



## LAND USE APPLICATION REQUIREMENTS

(Effective September 1, 2009)

### Getting Information

Please visit the Department of Planning and Development (DPD) Applicant Services Center for application submittal information, 700 Fifth Ave., Suite #2000, Seattle, WA 98124-4019.

Sign up at the reception counter to see a Land Use Planner to get specific zoning and land use submittal information on your project. Ask about application forms, Client Assistance Memos, Director's Rules, Codes, checklist and standards, fee information and other documents to assist you in your project. These materials are also available online at the DPD website noted at the top of this form.

### Making an Appointment

You must make an appointment with DPD to bring in your application and plans. Call 206-684-8850 or visit the Applicant Services Center to make an appointment. Certain applications are eligible for the Drop-Off Submittal Program. See CAM 105 for details.

- All applications require a Preliminary Application Form (PAF) to be completed and submitted prior to an appointment.
- All applications require a Pre-Application Site Visit Request (PASV) to be completed and submitted prior to scheduling an appointment.
  - **Exception:** PASVs are not required when there has been a PASV conducted on that specific site within the last 18 months.
- A Preliminary Assessment will be conducted for all MUPs. This action begins as soon as you submit your PAF & PASV. You will need to bring in the Preliminary Assessment Report (PAR) to your intake appointment.

For applications requiring a Preliminary Application Form or a Pre-Application Site Visit ( \$124.50 fee), staff at the Applicant Services Center's front counter can assist you with processing these forms (7:30 a.m. – 5:30 p.m., Mon., Wed., Fri. and 10:30 a.m. – 5:30 p.m., Tues., Th.). Forms may also be obtained at [www.seattle.gov/dpd/publications/forms](http://www.seattle.gov/dpd/publications/forms) and mailed to DPD using the mailing address at the top of this form or faxed to 206-233-7866.

If your conference took place within the last 6 months, the fee for the Pre-Submittal Conference (\$250.00) will be credited to your application fees.

### Fee Structure / Paying Fees

**Hourly Fee:** The Hourly fee for Land Use review is \$250.00. An hourly rate of \$250.00 shall be charged for each hour of review time in excess of the hours included in the minimum review fee.

Master Use Permit applications are reviewed on an hourly basis. Your deposit upon application covers basic review of the proposal. Some proposals, due to complexity, quality of submittal material, or perhaps public controversy, may require **additional hours**. This time will be billed at an hourly rate dependent on the date of application. Some charges, such as general processing, are not billed hourly and are part of your initial deposit. Additional explanation regarding what activities are associated with hourly charges is discussed further in this document.

The most common application types are found in the table on the reverse side of this sheet. For Land Use Application types not listed, please review the **2009 Fee Subtitle Chapter 22.900C**, "Fees for Land Use Review".

- **Land Use Intake Fee:** A fee of \$166.00 is charged at intake appointments for land use reviews. This fee is charged for each occurrence.
- **Public Notice Fees:** Notice Fees are collected at the land use intake appointment. Please refer to the table on the reverse side of this sheet and Director's Rule 2-2009 for applicable notice fees based on application type.

- **Minimum Land Use Review Fee:** For **most** application types, the minimum land use review fee is \$2,500.00 for 10 hours of review time. **The Land Use Minimum Review Fee, Public Notice Fee, Land Use Intake fee and outstanding hourly fees that may apply are all due at intake.**

### **Master Use Permit Activities Associated With Hourly Charges**

For your information, below is a list of tasks for which your land use reviewer will charge an hourly fee. Please talk with your Land Use Planner if you have questions about fees for your project.

- Site visits
- Research
- Zoning review
- Pre-submittal assistance
- Review of file application materials in preparation for written analysis and decision
- Corrected plan review (time and number dependent on quality and completeness of application materials)
- Land Use review on Building Permits
  
- Phone calls with neighbors
- Phone calls with project contact person, owner, and architect
  
- Meetings with neighbors
- Meetings with applicant, contact person, owner, architect
  
- Coordination and/or meeting with other City departments (Seattle Transportation, City Light, DON, SPU, etc.)
- Coordination and/or meeting with State agencies (DOE, Fish & Wildlife, etc.)
- Coordination and/or meeting with other DPD reviewers (Geotech, wetlands, etc.)
  
- Presentation/discussion of project issues at team meetings, code interpretation meetings
- Design review public meetings
- Preparation of Design Guidelines and Recommendations
- Work with in-house Design team
  
- Drafting land use decisions
- Review of decision by supervisor
- Edits of decision for publication
  
- Reviewing project after published decision to assure conditions are met and plans reflect final design (for projects subject to Design Review)
  
- Preparation for appeal hearings
- Appeal hearings
  
- Demolition, TRAO coordination
- Final review of MUP issuance

## Land Use Application and Fee Requirements (updated 4/1/2009)

| Application Type                                       | Form Required | #of Plans | Covers heet | Min Fees   | Intake Fee | Add'l Fee   | Public Notice Fee per DR 1-2009 | *note | Fee Total Due At Intake | Hrs |
|--|---------------|-----------|-------------|------------|------------|-------------|---------------------------------|-------|-------------------------|-----|
| Admin. Conditional Use                                 | CAM 211       | 4         | Yes         | \$2,500.00 | \$166.00   |             | \$782.00                        | *1    | \$3,448.00              | 10  |
| Concept Approval                                       | None          | 6         | Yes         | \$2,500.00 | \$166.00   |             | \$1,044.00                      |       | \$3,710.00              | 10  |
| Council Conditional Use                                | None          | 6         | Yes         | \$2,500.00 | \$166.00   |             | \$1,044.00                      |       | \$3,710.00              | 10  |
| Design Review  | CAM 238       | 4         | Yes         | \$2,500.00 | \$166.00   | Hourly EDG  | \$945.00                        | *2    | \$3,611.00              | 10  |
| Design Review Admin                                    |               | 4         | Yes         | \$2,500.00 | \$166.00   | Hourly EDG  | \$616.00                        |       | \$3,282.00              |     |
| Design Review for Tree Protection                      |               | 4         | Yes         | \$1,000.00 | \$166.00   |             | \$0.00                          |       | \$1,166.00              | 10  |
| Design Review for Tree Protection Elected by Applicant |               | 4         | Yes         | \$0.00     | \$166.00   |             | \$0.00                          |       | \$166.00                | 10  |
| <b>Early Design Guidance Administrative</b>            | CAM 238       | 4         | No          | \$1,500.00 | \$166.00   |             | \$445.00                        |       | \$2,111.00              | 6   |
| <b>Early Design Guidance</b>                           | CAM 238       | 4         | No          | \$1,500.00 | \$166.00   |             | \$495.00                        |       | \$2,161.00              | 6   |
| ECA Cluster Housing Admin. CU                          | CAM 329       | 4         | Yes         | \$2,500.00 | \$166.00   |             | \$782.00                        |       | \$3,448.00              | 10  |
| ECA Exception  | CAM 328       | 4         | Yes         | \$2,500.00 | \$166.00   |             | \$616.00                        |       | \$3,282.00              | 10  |
| ECA Variance   | CAM 330       | 4         | Yes         | \$2,500.00 | \$166.00   |             | \$782.00                        |       | \$3,448.00              | 10  |
| Full Subdivision                                       | None          | 17        | Yes         | \$2,500.00 | \$166.00   |             | \$1,268.00                      |       | \$3,934.00              |     |
| Lot Boundary Adjustment                                | CAM 213B      | 8         | No          | \$1,250.00 | \$166.00   | \$110.00    | \$0.00                          | *3    | \$1,526.00              |     |
| Major Inst. Master Plan                                | None          | 6         | Yes         | \$2,500.00 | \$166.00   | \$10,000.00 | \$1,044.00                      | *4    | \$13,710.00             |     |
| Rezone   | CAM 228       | 6         | Yes         | \$2,500.00 | \$166.00   |             | \$1,044.00                      |       | \$3,710.00              |     |
| <b>SEPA ONLY REVIEW</b>                                |               |           |             |            |            |             |                                 | *5    |                         |     |
| Early Review DNS                                       | 5 Checklists  | 4         | Yes         | \$2,500.00 | \$166.00   |             | \$616.00                        |       | \$3,282.00              | 10  |
| DS & EIS   | see planner   | 6         | Yes         | \$2,500.00 | \$166.00   | \$10,000.00 | \$1,986.00                      | *4    | \$14,652.00             | 50  |
| EIS Addenda & SEIS                                     | see planner   | 4         | Yes         | \$2,500.00 | \$166.00   | \$2,500.00  | \$616.00                        | *6    | \$5,782.00              | 20  |
| Tree & Vegetation Removal                              | CAM 331       | 4         | Yes         | \$500.00   | \$166.00   | \$166.00    | \$166.00                        | *7    | \$998.00                |     |
| Shoreline Exemption                                    | PRC CNTR      | 1         | No          | \$166.00   |            |             | 0                               |       |                         | 15  |
| Shoreline Substantial                                  | CAM 209       | 6         | Yes         | \$2,500.00 | \$166.00   |             | \$616.00                        |       | \$3,282.00              | 10  |
| Shoreline Revision                                     | CAM 209       | 5         | Yes         | \$500.00   | \$166.00   |             |                                 |       | \$666.00                | 2   |
| Shoreline Variance/CU                                  | CAM 209       | 6         | Yes         | \$2,500.00 | \$166.00   |             | \$782.00                        |       | \$3,448.00              | 10  |
| Short Plat/Unit Lot Subdivision                        | CAM 213A      | 8         | No          | \$2,500.00 | \$166.00   | \$110.00    | \$782.00                        | *3    | \$3,558.00              | 10  |
| Special Exceptions                                     | None          | 4         | Yes         | \$2,500.00 | \$166.00   |             | \$616.00                        |       | \$3,282.00              | 10  |
| Temporary Use (>4 weeks)                               | None          | 4         | Yes         | \$1,250.00 | \$166.00   |             | \$782.00                        |       | \$2,198.00              | 5   |
| Variance   | CAM 210       | 4         | Yes         | \$2,500.00 | \$166.00   |             | \$782.00                        | *8    | \$3,448.00              | 10  |

**\*Notes**

An hourly rate of **\$250.00** shall be charged for each hour of review time in excess of the hours included in the minimum review fees shown above.

- Fee exception:** Reduced minimum land use review fees for community centers, child care centers, adult care centers, private schools, religious facilities, and public and private libraries in single family and multi-family zones. **22.900C.010** Table C1 item#1 of the Fee Ordinance.
- Includes \$329.00 public notice for recommendation meeting (LUIB, posting, meeting room)
- An additional \$110.00 King County Recording fee is required at intake.
- A 40-hour deposit (at \$250.00/hr.) is collected at application. (**22.900C.010** Table C-1 item#3 of the Fee Ordinance)
- Fee exception:** Reduced min land use review fees. **22.900C.010** Table C1 item #3b. **Exception** for Special Review Districts & City Landmarks Fee Ord (22.900C.010 Table C-1 it
- A 10 hour deposit is required for EIS addenda and SEIS (**22.900C.010** Table C-1 item#3 of the Fee Ordinance).
- Fee exception:** Reduced SEPA fee of \$500.00; required in ECA with over 1,500 sq.ft. of coverage. \$166.00 additional fee required for site monitoring.
- Fee exception:** Reduced minimum fee for variance (**22.900C.010** Table C-1 item #9 of Fee Ordinance)