



Seattle
Department of
Transportation

Seattle Department of Transportation
700 Fifth Avenue, Suite 2300 | P.O. Box 34996
Seattle, Washington 98124-4996 | (206) 684-5253
For Utility-permit-related inquiries and
submissions, email SDOTUtilPermits@seattle.gov.
For all other permitting inquiries and submissions,
email SDOTPermits@seattle.gov.

CLIENT ASSISTANCE MEMO

2116

SEATTLE PERMITS - Part of a
multi-departmental City of
Seattle series on getting a permit
www.seattle.gov/transportation

STREET USE PLAN REQUIREMENTS FOR CONSTRUCTION USE, MINOR UTILITY AND PUBLIC SPACE MANAGEMENT PERMITS

Last Revised 5/31/2019

This Client Assistance Memo (CAM) outlines the general plan requirements for Construction Use, Minor Utility, and Public Space Management permits for both short-term and long-term uses. Depending on the specifics of your project you may be required to provide additional documents as necessary for Street Use Division to review your application.

Visit our website for detailed information about the requirements for each permit: www.seattle.gov/transportation/permits-and-services/permits

Additional information concerning the requirements for all Public Space Management permits can be found in CAM 2800: www.seattle.gov/Documents/Departments/SDOT/CAMs/CAM2800.pdf

You can find more information about the requirements for ROWM Construction Use and Minor Utility Permits in CAM 2109: www.seattle.gov/Documents/Departments/SDOT/CAMs/cam2109.pdf

For more information on TCP requirements, checklist and submittal, see CAM 2111: www.seattle.gov/Documents/Departments/SDOT/CAMs/cam2111.pdf

See **Table 1: Required Plan By Use** (on next page) to determine what site plans are required for the type of use. Descriptions of and requirements for each plan type is provided in the sections following Table 1.

Access to Information

Client Assistance Memos are available online at: www.seattle.gov/transportation/document-library/client-assistance-memos. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

TABLE 1: Required Plan By Use

	ROWIP	Site Plan	Technical Drawing(s)	Notes
Sidewalk construction or paving up to 1999 sf and driveway construction	X	X	Sometimes, see notes	If the infrastructure is not per COS Standard Specifications and/or Plans, submit the following: <ul style="list-style-type: none"> • Cross-section drawing • Detail
Construction of new or existing structures (e.g. bus shelter, bench, stairs, fences, bike rack, canopy, walls, sign, art, parklet etc.)	X	X	Sometimes, see notes	If the structure is not per COS Standard Specifications and/or Plans, submit the following: <ul style="list-style-type: none"> • Elevation drawing • Detail drawing
Utility installation and restoration	X	X	-	
Construction use (e.g. material and equipment staging)	X	-	-	
Scaffolding installation and removal	X	-	<ul style="list-style-type: none"> • Elevation drawing • Cross-section drawing 	If live or dead loads will exist on the structure, load calculations stamped by a Professional Engineer will need to be required.
Short-term activation use (e.g. block party, special event etc.)	-	X	-	
Long-term activation use (e.g. sidewalk café, tables and chairs, parklet etc.)	-	X	<ul style="list-style-type: none"> • Elevation drawing • Detail drawing 	
Vending	-	X	-	Mobile vending requires a route plan
Temporary structure in Right-of-Way: Job trailer, people lift, dumpster, baker tank	X			
Crane locations, radius, egress and ingress	X			

*May require ROWIP if the installation impacts vehicle or pedestrian mobility

A. RIGHT OF WAY IMPACT PLAN (ROWIP)

A ROWIP shows all temporary construction-related uses in the right of way, i.e. equipment, delivery, and material staging (including utility infrastructure), crane- swing radius, crane hazard area, concrete pumping, manlift, booming, uses related to traffic

control plans and extent of work area, etc. We use the ROWIP to understand how the right of way will function during construction and identify safety, mobility, access, and construction conflict issues that need to be addressed. See Table 1: Required Plan Scenarios for when a ROWIP may be required. See Exhibit A.

ROW Impact Plan shall include:

- Title of plan
- Project address
- Street Use permit number in upper right-hand corner (if known)
- On-site contact name, phone, email and company (if applicable)
- North arrow
- Scale
- Legend (if applicable)
- Page numbers (if multiple pages)
- Property lines (labelled)
- Impacted and intersecting streets (labelled)

ROW Impact Plan Requirements:

- Proposed impact area includes all aspects of use of the right-of-way by phase.
- Proposed hours of operation. If the use varies between day and night time hours, a separate ROWIP will be required for both day and night phase.
- Proposed days of operation, include duration of work
- Right-of-way use area for each segment. Specify sidewalk, transit, bicycle facilities, curb lane, or travel lane, which show the following:
 - Limits of the use area
 - Dimensions for each occupied area
 - Total square footage for each area occupied
 - Type of use, such as vehicle staging, construction material storage, temporary structure, and others
- Pedestrian, transit and bike facility mobility impacts and closures, reroutes, or detours showing the following:
 - Sign location and types
 - For reroutes, type and spacing of barriers (only required if not shown in TCP)

B. SITE PLAN

A site plan is a plan view drawing, or an illustration of a site as if looking straight down from above.

A site plan shows the project site, proposed installations, and existing conditions in relation to each other. We use the site plan to understand the proposed location, what is being constructed and how the proposed installations may affect use of the ROW. See Table 1: Required Plan Scenarios for examples of when a Site Plan is required. See Drawing 3: [Sample Site Plan](#).

Site Plan shall include:

- Title of plan
- Project address
- Street Use permit number in upper right hand corner (if known)
- On-site contact name, phone, email and company (if applicable)
- North arrow
- Scale
- Legend (if applicable)
- Page numbers (if multiple pages)
- Property lines (labelled)
- Impacted and intersecting streets (labelled)

Site Plan Requirements:

- Building footprints and overhangs (if applicable)
- Existing access points shown, such as driveways, alley approaches and others
- Existing infrastructure and features shown at or near the project site such as sidewalks, planting strip, curbs, ADA curb ramps, street trees, utilities, fire hydrants, transit facilities, retaining walls, stairs and other features
- If known, the existing channelization showing all bike lanes, travel lanes, cross walks and other elements.
- Location of proposed installations from nearest intersection or other existing survey monument. Proposed installations are structures that are proposed to be built or structures that are already existing and proposed to be permitted.
- Clearances from proposed installations to existing features (e.g. retaining walls, service lines, vaults, meters, poles; benches, street trees, sidewalk cafés, fences and others...)
- Dimensions of proposed installations
- Location and dimensions of anticipated restoration (if applicable)
- If within a Shoreline Street End, include plant species, size, and spacing in schedule format (if vegetation is present or proposed)

C. TECHNICAL DRAWINGS

The technical drawings show the type, placement, and details of installations in or adjacent to the right-of-way that are necessary details to supplement the ROWIP and/or site plan. We use the technical plan to understand the details of the construction activity, the size and impact of proposed installations, and how installations are constructed. The technical plan may include one or more of the following drawing/document types:

- Elevation drawing
- Cross-section drawing
- Detail (shoring/areaways/pre-manufactured benches, bike racks, etc.)
- Geotechnical report
- [Geographic location spreadsheet](#)
- Electrical design/point of connection
- Load calculations

See Table 1: Required Plan Scenarios for examples of when a technical plan is required. See Drawing 4 - 6 for samples of technical plans.

C.1 Elevation Drawing

- Title of drawing
- Scale
- Project address
- Drawing and dimensions of proposed installation from front and/or side view
- For building attachments, the portion of building that includes the installation (for example, if the proposal is a canopy over the first floor, a drawing of the full 40-story building is not required)

C.2 Cross-Section Drawing (not required if referencing Seattle Standard Plan)

- Title of drawing
- Scale
- Drawing of proposed installation
- Dimensions of height and length
- Side view showing width
- Type of materials

C.3 Detail (not required if installation references Seattle Standard Plan)

- Title of drawing
- Project address
- Scale
- Drawing of installation and notes to describe construction, materials, attachment methods, etc.

RELATED LINKS AND ADDITIONAL RESOURCES

ROWIP and Site Plan Templates: www.seattle.gov/transportation/permits-and-services/permits/permit-templates-and-checklists

Streets Illustrated (Right-of-Way Improvements Manual): streetsillustrated.seattle.gov/

Right-of-Way Opening and Restoration Rule (ROWORR): www.seattle.gov/Documents/Departments/SDOT/About/DocumentLibrary/ROWORR_Manual.pdf

Traffic Control Manual for In-Street Work: www.seattle.gov/transportation/document-library/manuals/traffic-control-manual

EXHIBIT A – EXAMPLE PLANS AND DRAWINGS

Drawing 1: Sample ROWIP

Drawing 2: Sample ROWIP

DRAWING 1: SAMPLE ROWIP



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Street Use & Urban Forestry Division
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SDOT Permit Number(s)

(Official Use Only)

SITE PLAN - CORNER FRONTAGE

June 2019

24 Hour Contact: John James	Project Address: 1234 15th Ave W
Phone Number: (206)111-1111	Email: johnjames@xyz.com

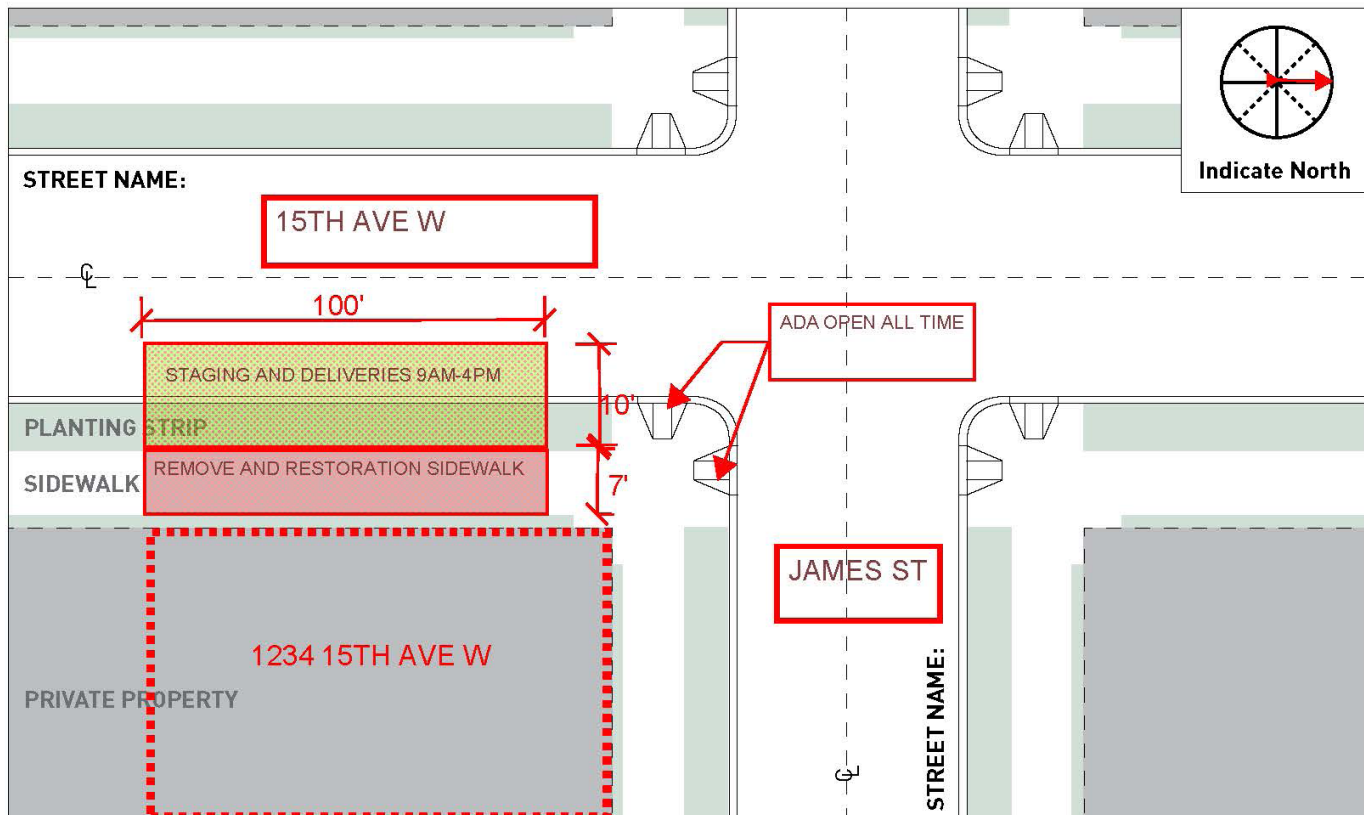
INSTRUCTIONS - see CAM 2116 for further guidance

1. Label all street names.
2. Clearly outline area(s) proposed for use.
3. Show all dimensions for work areas. Include setback distances from curbs, centerlines, driveways, right of way width, etc.
4. List affected street frontages in the table below.

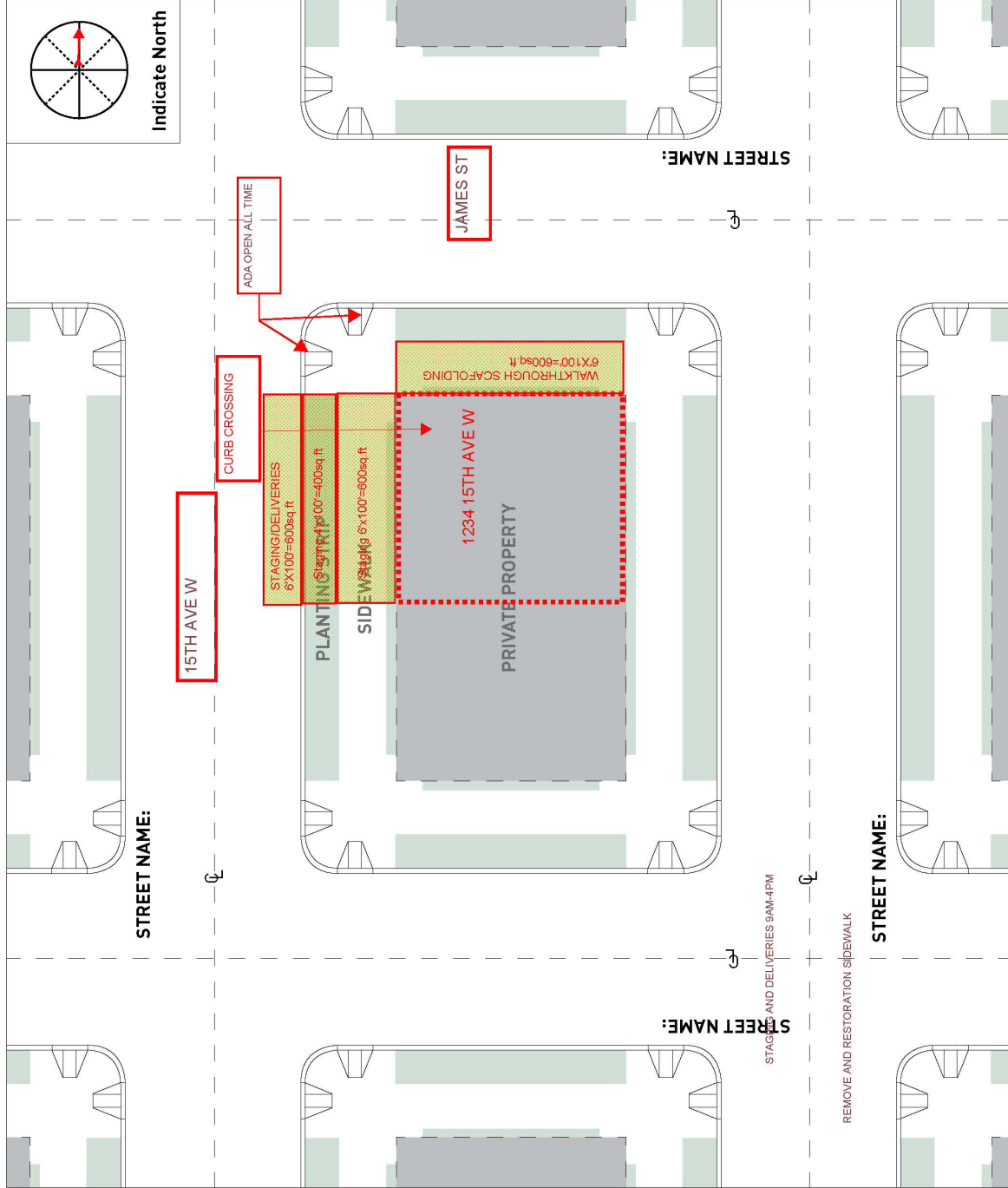
Frontages	Work Area (sq. ft.)	Right of Way Impacts						
		Sidewalk	Planting Strip	Parking Lane	Bike Lane	Travel Lane	Alley	Unimproved Right of Way
Nw 65th St	30' x 10'			X	X			
15th Ave W	7'X100'	X						
15th Ave W	10'X100'		X	X				

Notes/Inspector Comments:

SITE PLAN



DRAWING 2: SAMPLE ROWIP



Seattle Department of Transportation

SDOT Permit Number(s)

June 2019

SITE PLAN - FULL BLOCK

(Official Use Only)

24 Hour Contact: **John James**
 Phone Number: **(206)111-1111**
 Project Address: **1234 15th Ave W**
 Email: **johnjames@xyz.com**

- INSTRUCTIONS - see CAM 2116 for further guidance**
1. Label all street names.
 2. Clearly outline area(s) proposed for use.
 3. Show all dimensions for work areas. Include setback distances from curbs, centerlines, driveways, right of way width, etc.
 4. List affected street frontages in the table below.

Frontages	Work Area (sq. ft.)	Right of Way Impacts					
		Planting Strip	Parking Lane	Bike Lane	Travel Lane	Alley	Unimproved Right of Way
Nw 6th St	36' x 18'		X				
James St	6'X100'	X					
15th Ave W	4'X100'	X					
15th Ave W	6'X100'		X				
15th Ave W	6'X100'			X			

Notes/Inspector Comments: