

**STREET IMPROVEMENT PLAN (SIP) APPLICATION MATERIAL TRANSMITTAL  
FOR FORMAL REVIEW OR MYLAR SUBMITTALS**

This form must accompany **all** SIP **Formal Review** application materials and **Mylars** submitted to the SDOT Street Use Counter.

SIP Project # \_\_\_\_\_ Project Address \_\_\_\_\_

Application Materials Submitted by \_\_\_\_\_  
(Sign and Print Name)

**Check the box that applies to your submittal**

Formal Review Submittal	
<input type="checkbox"/> 90% Complete Submittal  Check all boxes that identify materials being submitted at this time	<b>Required Material Submittals:</b> <input type="checkbox"/> 1 Paper Copy of SIP Application (if not previously submitted) <input type="checkbox"/> 2 Paper Copies of 90% Plans on SIP title block <input type="checkbox"/> 1 Electronic file of 90% Plans in PDF format <input type="checkbox"/> 1 Electronic file of Project Scope and Details Form in PDF format (if not previously submitted) <input type="checkbox"/> 1 Electronic file of 90% Complete Street Improvement Plan Checklist in PDF format (if not previously submitted) <input type="checkbox"/> 1 Electronic file of Base Map and Survey Checklist in PDF format (if "Base Map Complete" condition in Hansen has not been satisfied) See CAM 2212 <input type="checkbox"/> Electronic file of Site Photos (if not previously submitted)
	<b>Schedule Update:</b> Estimated date for start of construction of Street Improvements _____ Estimated date for completion of Street Improvements _____
	<b>Other Materials Submitted</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____

Formal Review Correction Meeting	
<input type="checkbox"/> Revised 90% Submittal  Check all boxes that identify materials being submitted at this time	<b>Required Material Submittals:</b> <input type="checkbox"/> Number of Paper Copies that are identified in the latest Correction Notice for 90% Plans; on SIP title block, <input type="checkbox"/> 1 Electronic file of revised 90% Plans in PDF format
	<b>Schedule Update:</b> Estimated date for start of construction of Street Improvements _____ Estimated date for completion of Street Improvements _____
	<b>Other Materials Submitted</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____

Mylar Submittal	
<input type="checkbox"/> 100% Mylars	<input type="checkbox"/> 1 Set of reverse readable Mylars with Engineer's wet signature <b>Schedule Update:</b> Estimated date for start of construction of Street Improvements _____ Estimated date for completion of Street Improvements _____

Pre-permit Issuance Materials		
<input type="checkbox"/> Pre-permit Issuance Materials  Check all boxes that identify materials being submitted at this time	<input type="checkbox"/> Bond <input type="checkbox"/> Cash in lieu of a Bond <input type="checkbox"/> Permit Fee  <b>Other Materials Submitted</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____	For Official Use Only          DATE STAMP HERE

**SDOT STREET USE STAFF TO FILL OUT  
BOTTOM PORTION OF FORM**



Seattle Department of Transportation | Street Use Division  
 700 Fifth Avenue, Suite 2300 | PO Box 34996  
 Seattle, Washington 98124-4996  
 (206) 684-5253 | [SDOTPermits@Seattle.gov](mailto:SDOTPermits@Seattle.gov)  
**STREET USE—RECEIPT OF DOCUMENTS**

SIP PROJECT # \_\_\_\_\_ STREET USE RECEIVED THE FOLLOWING ITEMS FOR PROJECT ADDRESS \_\_\_\_\_

For Official Use Only          DATE STAMP HERE
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<input type="checkbox"/> SIP Application Material Transmittal Form <input type="checkbox"/> # of Paper Copies of revised 90% Plans <input type="checkbox"/> PDF of 90% Plans in PDF format <input type="checkbox"/> PDF of Project Scope and Details Form <input type="checkbox"/> PDF of 90% Complete Street Improvement Plan Checklist <input type="checkbox"/> PDF of Base Map and Survey Checklist <input type="checkbox"/> Electronic Site Photos	<input type="checkbox"/> Reverse Readable Mylars <input type="checkbox"/> Bond <input type="checkbox"/> Cash in lieu of a Bond <input type="checkbox"/> Permit Fee <input type="checkbox"/> Other materials submitted _____ _____
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