

# SDCI

# Director's Rule 11-2017

<b>Applicant:</b>  City of Seattle Department of Construction and Inspections	<b>Page</b>  1 of 4	<b>Supersedes:</b>  29-2006
	<b>Publication:</b>  5/8/2017	<b>Effective:</b>  6/9/2017
<b>Subject:</b>  Large Notice Sign	<b>Code and Section Reference:</b>  SMC23.76.012	
	<b>Type of Rule:</b>  Code Interpretation	
	<b>Ordinance Authority:</b>  SMC 3.06.040	
<b>Index:</b>  Land Use Code	<b>Approved</b>  (signature on file)	<b>Date</b>  6/9/2017
	Nathan Torgelson, Director, Seattle DCI	

## 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 comment about the project.

This rule establishes standards and procedures to assure 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 Environmental Sign Installation Notification tool at [www.seattle.gov/dpd/toolsresources/](http://www.seattle.gov/dpd/toolsresources/). SDCI considers an application that requires a large notice sign to be complete on the day the Department receives the installation notification.

When SDCI has received the installation notification, the Department will publish notice of the application in the Land Use Information Bulletin. SDCI staff will then 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 SDCI will need to re-notice the application. This could delay the review process. SDCI will charge re-notice fees per the fee ordinance.

SDCI may cancel the application if the Department has not received the "Environmental Sign Installation Notification" within thirty (30) days from the date the application was accepted.

### **Large Notice Sign Template**

The template for the large notice sign is available as an InDesign file. Applicants may request the file, for no cost, by contacting the Public Resource Center at [prc@seattle.gov](mailto:prc@seattle.gov) or 206-684-8275 (message line). SDCI will 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. The project review may result in variations to the application; however, the graphic will not need to be replaced unless changes are made that require a new public notice period. SDCI may waive or modify the requirement for the graphic.

- **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 Environmental Review 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 Environmental Review 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 discontinue review of the project or proposal until the applicant replaces or repairs the sign. SDCI may re-notice the project with a new public comment period if timely replacement or repairs do not occur. SDCI will charge re-notice fees per the fee ordinance.

### **Removal of the Environmental Review 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;
- 21 days after DOE receives the shoreline packet if no appeal is filed;
- Within the week of any appeal being resolved; or
- At the time the application is withdrawn or canceled.

### **Large Notice Sign Example**

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Seattle Department of Construction and Inspections is reviewing

Project:  
3000000  
3100000  
3200000

## A New 9-Story Office Building

### What is it?

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

### Submit comments to:

- Email: [PRC@seattle.gov](mailto:PRC@seattle.gov)
- Mail: SDCI, P.O. Box 34019  
Seattle, WA 98124-4019

Refer to the project number or address.

(The comment period may be extended by written request prior to the date below.)

Submit comments by \_\_\_\_\_.

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

### Required Approvals:

- Environmental Review
- Design Review
- Conditional Use

### More Information:

- Online: Enter project number 3000000, 3100000, and 32000000 at [www.seattle.gov/dpd/edms](http://www.seattle.gov/dpd/edms)
- Phone: (206) 684-8467 (message line)

### 600 4<sup>th</sup> Avenue

