

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

RESOLVING RIGHT OF WAY PERMIT DISAGREEMENTS

Revised October 6, 2011

The Department of Transportation (SDOT) offers an administrative review process for applicants. Permittees may appeal a decision by requesting an administrative review.

This process also applies if you are disputing a SDOT permit decision and you are not the applicant or Permittee.

BACKGROUND

This decision review or reconsideration process is available for the regulations governing the use and improvement of the City's rights-of-way, Chapter 15 of the Seattle Municipal Code (SMC).

When a Street Use employee and an applicant have differing interpretations about how the SMC should be applied to a particular project, they should first discuss the question with the employee's supervisor and manager. Both applicants and SDOT employees are encouraged to discuss SMC interpretations with the employee's supervisor and manager before initiating an administrative review.

If there is no mutual satisfaction after these discussions, the next step would be to request a meeting to review the circumstances of your complaint with the Street Use and Urban Forestry Division Director.

Should all the attempts to resolve the dispute after meeting with the Division Director be exhausted and you are still dissatisfied with the outcome, you may request that the SDOT Director or their designee review the disputed decision in an administrative review meeting.

You can request an administrative review by the SDOT Director within 10 days after the decision in question has been made.

STEPS FOR THE ADMINISTRATIVE REVIEW PROCESS

The Street Use and Urban Forestry Division follows the administrative review process as described in [SMC Section 15.04.112](#) which defines the scope and process for the review and decision reconsideration.

You have 10 calendar days to initiate the dispute resolution process from the time the decision was made by SDOT. You must submit, in writing, to the SDOT Director a request for review and or reconsideration, with a copy of the request to also be sent to the Street Use and Urban Forestry Division Director. In your letter, you should include:

1. The decision for which the review or request for reconsideration is requested;
2. The objections to the decision; and
3. The specific alternative being proposed.

Once a request for an administrative review has been made, the SDOT Director will appoint a review officer to review the submitted documents and project file and to make a determination. During the review period the SDOT Director has the authority to stay the implementation of the original decision pending review or reconsideration. The review officer will provide a recommendation to the SDOT Director, who will then notify the applicant of the final decision. The SDOT Director's decision is final.

Requests for Administrative Reviews must be sent to:

Seattle Department of Transportation
Director of Transportation

And a copy to:
Street Use & Urban Forestry Division, Division Director

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PO Box 34996, Seattle, WA
98124-4999

www.seattle.gov/transportation

