



## LAND USE APPLICATION REQUIREMENTS

(Effective January 1, 2012)

### Getting Information

Please visit the Department of Planning and Development (DPD) Applicant Services Center for application submittal information, 700 Fifth Ave., Suite #2000, Seattle, WA 98124-4019.

Sign up at our 'self service sign in' terminals for application coaching on single family residences and small business projects (note: a paid coaching session with a land use planner may be needed). Talk to the person at the front desk for forms, Client Assistance Memos, Director's Rules, Codes, Checklist and Standards, fee information and other documents to assist you in your project. These materials are also available online at [www.seattle.gov/dpd/publications/forms](http://www.seattle.gov/dpd/publications/forms).

- All applications require a Preliminary Application Form (PAF) to be completed and submitted prior to an appointment.
- All applications require a Pre-Application Site Visit Request (PASV) to be completed and submitted prior to scheduling an appointment.  
**Exceptions:**
  - PASVs are not required when there has been a PASV conducted on that specific site within the last 24 months.
  - PASVs are not required for a Minor Communication Utility application or Lot Boundary Adjustments (LBA).
- A Preliminary Assessment will be conducted for all MUPs (see exceptions below). This action begins as soon as you submit your PAF, PASV, and PASV payment.  
**Exceptions:**
  - Preliminary Assessments are not required for Lot Boundary Adjustment applications.
  - Preliminary Assessments are not required for Unit Lot Subdivision applications if completed under the construction application.
  - Preliminary Assessments are not required for Minor Communication Utility applications.

### Submitting Preliminary Documents

Preliminary application material (Preliminary Application Form and Pre-Application Site Visit Request) may be obtained in person or online. Completed documents may be mailed, faxed, e-mailed, or delivered in person. You can also take advantage of our electronic submittal option submitting your preliminary documents (including your site plan) through our EPlan Portal. Please visit our website at <http://web1.seattle.gov/dpd/eplan/>. Fees for your Pre-Application Site Visit (\$132.50) may be paid in-person, by phone, or online.

### Making an Appointment

You must make an appointment with DPD to submit your application and plans (including those being submitted on line). Call 206-684-8850 or visit the Applicant Services Center to make an appointment. Early Design Guidance (EDG) applications are eligible for our Drop-Off Submittal Program. See CAM 105.

### Fee Structure for Land Use Fees / Paying Fees

**Hourly Fee:** The Hourly fee for Land Use review is \$250.00. An hourly rate of \$250.00 shall be charged for each hour of review time in excess of the hours included in the minimum review fee. Pre-submittal Conferences have a minimum initial fee of \$500.00 (for 2 hours of meeting and review time) Additional pre-submittal hours will be billed at the hourly rate.

Master Use Permit applications are reviewed on an hourly basis. The minimum fee paid at application covers basic review of the proposal. Some proposals, due to complexity, quality of submittal material, or public controversy, may require **additional hours**. This time will be billed at the hourly rate. Some charges, such as general processing, are not billed hourly and are part of your initial payment. Additional explanation regarding what activities are associated with hourly charges is discussed further in this document.

The most common application types are found in the table on the reverse side of this sheet. For Land Use Application types not listed, please review the **2012 Fee Subtitle Chapter 22.900C**, "Fees for Land Use Review".

- **Land Use Intake Fee:** A fee of \$177.00 is charged at intake appointments for land use reviews. This fee is charged for each appointment.
- **Public Notice Fees:** Notice Fees are collected at the land use intake appointment. Please refer to the table on the reverse side of this sheet and Director's Rule 2-2011 for applicable notice fees based on application type.
- **Minimum Land Use Review Fee:** For **most** application types, the minimum land use review fee is \$2,500.00 for 10 hours of review time. **The Land Use Minimum Review Fee, Public Notice Fee, Land Use Intake fee and outstanding hourly fees that may apply are all due at intake.**

### Master Use Permit Activities Associated With Hourly Charges

For your information, below is a list of tasks for which your land use reviewer will charge an hourly fee. Please talk with your Land Use Planner if you have questions about fees for your project.

- Site visits
- Research
- Zoning review
- Pre-submittal assistance
- Review of file application materials in preparation for written analysis and decision
- Corrected plan review (time and number dependent on quality and completeness of application materials)
- Land Use review on Building Permits
  
- Phone calls with neighbors
- Phone calls with project contact person, owner, and architect
  
- Meetings with neighbors
- Meetings with applicant, contact person, owner, architect
  
- Coordination and/or meeting with other City departments (Seattle Transportation, City Light, DON, SPU, etc.)
- Coordination and/or meeting with State agencies (DOE, Fish & Wildlife, etc.)
- Coordination and/or meeting with other DPD reviewers (Geotech, wetlands, etc.)
  
- Presentation/discussion of project issues at team meetings, code interpretation meetings
- Design review public meetings
- Preparation of Design Guidelines and Recommendations
- Work with in-house Design team
  
- Drafting land use decisions
- Review of decision by supervisor
- Edits of decision for publication
  
- Reviewing project after published decision to assure conditions are met and plans reflect final design (for projects subject to Design Review)
  
- Preparation for appeal hearings
- Appeal hearings
  
- Demolition, TRAO coordination
- Final review of MUP issuance

## 2012 Land Use Fees

Application Type	Form Required	#of Plans	Cover sheet	Min Fees	Intake Fee	Add'l Fee	Public Notice Fee per DR 2-2011*	*note	Fee Total Due At Intake	Hrs
Administrative Conditional Use	CAM 211A/B	4	Yes	\$2,500.00	\$177.00		\$811.00	1	\$3,488.00	10
Council Approvals	None	6	Yes	<b>\$5,000.00</b>	\$177.00		\$1,091.00	2	\$6,268.00	20
<b>Design Review *</b>	CAM 238	4	Yes	<b>\$5,000.00</b>	\$177.00	Hourly LU (EDG)	\$1,030.00	3	\$6,207.00	20
Early Design Guidance Administrative	CAM 238		No	\$2,500.00	\$177.00		\$463.00		\$3,140.00	10
Early Design Guidance Full	CAM 238		No	\$2,500.00	\$177.00		\$573.00		\$3,250.00	10
Streamlined Design Review	CAM 238B		No	\$2,500.00	\$177.00		\$463.00		\$3,140.00	10
Design Review Admin	CAM 238	4	Yes	\$2,500.00	\$177.00	Hourly LU (EDG)	\$634.00		\$3,311.00	10
Design Review for Tree Protection		4	Yes	\$2,500.00	\$177.00	Hourly LU (EDG)	\$634.00	3	\$3,311.00	10
ECA Cluster Housing ACU	CAM 329	4	Yes	\$2,500.00	\$177.00		\$811.00		\$3,488.00	10
ECA Exception	CAM 328	4	Yes	\$2,500.00	\$177.00		\$634.00		\$3,311.00	10
ECA Variance	CAM 330	4	Yes	\$2,500.00	\$177.00		\$811.00		\$3,488.00	10
Full Subdivision	None	17	Yes	\$2,500.00	\$177.00	\$354.00	\$1,330.00	4	\$4,361.00	
Lot Boundary Adjustment	CAM 213B	8	No	\$1,250.00	\$177.00	\$354.00	\$0.00	4	\$1,781.00	5
Major Inst. Master Plan	None	6	Yes	<b>\$5,000.00</b>	\$177.00		\$1,091.00	2, 5	\$6,268.00	20
Rezone	CAM 228	6	Yes	<b>\$5,000.00</b>	\$177.00		\$1,091.00	2	\$6,268.00	20
<b>SEPA ONLY REVIEW</b>										
Early Review DNS	5 Checklists	4	Yes	\$2,500.00	\$177.00		\$634.00		\$3,311.00	10
DS & EIS	see planner	6	Yes	\$2,500.00	\$177.00		\$1,726.00		\$4,403.00	10
EIS Addenda & SEIS	see planner	4	Yes	\$2,500.00	\$177.00		\$634.00		\$3,311.00	10
Tree & Vegetation Restoration	CAM 331	4	Yes	\$500.00	\$177.00		\$634.00	6	\$1,311.00	2
Shoreline Exemption	PRC CNTR	1	No	\$250.00					\$250.00	1
Shoreline Substantial Dev	CAM 209	6	Yes	\$2,500.00	\$177.00		\$634.00		\$3,311.00	10
Shoreline Revision	CAM 209	5	Yes	\$500.00	\$177.00				\$677.00	2
Shoreline Variance/CU	CAM 209	6	Yes	\$2,500.00	\$177.00		\$811.00		\$3,488.00	10
Short Plat/Unit Lot Subdivision	CAM 213A	8	No	\$2,500.00	\$177.00	\$354.00	\$811.00	4	\$3,842.00	10
Special Exceptions	None	4	Yes	\$2,500.00	\$177.00		\$634.00		\$3,311.00	10
Temporary Use (>4 weeks)	None	4	Yes	\$1,250.00	\$177.00		\$811.00	7	\$2,238.00	5
Variance	CAM 210	4	Yes	\$2,500.00	\$177.00		\$811.00	1	\$3,488.00	10

**\*Notes**

An hourly rate of **\$250.00** shall be charged for each hour of review time in excess of the hours included in the minimum review fees shown above.

[Link to Fee Subtitle and Public Notice fees. For fees not listed on this sheet see 2012 FEE SUBTITLE TABLE C1. For Public Notice Fees - see page 11 of Director's Rule 2-2011 \(DR 2-11\)](#)

1. **Fee exception:** Reduced minimum land use review fee (\$1,620.00) for community centers, child care centers, adult care centers, private schools, religious facilities, and public and private libraries in single family and multi-family zones. **22.900C.010** Table C1 item#1 (ACU) or item #8 (Variance) of the Fee Ordinance.

2. The minimum fee for Council approvals and all other Type IV and V land use approvals shall be \$5,000. Link to Table A 23.76.004 Decision Framework for application types.

3. Includes \$396.00 public notice for recommendation meeting (LUIB, posting, meeting room) which is collected at MUP intake appointment.

4. Additional hours include \$177.00 Ordinance Review and \$177.00 Drainage Review for a total of \$354.00

5. Major Institutions fee: major amendments, renewal and designation of major institution.

6. **Fee exception:** Reduced SEPA fee of \$500.00. Fee applies for re-vegetation in ECA with over 1,500 sq.ft. of coverage only. 22.900.010 Table C-1 Item 35

7. **Fee exception** for police and fire stations. Temporary relocation of police and fire stations is a Type 1 decision. Land use fees do not apply.