Seattle Department of Transportation

Seattle Department of Transportation
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90% CHECKLIST FOR PROJECT BASED SIP LITE PERMIT

Effective Date 4/7/26

SDOT Project #: _____ SDCI Project #: _____

Project/Site Address: _____

Applicant Name: _____

I certify that my 90% complete street improvement plan meets all of the requirements of this checklist. I understand that my plans will not be accepted for formal review if I fail to meet these requirements.

Applicant Signature: _____ Date: _____

Civil Engineer Signature: _____ Date: _____

THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE SIP LITE PLAN.

☐ **General Notes**

- ☐ Standard SDOT General Notes are included on the plans

Is SPU sewer or drainage infrastructure, being installed or modified?

- ☐ Y ☐ N
- ☐ If yes, the Standard SPU Sewer and Drainage Notes must be shown on plans

☐ **Vicinity Map shown on Title Sheet** (always required)

- ☐ Scaled at 1" = 200'
- ☐ Area of work in the ROW is shaded
- ☐ North Arrow is oriented to the top or left of the page
- ☐ Sheet Numbers are identified on the Vicinity map

☐ **SDOT SIP Title Block used for all sheets** (always required)

- ☐ Filled out per CAM 2201
- ☐ Plan has Engineer's Stamp on it
- ☐ Bar Scale is shown and scaled correctly (always required)
- ☐ Horizontal Scale is 1" = 10' (always required)
- ☐ Each street frontage is labeled with the street name

☐ **Survey and Basemap**

Does your project have curb ramp improvements and or frontage improvements that are less than 2,000SF?

☐ Y ☐ N

A topographic surveyed distance of 50' from the point of tangency is required at each corner where curb ramps are triggered. The entire intersection including all four corners up to the far point of tangency of each curb return or roadway edge must be included in the survey for projects adjacent to an intersection or any projects triggering curb ramps.

Provide the datum chosen for the survey:

☐ NGS Datum

☐ Local Benchmark (provide at least 2 local reference points to the assumed datum).

If the curb to be replaced is adjacent to existing drainage structure (inlet or catch basin) the drainage structure needs to be upgraded to the current COS standards. This may require additional survey. seattle.gov/documents/Departments/SPU/Documents/Policies/DWW-210-PublicDrainageSystemReqs.pdf

The Standard SPU Sewer and Drainage Notes must be shown on plans

Are you restoring sidewalk along an areaway that is <2,000 SF?

☐ Y ☐ N

A Geotech report is required if the work directly or indirectly affects the foundation of existing areaway

Are you developing an existing unimproved or unopened alley that is <2,000 SF?

☐ Y ☐ N

☐ If yes, new combined survey and basemap shall be provided

Are you installing a new curb as an infill that is less than one block and less than 2,000 SF?

☐ If yes, new combined survey and basemap shall be provided

☐ Base map is screened back and readable on the plan sheets

☐ Profile is provided, cross sections are provided

☐ Minimum Lettering size is 0.12" for improvements and dimensions and 0.08" for base maps (always required)

☐ **Pavement Sidewalk and Curbs**

☐ All curbs are shown

☐ All cement concrete sidewalks are shown and identified

☐ All pedestrian pathways are shown

☐ All driveways are shown including the wings and the elevations at the flow line, back of walk, and property line. Show driveway slopes behind the property line

☐ The edge of existing pavement is shown

☐ All curb ramp locations are shown including wings and truncated domes

☐ Spot elevations are shown for each side of the curb ramp at the flow line, top of curb ramp, and property line for all existing curb ramps to be retained

☐ **Station, offsets, and dimensions** (always required)

☐ Stations and Offsets or dimensions are shown for all elements (offsets are not required for catch basins or inlets)

☐ Stations are provided at beginning and end points and include elevations

☐ Stations are provided at match points and include elevations

- [ ] **Building Outline** (always required)
  - [ ] Building outline is shown on the plans
  - [ ] All access points, both vehicular and pedestrian, are shown on the plans
  - [ ] Elevations for flow line, top of curb, back of walk, and property line are provided for all access points
- [ ] **Contour Lines** (always required)
  - [ ] All existing and proposed contour lines are shown
  - [ ] The plans show how the finished contours tie into the existing contours
- [ ] **Flow Lines Shown** (always required)
  - [ ] Plans show how drainage from project flows to an existing or new catch basin or inlet
- [ ] **Inlets**
  - [ ] Called out per Standard Plan
  - [ ] Rim and Invert elevations are provided
  - [ ] Connection to a catch basin is shown
  - [ ] Pipe type, length, and slope is provided
- [ ] **Catch Basins**
  - [ ] Called out per Standard Plan
  - [ ] Rim and Invert elevations are provided
  - [ ] Connection to the main or other outfall is shown
  - [ ] Pipe type, length, and slope is provided
- [ ] **Side Sewer and Service Drain** (only required if service connection is located on a frontage that is being improved)
  - [ ] All Side Sewer and Service Drain connections are shown and called out "Under Separate Permit"
  - [ ] Estimated invert elevation at the connection to the main is shown
- [ ] **King County Sewer Mains**
  - [ ] All King County Sewer Mains are identified and called out as King County Sewer including the size and material
  - [ ] All connections to King County Sewer lines are shown and called out as "Under Separate Permit"
- [ ] **Water Meters and Vaults** (only required if water service connection is located on a frontage that is being improved)
  - [ ] The locations of all proposed water meters are shown and called out "Under Separate Permit"
  - [ ] All proposed water meters are located outside of the pedestrian corridor
  - [ ] All water meters are labeled as existing, new, to be retired, or to be reused. (if retiring show associated pavement restoration)
  - [ ] The types and sizes of all water meters are provided and drawn to scale
  - [ ] Provide cross sections for both water and fire services
- [ ] **Curbs to be repaired or replaced in the same location**
  - [ ] Called out per Standard Plan
  - [ ] Correct Standard Plan called out for the pavement section
- [ ] **Vertical Curves**
  - [ ] All vertical curves are shown and identified in the profile
  - [ ] Vertical curves have dimensions
  - [ ] PVI's are labeled with station and elevations
  - [ ] Stations and elevations for beginning and end points are identified
- [ ] **Grade Breaks**
  - [ ] Grade breaks are shown and identified in the profile and include stations and elevations

- [ ] **Revising Grade of Existing Roadway or Alley**
  - [ ] Cross Sections are provided every 25 feet
- [ ] **Signage**
  - [ ] The location and type of all proposed signage is shown and identified
- [ ] **Profile**
  - [ ] Profile is provided above the plan view and lines up with the plan view
    - [ ] Vertical Scale is 1" = 5'
  - [ ] Top of Curb, Centerline of roadway, and slopes are shown and identified
  - [ ] Crown of roadway is shown and slopes are identified
  - [ ] Existing and proposed utilities are shown and identified
  - [ ] Existing and proposed utility crossings are shown and identified
- [ ] **Unimproved Alleys**
  - [ ] Plan, profile, and cross sections are provided
  - [ ] The pavement type for the alley is indicated
  - [ ] A Drainage Report with calculations is provided
  - [ ] The drainage system for the alley is shown in both plan and profile
  - [ ] A profile of future improved alley is shown between connecting streets

- [ ] **Pavement Restoration**
  - [ ] Section as specified in the Right-of-Way Opening and Restoration Rule
  - [ ] All cuts in asphalt are perpendicular and/or parallel to the centerline of the roadway

  Is the Pavement Restoration PCC?

  - [ ] Y [ ] N
    - [ ] Joint layout is shown
- [ ] Are there trenches for Utilities?
  - [ ] Y [ ] N
    - [ ] Extent of restoration is shown
    - [ ] Restoration area is per the Right of Way Opening and Restoration Rule (ROWORR)
      - [ ] Restoration area includes the entire zone of influence (Minimum 5' + 2(d/4))
- [ ] Does the pavement restoration include existing Drainage structures (catch basins or inlets)?
  - [ ] Y [ ] N
    - [ ] Upgrading the structure and connection per the current standard is shown and called out
- [ ] Is the pavement restoration area within a marked crosswalk?
  - [ ] Y [ ] N
    - [ ] Restoration for the pavement area and the entire crosswalk markings are shown
    - [ ] Required Stop Bar is shown and called out

☐ **New or Modified Driveway**

- ☐ Called out per Standard Plan 430
- ☐ Elevations at flow line, back of walk, and property line are provided for each end of the driveway. Show driveway slopes 10 feet behind the property line.
- ☐ The driveway is located a minimum of 5 feet from the extended property line

☐ Is the project located Downtown?

- ☐ Y ☐ N
  - ☐ The driveway is located a minimum of 40' from the projected curb line of the nearest intersection

☐ **Landscaping and Street Trees**

- ☐ All existing trees and planting areas within and adjacent to the ROW are shown.
- ☐ The drip lines of all existing trees are shown.
- ☐ All required and proposed trees within the ROW are labeled with size and species
- ☐ Proposed modification to existing tree pits are shown
- ☐ All proposed tree pits are dimensioned
- ☐ Proposed paved planting strip area is shown and the materials are identified
- ☐ Planting strip soil is called out to be amended per standard plan #142

Is there green factor in the ROW?

☐ Y ☐ N

Yes - Include the Landscape Architectural sheets
No - Include any tree information on the Civil Plans

☐ **Cross Sections**

- ☐ Provided for each street frontage on plans
- ☐ Elements in the cross section are labeled (curb, sidewalk, etc.)
- ☐ Elements in the cross section are dimensioned
- ☐ Pavement sections are identified in the cross section and meet the ROWORR
- ☐ Type, size, elevation, and clearance of existing utility crossings are provided in cross sections

☐ **Curb Ramps**

- ☐ All existing and new curb ramps are shown
- ☐ New curb ramps are called out, per City of Seattle Standard Plans for Municipal Construction
- ☐ Any existing companion ramps to be retained need to meet SDOT's ADA Policies and Technical Memoranda found here: seattle.gov/transportation/permits-and-services/make-an-ada-request#currentsdotadapolicies andtechnicalmemoranda
- ☐ Curb ramps are dimensioned and labeled per the Street Use sample Curb Ramp Template to a scale of 1" = 5'
- ☐ Station is provided for all ramp centerlines
- ☐ Provide a dedicated ADA curb ramp sheet to clearly depict all curb ramps in the intersection
- ☐ A minimum 1-foot separation between curb ramps is provided
- ☐ A minimum 1-foot clearance from the ramp to any vertical obstruction is provided
- ☐ Two ramps are provided at each corner

- [ ] Spot elevations are provided at the flow line, top of curb, top of ramp and at the back of sidewalk and at all corner points of the ramp, wings and landing

- [ ] The ramp and wing slopes and dimensions are shown per COS Standard Plans. Show and callout counter slope, upper and lower landing slopes and dimensions as well as sidewalk running slope tying into upper landing.

- [ ] Maximum Extent Feasible (MEF) form for all non-compliant curb ramps and features is provided. Submit only one MEF form for all curb ramps and use the Supplemental form if necessary. seattle.gov/transportation/document-library/permitting-forms

- [ ] If The slope adjacent to the sidewalk is greater than 2:1 or there is a vertical drop of more than 2.5' within 4' of the edge of the sidewalk a handrail or fence is provided

- [ ] Curb ramp notes shall be added to the SIP Lite plans seattle.gov/documents/Departments/SDOT/Services/StreetImprovement/General_CurbRamp_Notes_20220713.pdf

- [ ] Show how curb ramps and landings tie into the sidewalk and on-site improvements. Longer sidewalk restoration may be required.

- [ ] Use one decimal place for slopes

- [ ] ADA MEF documents must be signed and stamped by the engineer of record

To identify which curb ramps your project triggers refer to the various guides and tech memos on ADA:

- SDOT Director's Rule 01-2017: seattle.gov/documents/Departments/SDOT/About/DocumentLibrary/ROWORR_Manual.pdf
- 2023 SDOT Standard Plans and Specifications: seattle.gov/utilities/construction-resources/standards-and-guidelines/standard-specs-and-plans
- SDOT ADA Policies and Technical Memoranda: seattle.gov/transportation/permits-and-services/make-an-ada-request
- ADA Curb Ramp Template: seattle.gov/transportation/document-library/permitting-forms
- SDOT Permitting Forms and General Notes: seattle.gov/transportation/document-library/permitting-forms
- SDOT Compliant Curb Ramp Maps: seattlecitygis.maps.arcgis.com/apps/webappviewer/index.html?id=8eab0a1cc9e647319131a66cc9b8ce5c