

Seattle Permits

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

Skybridge Petition Checklist

Last Revised 3/1/07

Before you petition for a permit

- Consider alternatives: the City will only issue permits for skybridges in limited circumstances.
- Review the provisions of SMC 15.64 carefully.
- Consider setting a Skybridge Design Guidance meeting with the City's Skybridge Review Committee, including SDOT, DPD and other City staff. A Skybridge Design Guidance meeting will give the Committee the opportunity to review the proposal and identify issues, offer alternative suggestions, and offer a threshold assessment of the feasibility of the proposed skybridge. In addition, the Review Committee will outline the costs, time frame, and information necessary for a skybridge petition.

Petition submittal

In order for a skybridge application to be reviewed, the Applicant must respond to the "elements for consideration" defined in SMC 15.64.050B. These elements for consideration are meant as an assessment tool to determine if the skybridge application is technically feasible, serves the public interest, is aligned with applicable public policy objectives, reflects the goals of the receiving neighborhood and responds appropriately to the proposed site. The following items are required by SMC 15.64.040 before a skybridge petition will be accepted and reviewed:

- Conceptual drawings of the proposed skybridge, which shall include its location, size, height above ground surface, and cost estimate;
- Conceptual drawings of alternatives to the skybridge, with cost estimates;
- Drawings of the proposed skybridge showing its visual appearance;

- Photographs of the location and immediately surrounding area;
- An environmental checklist as defined by WAC 197-11-742 and WAC 197-11-960 and adopted by SMC section 25.05.315 and 25.05.960;
- A statement of the reasons for the necessity of the proposed skybridge;
- Any additional information deemed necessary for the processing the application.
- Also recommended: Proposed public realm elements.

Skybridge Permit Review and Approval Process

1. **Applicant Contacts SDOT/Street Use:** The applicant/petitioner contacts SDOT (Street Use) in the early stages of their project to discuss the feasibility of a skybridge over the right-of-way.
2. **SDOT/Street Use convenes the Skybridge Review Committee.** The Skybridge Review Committee is made up of staff from SDOT, DPD and the Design Commission. The Review Committee will be convened only when a skybridge application is submitted to the City. The Review Committee meeting can occur in one of two ways:
 - Early Skybridge Guidance Meeting with the Applicant to review the proposal. This meeting would be at the applicant's request and the Review Committee would determine if the applicant should proceed with the skybridge design and petition, proceed at their own risk or clearly seek another alternative (in the case of a view corridor).
 - The Review Committee meets to conduct a preliminary review of the applicant's request and determine if the application is complete. If the application is complete, the Review Committee will transmit it to the City Clerk's office to be filed as a skybridge petition. The Review Committee prepares an issues summary to be attached to the application package for circulation.

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3. **City Council refers the petition to the Director of SDOT;** the petition is forwarded to Street Use for discretionary and technical review. The application will be routed to other SDOT divisions, various city departments, public and private utilities, and the Seattle Design Commission for comments and recommendations.
4. **Seattle Design Commission Review and Recommendation.** The Seattle Design Commission reviews the skybridge application and transmits their recommendation to the SDOT Director.
5. **SDOT's Street Use Division Compiles Comments and Prepares Draft Recommendation.** SDOT's Street Use staff receives and compiles the comments, prepares a draft recommendation that is forwarded to the SDOT Director.
6. **SDOT Director Action.** The SDOT Director recommends to Council approval or denial of the application.
7. **Notify Applicant:** The applicant is notified of the Director's decision. If denied, the applicant may choose to withdraw their petition and close out the City Clerk file through Council Action. If approved, SDOT will schedule the application for the Council Transportation Committee and forward the petition and draft legislation to City Council for review and preliminary conceptual approval by Resolution.
8. **If Preliminary Conceptual Approved** is granted by the City Council: _ Applicant shall submit construction plans to SDOT, the Design Commission and DPD for final review and recommendation to Council.
 - SDOT confirms that construction plans are in substantial conformance with the preliminary application, including any requirements or conditions set by Council. Upon completion of review, SDOT makes a final recommendation to Council for approval or denial of application. Street Use drafts legislation. Approval is granted by City Council ordinance.
9. **Street Use** prepares the permit and collects the fees.