



SDCI DIRECTOR'S RULE 6-2025

Applicant:

City of Seattle
Department of Construction and Inspections

Supersedes: 11-2017

Effective: June 20, 2025

Publication Date: June 5, 2025

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Subject:

Large Notice Sign for Master Use Permits

Code and Section Reference:

Index: SMC 23.76.012

Type of Rule: Code Interpretation

Ordinance Authority: SMC 3.06.040

Approved

Signature on file _____

Nathan Torgelson, Director, SDCI

Date June 20, 2025

Background:

Title 23, Land Use Code, of the Seattle Municipal Code includes provisions for public notice of project applications in Section 23.76.012 of the Master Use Permit Chapter. It includes detailed information about the “types of notice required” and “contents of notice.” Applicants must post a large notice sign for applications subject to environmental review and design review. The purpose of these signs is to provide public notice about key elements of the application under consideration and invite public comments about the project.

This rule establishes standards and procedures to ensure that the large notice sign provides an effective form of public notice.

Rule:

The applicant shall install the required large notice sign at the direction of the Seattle Department of Construction and Inspections (SDCI).

Once the sign has been installed, the applicant is responsible for notifying SDCI of the installation. Applicants should do this through our Large Notice Sign Confirmation tool on the [Seattle Services Portal](#). After SDCI has received the Large Notice Sign installation confirmation, SDCI will publish the notice of the application in the Land Use Information Bulletin. SDCI staff will add the comment period dates to the sign.

If, upon field inspection, SDCI determines that the large notice sign does not meet the requirements of this Director’s Rule, the applicant will need to make the required corrections and resubmit another sign installation confirmation. SDCI will need to re-notice the application. This could delay the review process. SDCI will charge re-notice fees per the fee ordinance.

Large Notice Sign Template

The template for the large notice sign is available as an InDesign file and located on the SDCI webpage [Land Use / Master Use Permit - Overview of MUP](#). SDCI will also provide the applicant with a Word document with their project-specific information. This will include the information that needs to be customized: header, project number(s), address, bullet information below “What Is It” and “Required Approvals” and the project number(s) under “More Information”.

- Graphic

The graphic representation of the project, selected by the applicant, should fill the space on the template but not cover the disclaimer at the bottom of the space. The graphic should be a schematic sketch, rendering or other depiction of the proposal at the time of application intended to reflect the scale of the proposed development and indicate whether multiple buildings or towers are included.

- Map

SDCI will provide the applicant with a map in electronic format. The map should fill the space in the template to the extent possible. The applicant should crop the map to show the entire block and the streets bounding the block.

Standards for Locating and Installing the Large Notice Sign

Large notice signs shall:

- Measure 4 feet by 8 feet;
- Be located midpoint on the street frontage(s) from which the site is addressed or as otherwise directed by SDCI staff;
- Be located on the property, no more than 10 feet back from the property line so that it can be easily read from the adjacent street and/or sidewalk; and
- Be between 7 and 9 feet above grade at the top of the sign, making it accessible for posting of comment period dates by SDCI staff.

Maintenance of the Large Notice Sign

The applicant shall maintain the large notice sign in good condition until the City's final decision on the application. If the large notice sign is removed or defaced before the final decision, SDCI may delay review of the project or proposal until the applicant replaces or repairs the sign. SDCI will re-notice the project with a new public comment period if timely replacement or repairs do not occur. SDCI will also charge re-notice fees per the fee ordinance.

Removal of the Large Notice Sign

The applicant is required to remove the large notice sign:

- 14 days after the SDCI decision has been published if no appeal is filed; or
- 21 days after SDCI Shoreline decision has been filed with Washington State Department of Ecology (DOE) and if no appeal is filed; or
- After any appeal being resolved; or
- At the time the application is withdrawn or canceled.

Large Notice Sign Example:

Seattle Department of Construction and Inspections is reviewing

Project:
3000000-LU
3100000-LU
3200000-LU

A New X-STORY APARTMENT Building

What is it?

- Units:
- Parking:
- Includes: Use (if relevant)
- Demo of existing (if relevant)
- No more than 5 bullets

Required Approvals:

- Environmental Review
- Design Review
- Conditional Use

Submit comments to:

- Online: <https://SDCIcomments.seattle.gov>
- Mail: SDCI/PRC, P.O. Box 34019
Seattle, WA 98124-4019

Include the project number and address.
(The comment period may be extended by written request prior to the date below. The comment period for shoreline applications cannot be extended.)


More Information:

- Online: Enter project address at maps.seattle.gov/shapingseattle/buildings
Send us a question at seattle.gov/sdci/questions

Submit comments by _____.

* All comments are posted on our website in their entirety.

SITE ADDRESS

 **Seattle Department of
Construction & Inspections**

Representation only; approved project may vary.