



Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Phone: (206) 684-8850

Master Use Permits – Preparing Your Plans and Application

Applicants are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

A. APPLICATION MATERIALS REQUIRED AT INTAKE

Original signed Statement of Financial Responsibility / Agent Authorization form

SEPA checklist (5 copies)

4 sets of plans with complete coversheets and stapled on left side (extra Site Plan for Seattle Transportation if Street Improvements are required). See section B—G below, as well as the zoning data checklist

8.5" x 11" site plan (if project subject to SEPA)

A copy of the legal building site letter

A copy of Pre-application Site Inspection Report

Request to SPU for Water Availability Certificate

Completed and notarized "No Protest Agreement" form (if the street is not developed with curbs and sidewalks, etc)

Statement of FCC Compliance (for telecom projects) [[link](#)]

Administrative Conditional Use application (Tip 211)

Design Review Attachment B (Tip 238)

Variance application (Tip 210)

Completed Critical Area Exemption approval (Tip 327)

Environmentally Critical Areas Exception application (Tip 328)

Environmentally Critical Areas Administrative Conditional Use for Clustered Housing application (Tip 329)

Environmentally Critical Areas Yard and Setback Variance (Tip 330)

Shoreline application/ J.A.R.P.A. (Tip 209)

Historic Analysis for a Landmark

Special Accommodations (Tip 239)

B. COVERSHEET

Complete section 1 labeled "Applicant Information"

Note: Project address must match the address assigned by Seattle DCI

Complete section 2 labeled "Land Use Code Information"

Complete section 3 labeled "Housing Unit Occupancy"

Complete section 4 labeled "Ground Disturbance"

C. ZONING DATA SHEET

Applicant's name, address, email and phone number

Owner's name, address, email and phone number

Project site address

Legal Description matches legal description reviewed by Addressing (including all easements, dedications, vacations, etc.)

King County Assessor's parcel number (APN)

Existing and proposed easement location and dimension (side yard, ingress and egress, pedestrian access, etc.)

Project description. Identify all proposed uses and square footages

Vicinity map

Zoning designation

Outline of Land Use Code sections and calculations (calculations may be provided throughout plan sheets). See Zoning Data and Analysis Checklist below.

List of requested Land Use Code departures sought through Design Review process

D. SITE PLAN & SURVEY

Property lines and their dimensions

North arrow

Drawing scale 1/8" = 1' or 1" = 10'

Zoning and use of adjacent properties

Dimensions from all buildings to property lines and other buildings

Location, size, shape and dimensions of all existing and proposed structures

Indicate structures to be removed

Show location, size and species (common name) of all trees on site, greater than 6" diameter measured 4.5' feet above the ground (required for new development on vacant land)

Caliper and species of exceptional and significant trees

Identify the required tree protection area for all exceptional trees and trees 24" in diameter or greater measured 4.5 feet above the ground.

Verify that the existing grade lines shown on the elevation drawings are consistent with the grades shown on the survey plan if one is provided or the site plan if no survey plan provided

Identify adjacent streets and alleys (by name if applicable)

Street and alley information:

Show and dimension the following items, both existing and proposed:

- Street names
- Right-of-way widths
- Roadway width (state conditions, i.e. gravel, asphalt, concrete, etc.)
- Sidewalk type, width, distance from property line(s) or specify "no sidewalk"
- Planting strip width
- Street trees (species and diameter measured 4.5 feet above the ground) and identify as "existing" or "proposed"
- Curb height and type (concrete, asphalt, rolled, etc. or specify "no curbs")

- Curb width and height or specify "no curbs" and distance from adjacent property lines
- Label curb cuts as "existing" or "proposed"
- Alley width (state condition i.e. gravel, asphalt, concrete, etc.)
- Location and width of curb cuts (label existing or proposed)
- Location of street trees (species and diameter)
- Identify all physical restrictions to site access (utility poles, rockeries, street trees, Metro bus stops, etc.)

Utility information and location:

Show and dimension the following items:

- Storm drains, catch basins, water mains and meters, fire hydrants
- On site water disposal systems and/or detention systems
- Sewer mains (sanitary only or combined)
- Power, streetlight, signal and transit poles
- All other elements between the pavement edge and the property line (i.e., side sewers, electrical ducts, bus zones, street signs, conduits, etc)
- Any above ground utilities on the site
- Show the location and dimensions of garbage/recycling areas

E. FLOOR PLANS

Good print contrast

Lettering is a minimum 1/8th inch (Other scale allowed on approval by Seattle DCI staff)

Minimum 1/4 ' = 1' scale

North arrow

Identify uses of all spaces on each floor

Dimension floor plans for each floor (if floors are identical, label as "Typical")

Identify interior dimensions (inside surface of exterior walls) of floor plans for existing and proposed structures

Specify area of work

F. ELEVATIONS

Good print contrast

Lettering is a minimum 1/8th inch

Minimum 1/4 inch = 1' scale

Show and label north, south, east, and west elevation views

Show and dimensions exterior architectural features

Show location of doors and windows.

Identify the elevation of each floor

Height of setback / yard exceptions from existing or finished grade, whichever is lower

G. SECTIONS

Provide a driveway section showing driveway slope including crest and sag

Provide a section showing parking aisle slope

Provide other building and site sections as needed

Zoning Code Analysis and Documentation Checklist

The following notes and calculations are required to demonstrate compliance with the Land Use Code. Dimensions and documentation on plans should clearly support your calculations. If the reviewer has to do the calculations, rather than spot check them for accuracy, the review will take longer.

The two columns below labeled “**Req**” and “**Prov**” are intended to assist you in the development of your plans. The “**Req**” column is intended to be used by Seattle DCI staff to help you if you need assistance or clarification of which specific items need to be included in your plan documents. You may work with a Seattle DCI staff person to assist you with this information either at a land use application appointment or at our zoning/land use information coaching counter or during a pre-submittal conference. The “**Prov**” column should be checked to indicate which items you have provided as documentation for your project.

Please be aware that this checklist is not intended to be a comprehensive list of all elements that may be necessary to show compliance with land use regulations.

Req Prov

Street and Alley Information

Names of adjacent streets
 Street and Alley right-of-way width
 Street, alley improvement type, and width (asphalt, concrete, gravel, 24’ wide, or specify “unimproved”)
 Sidewalk type, width, distance from property line(s) or specify “no sidewalk”
 Curb height and type (concrete, asphalt, rolled, etc. or specify “no curbs”)
 Curb cut width and distance from adjacent property lines
 Label curb cuts as “existing” or “proposed”
 Identify planting strip width
 Show street trees and identify as “existing” or “proposed”
 Identify all physical restrictions to site access (utility poles, rockeries, street trees, Metro bus stops, etc.)

Development Information

Dimension distances from all portions of the building to front, side, and rear property lines
 Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, chimneys, etc.)
 Identify accessory structures and dimension distances from other structures and property lines
 Dimension distances between structures on property
 Indicate structure/s to be removed
 Label and dimension surface parking space(s), driveways, parking aisles
 Identify slope of driveway
 Show location of screening of parking (i.e. Fence, shrubs or identify exceptions being used)
 Label & dimension rockeries, site retaining walls, fences, arbor, trellises
 patios, walkways, etc.
 Locate and dimension all window wells, fireplaces, chimneys, etc

Req Prov

Street Level Uses

Identify street level use/s
 Provide percentage calculation of street level use/s
 Identify depth of street level uses, provide calculations of averaging if applicable

Blank Façade / Transparency

Provide transparency and blank façade calculations

Density Calculations

Identify lot area
 Identify required minimum lot area per dwelling (i.e. 1/800 sq. ft., 1/1,200 sq. ft.)
 Calculations for allowed density (i.e. 5,600 sq. ft. lot area / 800 sq. ft. per unit = 7 units)
 Identify proposed density (i.e. 5 units)

FAR Calculations

Identify lot area
 Identify total gross floor area allowed and provided with calculations
 Identify bonus areas and square footages if applicable Identify if incentive bonuses used, and provide supporting calculations/documentation
 Identify exemptions
 *All FAR information should be supported by fully dimensioned floor plans so that calculations can be verified

Lot Coverage

Show calculations of area of all principal and accessory structures
 Identify allowed lot coverage
 Identify proposed lot coverage
 Identify exceptions

Structure Height

Identify maximum structure height allowed
 Identify proposed structure height
 Provide topographic survey with 2 foot contours (minimum) by licensed surveyor
 Document spot elevations of existing grade and supporting calculations which show how you have arrived at the average/base grade elevation to be used in height measurement. Refer to Director's Rule 4-2012 for assistance in calculating
 Identify existing and finished grade at each building corner
 Identify average grade elevation line
 For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof decks if applicable)
 For flat roofs, - identify elevation at top of roof structure, top of roof decks if applicable
 Identify elevation at top of all rooftop features

Structure Width or Façade Width

Identify allowed structure width
 Show calculations for proposed structure width or façade width
 Identify exceptions

Req Prov

Structure Depth or Façade Length

Identify depth of property
 Show calculations for proposed structure(s) depth (structure depth / property depth) or façade length
 Identify allowed structure depth or façade length
 Identify exceptions

Setbacks / Yards**Front**

Identify required front setback(s) / yards
 Provide calculations if front setback / yard is an average of adjacent structures
 If front yard averaging dimension distances from all portions of building to front property line on adjacent sites used in averaging calculations.
 Identify proposed front setback / yard
 Identify exceptions used (i.e. bay windows) and demonstrate code compliance for these features

Rear

Identify required rear setback / yard
 Identify proposed rear setback / yard
 Identify exceptions used and demonstrate code compliance for these features

Side

Identify depth of structure
 Identify height of structure
 Identify required side setback / yard for each side
 Identify exceptions used and demonstrate code compliance for these features

Multifamily Zone Structure Separation

Identify required structure separation dimension

Screening and Landscaping

Calculation of required landscaping and/or Green Factor
 Calculations of proposed landscaped areas
 Identify percent of ground cover, number of trees, and number of shrubs
 Identify size and quantity of plantings proposed
 Identify soil mix
 Identify number of street trees proposed
 Identify and dimension planting areas and category consistent with Green factor work sheet
 Provide key to landscape symbols used
 Identify common and scientific names of proposed landscaping
 Show location of dumpsters and recycling containers and proposed screening

Amenity Areas

Identify required amount of amenity area
 Identify proposed amenity areas
 Provide amenity area calculations
 Identify exceptions used and demonstrate code compliance for these exceptions

Light and Glare

Identify areas to be screened (i.e. parking areas, recycling areas, lighting, etc)

Req Prov

Parking and Access

Provide calculations of required off street parking
Identify square footage of uses

Identify number of dwelling units

Identify parking factor based on number of units

Identify number of parking spaced provided

Identify size of spaces provided (i.e. 10 spaces at 8' X 16', 3 spaces at 7.5' X 15')

Identify exceptions used and demonstrate code compliance