



# STREET VACATION APPLICATION CHECKLIST

Refer to Street Vacation policies in [Resolution 31809](#) for greater detail on items within this checklist.

## 1 BEFORE APPLYING

Before applying for a Street Vacation petition, please complete the following steps:

### A) **Conduct feasibility assessment with SDOT**

Contact [SDOT Street Vacation staff](#) to discuss feasibility, including:

- Vacation process & timing
- Public benefit requirements
- Vacation fee (fair market value determined by appraisal - SMC 15.62)

### B) **Schedule a pre-application meeting**

- Contact SDOT to schedule a pre-application meeting with SDOT, Department of Neighborhoods (DON), and Seattle Design Commission (SDC) to review your proposal.

### C) **Complete the following** (after the pre-application meeting):

#### **Prepare community engagement plan**

Consult with [DON](#) on preparing a community engagement plan:

- Engage with the community to identify priorities and public benefit options
- Plan must be consistent with DON Director's Rule 1-2018.

#### **Conduct early community engagement**

- Conduct early community engagement according to community engagement plan

#### **Complete SDC early review** (for Design Review Projects)

- Contact [SDC](#) to present vacation proposal before Early Design Guidance. SDC will provide input to Design Review Board.

#### **Present alternatives evaluation** (for City Capital Improvement Projects or public agency projects)

- Present evaluation of vacation and no-vacation alternatives to the SDC at predesign or 15% review of the proposed facility

#### **Attain [Early Design Guidance \(EDG\)](#) approval** (for projects subject to Design Review)

## 2 REQUEST A PETITION FORM FROM SDOT

### A) Provide the following information:

- Point of contact for vacation process
- Legal description of street proposed to be vacated
  - Survey and title work may be required

- Map of proposed vacation
  - Highlight vacation area; include dimensions & square footage of vacation area
- Plat map for project site
- Names and addresses of all property owners adjacent to vacation area
  - Include entire street or alley segment from intersection to intersection.

B) SDOT will provide the required form for signatures after the above information is submitted.

### 3 APPLY - SUBMIT SIGNED PETITION FORM AND SUPPORTING DOCUMENTS

**Submit all pages of signed petition form with supporting documentation outlined below.** Applications submitted without required information will be returned. Once SDOT determines that the application is complete, SDOT will file it with the Seattle City Clerk, which begins formal review.

Supporting documentation to be submitted include:

- Required petition form with signatures of the abutting property owners representing ownership of 2/3 of property adjacent to street proposed to be vacated (RCW 35.79)
  - Petition must contain signatures of property owners on both sides of street, even if only a portion is sought for vacation.
  - For property owned by a business entity, petition must contain notarized signatures of two authorized officers. Submittal must include documentation (such as articles of incorporation or other organizational documents demonstrating authority to bind the organization) and names and titles of officers who are authorized to bind the corporation.
  - Names and addresses of other property owners adjacent to vacation. Include entire street or alley segment from intersection to intersection.
- Two hard copies and two electronic copies of the application packet.

#### 1. Site information

- Legal description of street proposed to be vacated
  - Survey and title work may be required
- Site, zoning, overlay and topographical maps; identify site constraints
- [City Council District](#)

#### 2. Project information

- Development team information and point of contact for questions
- Background information on company/agency proposing the vacation
- Map of right of way proposed for vacation. Highlight proposed vacation area; include dimensions and total square footage of proposed vacation area; address and boundaries of block where project is located
- Description of current conditions and uses
- Project description
  - Include: dimensions, height, stories, parking spaces (vehicles & bike), uses, and site access for vehicles, bikes, and pedestrians
  - Describe how the project is consistent with the City's equity goals and the [Race and Social Justice Initiative](#)

- Describe sustainable features
- Provide a project cost estimate
- Provide square foot value for the property adjacent to the right of way
- Site plans, elevations, sketches, conceptual drawings, and any other renderings or visual representations of project
- Description of the reason for the vacation, including what the vacation contributes to the project and any increase in development potential attributable to the vacation
- Provision of a “no vacation” alternative; describe what could be built on site without a vacation. Address issues such as scale, building orientation, and access to site; provide graphics that illustrate the differences between the vacation and no-vacation alternative
- Proposed development timeline

### 3. **Land use information:**

- Current [zoning](#) and [Comprehensive Plan](#) Future Land Use Map land use designation
- Summary of City plans and policies, including [Comprehensive Plan](#) policies, the [Equitable Development Implementation Plan](#) and [Transportation Modal Plans](#)
- Identification of land use actions required to develop the project, such as design review, rezone, Major Institution Master Plan, Landmarks Preservation Board approval, environmental review; include a report on the status those reviews
- Comparison of development with and without a vacation
- Urban design analysis of area surrounding the project site that includes a minimum of 9 blocks
- Analysis of land use and urban design impacts of development
- Analysis of impacts on essential public facilities, such as container ports
- If design review is required, any Early Design Guidance (EDG) proposals, Design Review Board minutes, including statement that the project has completed EDG, and Seattle Design Commission’s report to the Design Review Board or SDCI Director
- For City Capital Improvement Projects, inclusion of a copy of the Seattle Design Commission’s approved minutes for the Pre-Design meeting

### 4. **Transportation:**

- Current use and design of the street
- [Roadway designation](#) of the street, including street type, if any
- Analysis of transportation impacts from vacation of the right of way and impacts of the new development, including impacts to transit, freight, pedestrian, and bicycle circulation and access

### 5. **Utilities:**

- Identification of current utility use in the street
- Potential future utility impacts in the area
- Proposed mitigation for impacts of vacation on those uses

### 6. **Historic sites or buildings:**

- For vacation proposals within a [historic or special review district](#), near or connected to a historic landmark or site, identification of historic resources, and provision a determination of completeness for an application for a certificate of approval from the relevant board

#### **7. Community Engagement Plan**

- Provision of community engagement plan and documentation of all community engagement completed to date, include a report on public comments and how proposal responds to them
- If the project is in an urban center, urban village, or other area covered by a neighborhood plan, the goals & policies from the neighborhood plan
- If the project is in a Manufacturing Industrial Center (MIC) or on a route connecting a MIC with the regional highway system, the goals and policies concerning the MIC in the Comprehensive Plan, and input from businesses and public agencies with facilities in the MIC

#### **8. Vacation policies**

- Preliminary statement on how proposal addresses the vacation policies' values, including:
  - Circulation, access, utilities, free speech, public assembly, open space, light and air, views, land use and urban form
- Preliminary public benefit proposal summary of vision and goals
- Preliminary public benefit proposal information displayed in a table or chart, including:
  - Public benefit elements, cost/budget information, dimensions, materials, timing of implementation, whether the elements are required by code, and other relevant facts and information as requested by the City

#### **9. Environmental review**

- SEPA checklist if environmental review is required for the project.
  - Environmental review must be completed prior to Council review

#### **10. Previously rejected vacation proposal**

- Explanation of altered circumstances if the City Council has previously rejected a vacation petition for the right-of-way

#### **11. Filing fee**

- Check for \$450.00 payable to the City of Seattle Department of Finance (SMC 15.62)

## **4 DETERMINATION OF SIMPLE OR COMPLEX VACATION**

SDOT and the City Council will determine whether the project is a simple or complex vacation petition, as described below.

### **Complex Street Vacations**

Projects are considered complex if one or more of the following is true of the street to be vacated:

- It is on a City street (not an alley or public place), or
- It is located in an urban center, or
- It is part of a project where an Environmental Impact Statement will be prepared, or

- It is in an area that has been identified by the City as an area where targeted community outreach is required to achieve equitable outcomes, or
- It is within a shoreline area, or
- It is within a Major Institution Overlay but is not included in the Major Institution’s Master Plan.

**Simple Street Vacations**

If none of the above elements are present in the project, the project may be classified as simple. However, if significant public interest in the vacation has been voiced during early community engagement, the project may still be classified as a Complex Street Vacation.

**ADDITIONAL SUPPORT**

**Contacts**

- For guidance and additional information about the Street Vacation Petition process, contact SDOT Staff: [Beverly.barnett@seattle.gov](mailto:Beverly.barnett@seattle.gov) or [Moira.gray@seattle.gov](mailto:Moira.gray@seattle.gov)

**Additional Links**

- [Street Vacation policies](#)
- Seattle Design Commission
  - [Street Vacation design presentations](#) and meeting minutes
- Department of Neighborhoods
  - [Community Involvement Commission](#)
- Seattle Department of Codes and Inspections (SDCI)
  - [Tools and resources](#): access to zoning maps, comp plan, design review, etc.
- General information on [Street Use Permits](#)
- For past Street Vacation projects visit the [City Clerk’s Office](#), and fill in the blanks in the following way:

Legislative File Information

Legislative text:

Record No:

Type: