City of Seattle
Department of Planning and Development (DPD)
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Request for LU Coaching Appointment

Project No. _____ ***Site Address:*** _____

Applicant Name: _____

Address: _____

Phone No. _____ ***E-mail or Fax:*** _____

Does this project include ☐ ***Construction or*** ☐ ***Creating a new lot (splitting a property)?***

☐ ***Single Family**** ☐ ***Multi-family*** ☐ ***Commercial*** ☐ ***Industrial***

**Free basic single family coaching is available with a Permit Specialist on a walk in basis at the ASC*

Coaching with a Land Use Planner is available in 30 minute appointments at a cost of $125 (fee must be paid prior to booking appointment). Information provided by the Land Use Planner during the coaching session will be general in nature and focused on land use codes and processes only. *No project review or approval is done during coaching, and no exemptions or exceptions will be granted during the appointment.*

Planners will respond to questions provided by the applicant and will do their best to provide process guidance or feedback about applicable development standards during the appointment. Due to the complexity of the Seattle Land Use Code, there may be times when a complex question will require follow-up time by the planner in order to confirm an answer. Applicants will not be charged for brief follow-up confirmation which is generally expected to take no more than 15 minutes.

Additional research that is required as a result of the coaching session will be the responsibility of the applicant, as DPD has limited capacity at this time to perform additional research. Specific guidance given in the coaching session will be documented in our system, and a copy of the abbreviated notes will be provided to the applicant at the end of the coaching session. *If additional coaching is desired by the applicant, they can schedule another 30 min. coaching session OR apply for a 60 min. pre-submittal conference.*

Brief Project Description and Questions ***(suggested 3 question limit)***

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Please note: A fee of $88.50 per appointment shall be charged when an applicant fails to provide at least 24 hours notice that the appointment will not be kept (Seattle Municipal Code Title 22, Section 900B.020.B).

DPD reserves the right to cancel any scheduled appointment if the applicant arrives more than 5 minutes after the scheduled start time. We recommend arriving 15 minutes before the scheduled start time in order to allow time to sign in. You can contact our office at 206-684-8850 during normal business hours with questions or requests to cancel.

I understand and accept the payment conditions noted above.

_____ _____
Applicant Signature Date

Payment Date		Fee Transaction No.	
Appointment Date:		Time:	