



LU SCREENER INITIALS: JS

DATE APPLICATION ROUTED TO ASC FOR SCHEDULING: 3/3/16

Pre-submittal Conference Routing Transmittal

Screeners will fill out when screening request for Land Use Pre-submittal Conferences
(Screeners: attach this completed form, when applicable, to Pre-submittal Conference Application and return to Team 1)

Project Planning A/P Number: 3020338

Please create: MUP/Land Use Project Number Construction Project Number

Pre-submittal Conference type:

- General Land Use Pre-sub
- Design Review: EDG /Administrative Design
- Streamlined Design Review – EDG
- Separate Pre-sub: Team 1 collect fees then email planner
_____ to schedule (see instruction at bottom of page)
- No Land Use Pre-sub at this time (cancel request)

Zoning Coaching is recommended

- Team 1: Contact applicant and explain drop in coaching or Paid Coaching Appointment.

Send Outlook appointment to the following individuals/departments

<u>Dept.</u>	<u>Contact Info</u>	<u>Dept.</u>	<u>Contact Info</u>
<input checked="" type="checkbox"/> SDOT	Sean Robertson/Emily Ehlers	<input checked="" type="checkbox"/> SCL	Ray Ramos
<input type="checkbox"/> SDOT	Beverley Barnet	<input type="checkbox"/> SDCI	Jess Harris
<input checked="" type="checkbox"/> SPU	SPU_PlanReview@seattle.gov	<input type="checkbox"/> SDCI	Janet Oslund
<input type="checkbox"/> Council Staff	Ketil Freeman	<input type="checkbox"/> _____	_____
<input type="checkbox"/> Design Comm.	SDC_Administration	<input type="checkbox"/> _____	_____

Planner Scheduled Pre-submittal Conference

1. Permit Tech – Add fees and notify planner noted above when fees are paid
2. Planner email scheduled appointment date and time to ASC Permit Technicians at:
dpd_asc_support@seattle.gov when you have scheduled the conference with customer
3. Team 1.add appointment time and date to calendar and scan transmittal into ECM. Email any requested invitees.