

# Seattle Permits

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

## 90% Street Improvement Plan (SIP) Intake Appointment and 90% Complete SIP Acceptance Processes

Last Revised 7/17/09

Private developments within the City of Seattle may be required by the Seattle Municipal Code to construct street improvements or to install public utilities to serve a project site. These improvements within the City right of way are constructed under a SDOT Street Use Street Improvement Permit (SIP). Applicants are required to design, engineer, and submit 90% complete Street Improvement Plans to initiate formal plan review.

90% Complete Street Improvement Plans are submitted at a scheduled SIP Intake Appointment. During the SIP Intake Appointment, 90% plans are screened for non-standard elements in the right of way. All non-standard elements require 60% Complete SIP Approval prior to 90% Complete Street Improvement Plan acceptance; see Client Assistance Memo 2213 for details on obtaining 60% Complete SIP Approval. If 60% Complete SIP Approval has been obtained, a SIP Intake Appointment is not required for 90% plan submittal.

During the 90% SIP acceptance process, SDOT screens the 90% Complete Street Improvement Plan and application materials to ensure that the application package meets all requirements and is ready for formal review. When SDOT accepts the 90% SIP, formal review begins.

### 90% SIP INTAKE APPOINTMENT

#### Four Steps for 90% SIP Intake Appointment

The following chart shows the four steps in the 90% SIP Intake Appointment process.

**Note:** If 60% Complete SIP Approval has been obtained, applicants may bypass the SIP Intake Appointment and drop-off the 90% Complete SIP application materials at the Street Use Counter. Skip to the **90% Complete SIP Acceptance** section of this CAM for the process steps and requirements.

- 1 Applicant contacts SDOT to schedule SIP Intake Appointment.
- 2 Applicant submits required SIP application materials to SDOT Street Use Counter at beginning of SIP Intake Appointment.
- 3 SDOT screens SIP for non-standard elements requiring 60% Complete SIP Approval.
- 4 If project passes screening, the 90% Plan Acceptance process begins.  
If project fails screening, the project is moved into SIP Design Guidance to obtain 60% Complete SIP Approval.

#### 1. Contact SDOT to schedule a SIP Intake Appointment.

Email [SDOTPermits@Seattle.gov](mailto:SDOTPermits@Seattle.gov) or call 206-684-8184 to schedule a SIP Intake Appointment. SIP Intake Appointments are available Monday and Wednesday from 8:00 – 10:00 and Tuesday and Thursday from 1:00 – 3:00. The SIP Intake Appointment will be scheduled in the next available timeslot. If a SIP Project Manager has been assigned to the project during SIP Design Guidance, the appointment will be scheduled during the next intake appointment timeslot that the assigned SIP Project Manager is available.

[www.seattle.gov/transportation](http://www.seattle.gov/transportation)



**2. Submit required materials at the beginning of the SIP Intake Appointment.**

Sign in for your SIP Intake Appointment at the SDOT Street Use Counter, Seattle Municipal Tower, 700 – 5<sup>th</sup> Avenue, 23<sup>rd</sup> floor. You will be called to the front counter to submit the required materials prior to the intake appointment. See the Application Materials section of this CAM for a list of required application materials for 90% Complete SIPs. Application materials are available at: [http://www.seattle.gov/transportation/stuse\\_docs.htm](http://www.seattle.gov/transportation/stuse_docs.htm).

**3. During the SIP Intake Appointment, SDOT screens plan for any non-standard elements requiring 60% Complete SIP Approval.**

All proposed non-standard elements in the right of way require 60% Complete SIP Approval prior to 90% Street Improvement Plan Acceptance. Non-standard elements are identified in CAM 2213 and the 90% Complete Street Improvement Plan Checklist. If your plan contains any non-standard elements, apply for SIP Design Guidance to obtain 60% Complete SIP Approval prior to submitting 90% complete plans.

**4. SDOT determines next steps in the application process.**

If any proposed non-standard elements do not have 60% Complete SIP Approval, the SIP Project Manager will initiate the SIP Design Guidance process with the applicant during the SIP Intake Appointment.

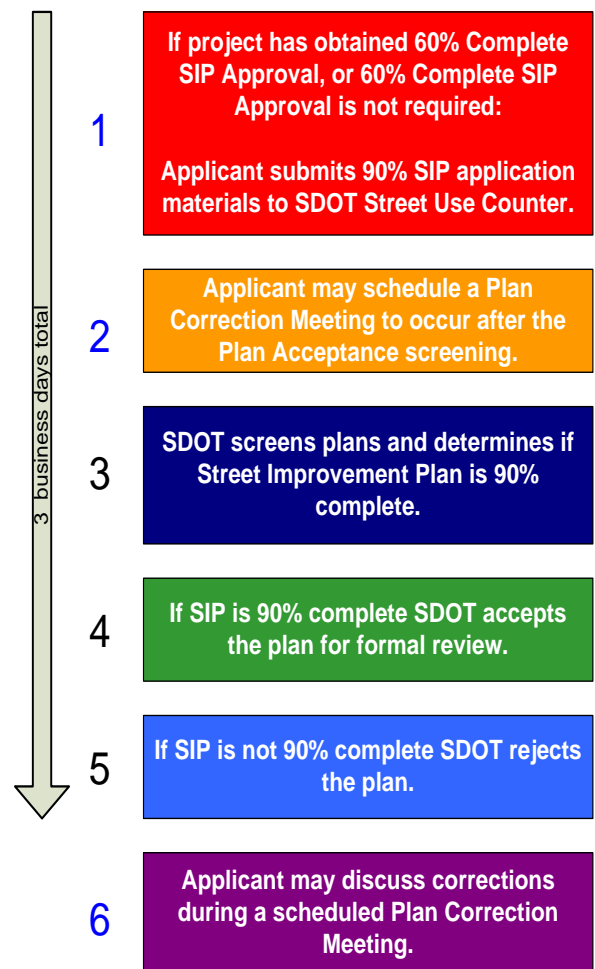
If 60% Complete SIP Approval is not required, the SIP Project Manager will accept the plans in for the 90% Complete SIP Acceptance review.

**90% COMPLETE SIP ACCEPTANCE**

**Six Steps for 90% Complete SIP Acceptance**

The following chart shows the six steps in the 90% Complete SIP Acceptance process.

**Note:** *If a SIP Intake Appointment has been conducted and the plans have successfully passed the non-standard elements screening, skip to Step 2.*



**1. Submit application materials.**

Drop-off required materials at the SDOT Street Use Counter, Seattle Municipal Tower, 700 – 5<sup>th</sup> Avenue, 23<sup>rd</sup> floor. See the Application Materials section of this CAM for a list of required application materials for 90% Complete SIPs. Application materials are available at: [http://www.seattle.gov/transportation/stuse\\_docs.htm](http://www.seattle.gov/transportation/stuse_docs.htm).

**2. Request a Plan Correction Meeting (if desired).**

Schedule a Plan Correction Meeting to occur after the three day 90% Complete SIP Acceptance review. SDOT recommends that you schedule the Plan Correction Meeting at the time that application materials are submitted in order to minimize schedule delays. However you may request a Plan Correction Meeting at any point during the SIP Acceptance process.

### 3. SDOT screens SIP and determines if the plan is 90% complete.

SDOT has 3 business days to screen the SIP and determine if the plans are 90% complete. The Street Improvement Plan must meet all requirements in [CAM 2201: 90% Complete Street Improvement Plan Requirements](#), the [90% Complete Street Improvement Plan Checklist](#), [CAM 2212: Base Map and Survey Requirements for Street Improvement Plans](#) and the [Base Map and Survey Checklist](#).

### 4. If SIP is 90% complete, SDOT accepts the plan for formal review.

The SIP Project Manager will notify the applicant that the plans have passed the screening process and that the Street Improvement Plan has been accepted for formal review. If a Plan Correction Meeting has been scheduled, the meeting will be cancelled.

The SIP Project Manager will notify DPD that SDOT has accepted the SIP for formal review. If a SIP is required, the Street Improvement Plan must be accepted by SDOT prior to the DPD Construction Intake Appointment.

### 5. If SIP is not 90% complete, SDOT rejects the plan and application.

The SIP Project Manager will email screening corrections to the applicant notifying them that the Street Improvement Plan does not meet the requirements of [CAM 2201](#), [CAM 2212](#), the [90% Complete Street Improvement Plan Checklist](#), and/or the [Base Map and Survey Checklist](#).

The SIP Project Manager will notify DPD that SDOT has rejected the SIP for formal review. If the SIP is not accepted by SDOT prior to DPD construction intake, the DPD construction application will be rejected. Your DPD CPA rating may be impacted as a result. See [CAM 121](#), [CAM 2206](#) and [CAM 2209](#).

### 6. Corrections may be discussed during the scheduled Plan Correction Meeting.

The applicant may choose to attend the scheduled Plan Correction Meeting to discuss the screening corrections with the SIP Project Manager. The project engineer and owner are encouraged to attend the meeting to ensure that the entire project team is fully informed about the project status and next steps in the SIP application process.

## APPLICATION MATERIALS

The following **application materials** are required for 90% Complete SIP submittals:

#### a. SIP Application Material Transmittal Form

This form must accompany all SIP application packages, and is required every time that SIP materials are transmitted to SDOT. Use this form as a guide for determining which materials are required for each level of plan submitted to SDOT.

#### b. Street Improvement Permit Application

The Street Improvement Permit Application must be completely filled out with the “90% Street Improvement Plan” box checked.

#### c. SDOT Letter of Authorization

A letter of authorization from the property owner is required if the permit applicant and/or contact is not the owner.

#### d. Project Scope and Details Form

The Project Scope and Details Form summarizes key project elements. The Project Scope and Details Form is also the place where applicants can communicate any specific questions or issues to the SIP Project Manager.

#### e. Site Photos

Submit hard copy photos or electronic photos on a CD. Site photos must show and label all rights-of-way adjacent to the project and include existing surface improvements, utilities, and site conditions.

#### f. Base Map and Survey Checklist

The Base Map and Survey Checklist must be completely filled out and signed by the Applicant and Engineer or Surveyor.

#### g. 90% Complete Project Plans

Two paper copies of the project plans along with an electronic copy in PDF format on a CD **must** be submitted. An electronic CADD file of the project plans is desired. CADD files must be version 2000 or greater. Plan requirements are defined in [CAM 2201](#) and the [90% Complete Street Improvement Plan Checklist](#). If your project contains any non-standard elements, insert a copy of the approved 60% Complete Street Improvement Plan. See [CAM 2213](#).

#### **h. 90% Complete Street Improvement Plan Checklist**

The 90% Complete Street Improvement Plan Checklist must be completely filled out and signed by the Applicant and Engineer.

#### **i. Deposit**

The initial deposit is \$1,250 for one single family dwelling unit projects or \$2,500 for commercial, multi-family, mixed-use, industrial, and institutional projects. Hourly review fees are charged for time spent screening the Street Improvement Plan, conducting the SIP Intake Appointment, and conducting the Plan Correction Meeting. All fees are deducted from the initial deposit.

**Note:** *If items b, c, d, e and i were submitted for earlier SIP Design Guidance Meetings then you do not need to resubmit these items.*

*If item f was submitted and approved during the SIP Design Guidance process you do not need to resubmit.*

*Items a, g and h are always required for 90% Street Improvement Plan Acceptance submittals.*

### **Assistance with Street Improvement Permitting**

Questions regarding the Street Improvement Permitting process may be directed to a SDOT SIP Project Manager at 206-684-3679 or emailed to [SDOTASC@Seattle.gov](mailto:SDOTASC@Seattle.gov).

SDOT Coaching is available at DPD's Applicant Service Center (ASC) located in the Seattle Municipal Tower on the 20<sup>th</sup> Floor. The hours for walk up coaching are limited so call 206-684-3679 before planning your visit.

### **Resources**

Applicants may check the status of their Street Improvement Permits online at [http://www.seattle.gov/transportation/stuse\\_permits\\_online.htm](http://www.seattle.gov/transportation/stuse_permits_online.htm). See CAM 2105 for details.