SDOT Street Improvement Permitting (SIP) Process

Last Revised 7/17/09

If you are developing within the City of Seattle, the Seattle Land Use Code (SMC Title 23) may require that you install street improvements or public utilities to serve the site. For new construction projects, street improvement requirements will be determined during the Department of Planning and Development's (DPD) preliminary assessment process. Refer to DPD Tip 100, DPD Tip 101 and SDOT CAM 2206 for more details. If you are developing within the City of Seattle and you are not required to install street improvements per the Land Use Code you may choose to enhance or modify your existing streetscape. In either case a Street Improvement Permit (SIP) is required.

Any private development triggered permanent improvements in the City's public right of way shall be constructed under a Street Improvement Permit issued by the Street Use Division of the Seattle Department of Transportation (SDOT). Examples of these kinds of improvements are public sewers, storm drains, water mains, street drainage facilities, curbs and sidewalks, and street or alley paving.

Construction plans for major and permanent improvements must be prepared by a Professional Civil Engineer according to the parameters set out in the Seattle Right of Way Improvements Manual (ROWIM) and referenced in The City of Seattle Standard Plans and Specifications. The plans must be prepared in the format described in CAM 2201. SDOT must approve the plans and issue the permit before construction in the right of way may commence.

All City costs associated with the Street Improvement Permit are the responsibility of the project permittee. In addition to the costs for permit fees, costs for SIP Plan Design Guidance, plan review, inspection, and project close out, are charged on an hourly basis. Deposits are required.

Questions regarding the Street Improvement Permitting (SIP) process may be directed to a SDOT SIP Project Manager at 206-684-3679 or emailed to SDOTASC@Seattle.gov. SDOT Coaching is also available at DPD's Applicant Services Center (ASC) located in the Seattle Municipal Tower on the 20th Floor. The hours for walk-up coaching are limited so call 206-684-3679 before planning your visit.

Street Improvement Permitting Process

The stages of the Street Improvement Permitting process are as follows:

I. PRE-APPLICATION & APPLICATION

A. Street Improvement scope is established:

The scope of street improvements is determined by the Department of Planning and Development (DPD) per the Land Use Code. Code required street improvements are defined during the Master Use Permit process and/or through the Preliminary Assessment Report (PAR) issued by DPD.

B. Permitting cost and project cost:

The size and scope of your street improvements determine the cost for SDOT's services to process the Street Improvement Permit. A deposit is collected, and time is charged at $150.00 per hour against the deposit.

C. SDOT SIP Plan Design Guidance Meetings are available for 0 - 90% complete plans:

Depending on the scope and complexity of your street improvements, you may choose or need to submit an application for SDOT SIP Plan Design Guidance. During SIP Plan Design Guidance the applicant will meet with an assigned SIP Project Manager and representatives from city departments to determine how to best meet requirements given existing constraints, to obtain 60% complete SIP Plan approval, and to help prepare 90% complete plans for acceptance. Application materials for SDOT SIP Plan Design Guidance are available on

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the Street Use website. Refer to CAM 2211 and CAM 2213 for details.

D. Design criteria:

The references typically used in the design of street improvements are:

- Seattle ROW Improvements Manual (ROWIM): http://www.seattle.gov/transportation/rowmanual/
- Seattle Standard Plans and Specifications http://www.seattle.gov/util/Engineering/Standard_Plans_&_Specs/index.asp
- SPU Design Guidelines for Public Storm Drain Facilities http://www.seattle.gov/util/Engineering/Obtain_Utility_Services/Drainage_&_Wastewater_Planning/index. asp
- Street and Sidewalk Pavement Opening and Restoration Rules (PORR): www.seattle.gov/transportation/stuse_pavementopen.htm
- Street Use website: http://www.seattle.gov/transportation/stuse_home.htm

E. Easements or dedication of land:

If your project requires easements or dedication of land for streets, alleys, utilities, or a similar public use, consult CAM 2203, Dedication of Right of Way or Easements. If access to adjacent properties is needed to complete construction of your project, a temporary easement or right of entry is required.

F. Design notification:

Notification to adjacent property owners of pending street improvements may be required prior to final approval of the street improvement plan. It is recommended that the applicant complete this notification early in the design process if their project will have any affect on adjacent properties.

G. Submittal of 90% complete plans for acceptance:

90% complete Street Improvement Permit Plans are submitted to SDOT during a SIP Plan Intake Appointment. Call 206-684-8184 or email SDOTPermits@Seattle.gov to schedule the appointment. Sign in at the Street Use Counter and submit application materials and plans at the beginning of the scheduled SIP Plan Intake Appointment. During the SIP Plan Intake Appointment, the assigned SIP Project Manager screens the Street Improvement Plan for non-standard project elements which require 60% complete SIP Plan Approval. Refer to CAM 2213 and the 60% complete Street Improvement Permit Plan Checklist for details. SDOT will either initiate the SIP Plan Design Guidance process if 60% complete SIP Plan Approval is still required, or initiate Plan Acceptance review. ***Note:*** if 60% complete SIP Plan Approval has been obtained, applicants may bypass the SIP Plan Intake Appointment and drop-off the 90% complete SIP Plan application materials at the Street Use Counter to initiate the Plan Acceptance review.

During the Plan Acceptance review, SDOT screens the plan for 90% completeness per the requirements established in CAMs 2201, 2212, the 90% complete Street Improvement Permit Plan Checklist and the Base Map and Survey Checklist. If the plan adequately includes all required street improvement elements and complies with the standards of the CAMs and checklists, then the plan will be accepted for formal review. Application materials for 90% Street Improvement Permit Plan Acceptance are available on the Street Use website. Refer to CAM 2214 for details.

II. FORMAL REVIEW & CORRECTIONS

A. Formal review:

Allow for a six week review cycle for the first formal review. Plans are circulated to multiple review locations, including design engineers and utility companies. The assigned SIP Project Manager leads the review of the improvements in the public right of way and serves as the single point of contact for the project.

B. Consolidated set of review comments:

After the six week review cycle a consolidated set of review comments, complete with markups and attachments, will be prepared for the applicant. An adequate written response and plan correction must accompany each review comment prior to Street Use accepting the plans for the next review cycle. The review cycles will be repeated until all comments are adequately addressed. To better understand the required plan corrections, a meeting may be requested to discuss or resolve the review comments.

C. Submit final plans:

After corrections and revisions are approved by the SIP Project Manager, submit final plans for the City's permanent records. The final plans must be reverse readable photo-Mylar plan sheets on SDOT title block and have the professional civil engineer's original seal and the engineer's original signature in permanent ink. Refer to CAM 2201 for details.

III. PERMIT ISSUANCE

A. Bond submittal:

A surety bond or cash deposit is required prior to issuance of the Street Improvement Permit.

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The value of the bond is based on the street improvement construction cost and the expense the City may incur as a result of unfinished work or the potential damage to utilities.

Your SIP Project Manager will provide a bond to be completed by you and your bonding company. Governmental agencies are exempt from the surety bond requirement.

B. Liability Insurance:

The permittee may be required to provide a Certificate of Liability Insurance covering the activities relating to the permitted work. Refer to CAM 2102 for details.

C. Issuance of Street Improvement Permit:

When the permit is ready to issue, you may pay your permit issuance fees and construction phase deposit at the Street Use permit counter. A Street Improvement Permit is then issued to construct the approved plan when the property owner or permittee signs for the permit.

D. Other permits:

SDOT may require other Street Use permits in addition to the Street Improvement Permit, depending on the nature of the project. For example, if an area of a City street or sidewalk outside the construction area will be needed to store equipment or materials this would be covered under a separate permit. Refer to CAM 2209 for details.

IV. PRE-CONSTRUCTION

A. Pre-construction meeting:

The permittee shall request a pre-construction meeting with the Street Use Inspector at least three weeks before right of way construction will begin. A representative of the owner as well as the contractors and subcontractors must be present at the pre-construction meeting. The design engineer may also be asked to attend the meeting. The contractor should bring a work schedule of the improvements, material source forms, and any traffic control plans to the meeting.

B. Survey for construction:

A survey is required prior to construction. The applicant is responsible for arranging for the survey through the City of Seattle or a Washington State Licensed Surveyor.

V. CONSTRUCTION & INSPECTION

A. Construction of improvement:

Your applicant team or superintendent coordinates the construction activity and works with the Street Use Inspector to complete the work on schedule.

B. Construction completed:

When the construction is completed, your applicant team makes a request for final inspection. The Street Use Inspector will schedule the final inspection by other City sections and compile a punch list (a list of items that need correcting). These other City sections may include: SDOT Street Maintenance, SPU Water, SPU Drainage and Waste Water, SDOT Traffic Signal Operations, SDOT Street Lighting, SDOT Urban Forestry, etc.

C. Completing the punch list items:

When all items from the punch list are completed, a final check is made. The permit is signed off and the inspector's book is turned in for processing of the as-built records.

VI. CLOSE OUT

A. Street Use permit sign-off:

After acceptable completion of the construction punch list items, the Street Use permit is signed-off and the one-year warranty period commences. If applicable, DPD's building inspector is notified of the completed right of way improvements. Right of way construction must be completed and accepted prior to the issuance of a Certificate of Occupancy by DPD for the development.

B. As-Built processing:

After City acceptance of right of way improvements, the Street Use Inspector's construction notes and measurements are turned in for the as-built markups on the mylar records.

C. Warranty period:

According to Seattle Municipal Code, the entire surety bond or cash deposit must stay in force for a period of one year after construction acceptance of the public right of way improvements by SDOT. Eleven months after permit sign-off, the inspector returns to the site to verify that the improvements have remained in the original accepted condition. If problems exist, the inspector will notify the owner of the required corrections. After any necessary corrections are made and after expiration of the one year warranty period, a letter will be sent to the permit applicant notifying them of the bond release.

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