



Preparing and Sending Your Design Review Packet – Virtual DR Meetings Updated July 2021

Please follow these steps to prepare and send your Early Design Guidance (EDG) or Recommendation Packet to the Seattle Department of Construction and Inspections (SDCI). We require hard copies, electronic copies and a cover image. See Steps below.

What we need:

- **Project Packet:** Include all items identified in the [Early Design Guidance](#), [Streamlined Design Review](#) and [Recommendation](#) packet checklists.
- **Digital Project Image:** We will post an image of your project on our online map, *Shaping Seattle: Property & Building Permits*.
- **Hard Copies of Final Packet:** We will send your packet to the Design Review Board in advance of the meeting. Please note that you can no longer drop hard copies off at SMT, so please send us 8 hard copies of your final packet postmarked at least 15 calendar days before the Design Review Board meeting.

Send hard copies to the following address:

ATTN: Brinn Campaz, Design Review Program
Seattle Dept of Construction & Inspections
PO Box 34019
Seattle, WA 98104-4019

For FedEx deliveries, please use the following address:

ATTN: Brinn Campaz, Design Review Program
Mail and Distribution Services
700 5th Ave, Suite 304
Seattle, WA 98104-4019

For non-Board review, please coordinate with your planner for packet deadlines.

To create and send your packet:

1. Formatting:

Packet: Your design review packet should meet the following specifications.

- Formatted to fit 11"x17" paper size.
- Number your pages starting with the cover sheet.
- Use colored graphics.

Digital Packet: The .pdf version of your packet should look exactly like the hard copy version.

Digital Project Image for Shaping Seattle: The .jpg of your image should meet the following specifications:

TYPE:	JPG (*.JPG, *JPEG)
DIMENSION:	Width: 870 pixels Height: Variable
FILE SIZE:	Less than or equal to 150kb
IMAGE AT EDG	Image should include side-by-side images of the design thinking as shown by the various massing alternatives (include all alternatives in single image)
IMAGE FOR SUBSEQUENT EDG MEETINGS	Image should be a snapshot of the evolved massing, loose design without full rendering details
IMAGE FOR SDR	Image should be a snapshot of the rendering view
IMAGE AT RECOMMENDATION	Image should be a snapshot of a rendering view that captures the greatest extent of building (i.e., a corner view)

2. Saving:

You need to optimize your .pdf and .jpg.

- Save the packet as a single .pdf.
- Reduce the file size to 50mb or less wherever possible, while retaining the document's legibility on the screen and in print, using a page layout or graphics program. Adobe Acrobat DC's (or Pro's) "pdf optimizer" (File>Save as Other>PDF Optimizer) is often a good way to optimize your .pdf.
- The .pdf is best created from an existing electronic file. For those who prepare EDG and Recommendation packets and/or images without the use of a computer and page layout software, copy shops can scan a hard copy of a packet and burn a .pdf onto a CD.

3. Transmitting to SDCI:

- Upload your files by following the instructions at www.hightail.com/u/dpd
- Name your **files** as follows:
 - For your **packet**: In the subject line, write "Draft" or "Final" "Design Proposal Packet for XXXXXXX-XX" (where XXXXXXX-XX is the project number assigned by SDCI).
 - For your **image**: In the subject line, write "Design Proposal Cover Page for XXXXXXX-XX" (where XXXXXXX-XX is the project number assigned by SDCI).
 - For your Board **presentation**: In the subject line, write "EDG" or "REC" "DRB Presentation for XXXXXXX-XX" (where XXXXXXX-XX is the project number assigned by SDCI).

If you do not have web access, burn the .pdf file to a CD and mail it in with the hard copies of the final packet:

Design Review Program
Seattle Department of Construction and Inspections
700 Fifth Ave., Suite 2000
P.O. Box 34019
Seattle, WA 98124-4019

Do you have technical questions about creating or transmitting the .pdf or .jpg? Contact webteam@seattle.gov.