



City of Seattle  
 Department of Planning & Development (DPD)  
[www.seattle.gov/dpd](http://www.seattle.gov/dpd)  
 Applicant Services Center  
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 Seattle, WA 98124-4019

Phone: 206-684-8850 Fax: 206-233-7866

## 5 STEPS FOR SUCCESSFUL DPD APPLICATION SUBMITTAL

Project#: \_\_\_\_\_

Date: \_\_\_\_\_

Step 1: RESEARCH	No Fee
<ul style="list-style-type: none"> <li>▪ <b>DPD website</b> (<a href="http://www.seattle.gov/dpd">www.seattle.gov/dpd</a>): research property information, zoning, permit history; determine application types and requirements, review Client Assistance Memos (CAMs), Director's Rules, Checklists and Standards; generate fee estimates; obtain Green Building information.</li> <li>▪ <b>Public Resource Center</b> (in-person at PRC): purchase codes, view land use files and construction drawings, research permit and plan history in the microfilm library (fees for copies may apply).</li> <li>▪ <b>Coaching</b> (in-person at ASC): obtain general information on building code, land use code, application process and submittal requirements.</li> </ul>	
Step 2: SUBMIT PRELIMINARY APPLICATION MATERIALS – <i>if required</i>	Fees Apply
<ul style="list-style-type: none"> <li>▪ The following Preliminary Application Materials may be mailed, faxed, or dropped-off (address listed above).</li> <li>▪ Fees may be required; include checks payable to City of Seattle if submitting forms by mail.</li> </ul>	
<p><b>Preliminary Application Form [PAF]</b></p> <ul style="list-style-type: none"> <li>▪ Submit Preliminary Application Form to start the construction and land use (MUP) permit processes.</li> <li>▪ A Preliminary Application Form is <b>required</b> for all Land Use and Construction projects.             <ul style="list-style-type: none"> <li>○ Exception: A PAF is not required for Subject-to-Field-Inspection (STFI), Over-the-Counter (OTC), and mechanical permits.</li> </ul> </li> <li>▪ Attach a site plan meeting <a href="#">CAM 103</a> requirements for a Preliminary Site Plan, location plans per <a href="#">CAM 316</a>, and Building ID plans per <a href="#">CAM 130</a>.</li> <li>▪ For new construction projects, applicants receive a "Preliminary Assessment Report" [PAR] containing information from DPD, SDOT, SPU, and SCL regarding drainage, utility, and right-of-way improvement requirements.</li> <li>▪ If requesting a street improvement exception, submit Right-of-Way Improvement Exception Request Form per <a href="#">CAM 205</a>.</li> </ul>	No Fee
<p><b>Pre-Application Site Visit [PASV] Request Form</b></p> <ul style="list-style-type: none"> <li>▪ Required for land use (MUP), new construction, grading applications and other projects having ground disturbance greater than 750 sq ft in non-environmentally critical areas (ECA).             <ul style="list-style-type: none"> <li>○ <u>Exception:</u> If a PASV has been conducted at a development site within the past 18 months.</li> <li>○ <u>Exception:</u> STFIs having no ground disturbance or ECA issues [<i>ground disturbance is defined as equal to or greater than 1 cubic yard of hand-dug earth disturbance (roughly 5 or 6 footings)</i>].</li> </ul> </li> <li>▪ Applicants will receive a PASV Field Assessment and Report identifying site conditions including ECAs, drainage patterns, large trees, existing structures, street curb &amp; potential property line impacts.</li> <li>▪ <b>Note:</b> based on the PASV results, additional submittal materials may be required.</li> </ul>	Fee
<p><b>Preliminary Assessment Report (PAR)</b></p> <ul style="list-style-type: none"> <li>▪ A Preliminary Assessment will be conducted on all MUPs and NEW construction applications. This is a preliminary review of your project by DPD, SDOT, SCL and SPU to identify major project stoppers. This process starts when the PAF &amp; PASV have been submitted.</li> </ul>	No Fee
<p><b>Pre-Submittal Conference Application</b></p> <ul style="list-style-type: none"> <li>▪ Required for high-rise structure and atrium construction, and land use Early Design Guidance (EDG).</li> <li>▪ Recommended for substantial alterations, buildings with unusual structural systems, ECA exceptions, Shoreline Substantial Development permits, complex zoning interpretations, right-of-way requirements, council actions (e.g. rezones).</li> <li>▪ Submit Pre-Submittal Conference Application Form to request conference to discuss codes, processes or complex issues spanning many disciplines (e.g. construction, land use, etc) and city departments.</li> <li>▪ Pre-Submittal Conference availability is limited and based on resources and complexity of application.</li> <li>▪ Submit a list of questions about your project that you would like answered. Please cite the appropriate code sections that apply to your questions.</li> </ul>	Fee

**Priority Green Expedited** <http://www.seattle.gov/dpd/prioritygreen>

**No Fee**

If participating in **Priority Green Expedited (formerly Green Q)** submit with PAF:

- Copy of Built Green or LEED preliminary checklists.
- Verifier Letter or LEED intent letter.
- If using DPDs Alternative Path: Alternative Path Checklist.

**Step 3: SUBMIT STREET IMPROVEMENT PLAN [SIP] TO SDOT – if required**

**Fee**

- Use Preliminary Assessment Report [PAR], SDOT CAMs [2200](#), [2201](#), [2206](#), [2209](#), [2211](#), [2212](#), [2213](#), and [2214](#), SDOT [Base Map and Survey Checklist](#) and [90% Complete Street Improvement Plan Checklist](#) to determine requirements for Street Improvement Plan (SIP) acceptance.
- Schedule a SIP Intake Appointment to occur a minimum of five days prior to the DPD construction intake appointment. 90% complete Street Improvement Plans must be accepted by SDOT for formal review prior to the DPD construction intake appointment. **Exception:** Single Family projects only triggering sidewalk requirements and are outside the boundaries of Urban Villages or Urban Centers do not need to have their SIP accepted prior to intake; however, they must submit them prior to building permit issuance.
  - Call 206-684-8184 or email [SDOTPermits@Seattle.gov](mailto:SDOTPermits@Seattle.gov) to schedule the SIP Intake Appointment
  - Provide DPD Project Number
- SDOT Street Use Coaching is available at DPD ASC; call (206) 684-3679 or email [SDOTASC@Seattle.gov](mailto:SDOTASC@Seattle.gov) for hours and information.
- SDOT CAMs and forms are available at [http://www.seattle.gov/transportation/stuse\\_docs.htm#CAM\\_construction](http://www.seattle.gov/transportation/stuse_docs.htm#CAM_construction)

**Step 4: SCREENING – construction applications only**

**No Fee**

- Screening (in-person at ASC): available on a walk-in basis during ASC business hours.
- Required for all construction applications; screening may be waived for Consistently Prepared Applicants (CPA) with 80% or higher rating per [CAM 121](#).
- Use Screening Checklists and Standards to prepare detailed construction drawings, forms, reports and other documents for DPD to screen for completeness prior to intake.

**Step 5: INTAKE**

**Fees Apply**

- Use Screening Checklists and Standards, Preliminary Assessment (PAR) and PASV Reports to ensure application meets all requirements and is complete and review ready prior to intake.
- If a Street Improvement Plan (SIP) is required, a 90% complete SIP must be submitted to SDOT, screened and accepted 5 days prior to DPD construction intake.
- Call 206-684-8850 to schedule intake appointment. Certain applications may use drop-off program per [CAM 105](#).

**PRELIMINARY SITE PLAN EXAMPLE (see [CAM 103](#)):**

