical layouts and cross sections that are acceptable to SDOT. Discuss location of project elements, curb location, clearance requirements, general guidance on placement of sidewalk, street trees, curb ramps, etc.
- Identification of key review groups that will be needed in subsequent SDOT SIP Design Guidance Meetings.
- Documentation of the meeting to help you with your next steps in the SDOT SIP Design Guidance Process.

Plan Requirements for a 30% + Plan:

A complete base map and survey of the existing conditions that includes the right of way widths, existing roadway width, all existing utilities, all existing poles, all existing street lights on both sides of the street, all existing improvements, etc. The base map and survey must be submitted as a separate plan sheet and also be screened back on all plan submittals. The **Base Map and Survey Checklists** must be submitted with your SIP Design Guidance application.

If a SDCI Preliminary Assessment Report (PAR) has been completed for this project then you must show all right of way improvement requirements identified in the PAR.

In addition to the plan requirements identified on the "Project Scope and Details Form", your plans must meet the following requirements:

- Show placement of all proposed elements (curb, sidewalks, street paving, street trees, water meters, side sewers, utility vaults, poles, street lights, curb ramps, drainage, etc.).
- Show all existing and proposed easements; include type of easement, dimensions of easement area, and source references.
- Show how the proposed building footprint relates to the right of way. Include finished floor elevations (if known).
- Show all vehicular and pedestrian access points; both permanent and temporary.
- Show proposed street trees.
- Show proposed utilities both public and private (side sewers, water meters, gas lines, conduits, etc.).
- Show proposed overhead trolley lines and associated poles.
- Show channelization; proposed traffic markings (centerline, fog line, marked cross walks, etc.).
- Show proposed retaining walls, rockeries or stairways within the right of way.
- Show existing or proposed encroachments in the right of way (e.g. street furniture, private lighting, signage, art, etc.).
- The plan must eventually fit within the SDOT title block and be on a sheet size of 22" x 34".
- SDOT title block is desired but not required for your 30% plan.

For a 30% + complete plan the following level of design guidance should be expected:

- Guidelines for preparing your plans to the next level.
- Identification of all required infrastructure
- Conceptual layout of project elements, curb, sidewalk, street trees, curb ramps, poles, utilities, cross sections, etc.
- Determination of the need for additional SDOT SIP Design Guidance Meetings. If additional meetings are needed key review groups will be identified.
- Documentation of the meeting to help you with your next steps in the SDOT SIP Design Guidance Process.