Applicant Services Center: (206) 684-8850
TTY: 7-1-1 or (206) 233-7156

Land Use Pre-Submittal Conference Information

Before attending a pre-submittal conference, you should have a working knowledge of all applicable codes and their requirements and during the conference present any issues within the context of the code. Pre-submittal conferences do not serve as a substitute for basic understanding of the codes (some exceptions apply). We are not responsible for the identification of issues not raised by you. The Pre-submittal conference is not a replacement for the plan review process.

Prior to the Pre-submittal conference, you are expected to:

- Submit the attached Pre-submittal application by email to sci_presubapp@seattle.gov.
  Your pre-submittal fees are a minimum of $788 (for the first two hours of staff time). Each Land Use staff person attending charges hourly @ $394/hr. Hours in excess of the two-hour minimum fee will be billed to the applicant. Note: Additional fees apply based on the complexity of the project, meeting preparation, and follow-up. Fees are required for all conferences and **must be paid prior to scheduling your meeting.** Conferences will not take place without verification that all required fees are paid.

- **Submit a Statement of Financial Responsibility form** along with your Land Use Pre-Submittal Conference Application.

- For Administrative Design Review and Streamlined Design Review projects, we highly encourage you to upload your draft EDG (or SDR) packet along with your pre-submittal materials. This will allow staff to begin review of your packet and provide feedback at the meeting and likely save review time after your application is submitted.

You will receive an email once fees are ready to pay. After paying the fees, please call us at (206) 684-8850 to schedule your conference. An email confirmation will be sent to confirm the meeting date, place and time.

At the Pre-submittal conference, you are expected to:

- Present an overview of the proposed project using a survey, site plan and other necessary graphics. Provide additional plan and elevation drawings as is necessary clearly presenting the issues of your proposal that need interpretation, clarification, and/or feedback.

- Applicant should take detailed meeting notes accurately summarizing the issues discussed at the Pre- submittal conference. This includes documentation of decisions made and identification of any outstanding issues that require resolution.

After the Pre-submittal conference, you are expected to:

- Within five business days of the pre-submittal meeting, email the draft meeting minutes in Word format to all City staff represented at the conference for their final review and approval. City staff will endeavor to review and finalize the meeting minutes within five business days.

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Seattle Department of Construction & Inspections

Applicant Services Center
(206) 684-8850, TTY: 7-1-1 or (206) 233-7156

Land Use Pre-Submittal Conference Application

Date: March 28, 2022

CONTACT INFORMATION

Project Number: 3037990-LU / 6835342-CN 3039463-EG

Project Address: 9041 48th Ave S

Contact Person for this project: Kim Shipley

Contact Address (include zip): 27 S. Hanford St

Phone No: (206) 295-6230 Fax No: _____

Email: kim@greencanopy.com

Project Architect/Firm (if applicable): Kim Shipley / Green Canopy NODE Design

APPLICATION TYPE

Check the box which most closely describes the type of questions you would like to address:

☐ **ZONING REVIEW** – Check this option if you have questions about specific development standards: **height, yards, setbacks, parking**, etc. If you select this option **STOP -** you may not need a pre-submittal conference. Please complete a Paid Coaching Request form.

Zoning Coaching appointments are available through a Paid Coaching Appointments and are less formal than our pre-submittal conference process. Please see our Request for Paid Coaching Appointment form on our forms webpage. If you are unsure of what type of appointment you need you can submit your question through our online Land Use Question and Answer or stop by our office for a 20-minute free coaching session with a Land Use Planner and they can assist you with determining if coaching or a Pre-submittal conference is needed.

☐ **LAND USE PRE-SUBMITTAL CONFERENCE:** Check this option for a conference which primarily addresses specific discretionary issues as they relate to the Master Use permits with written decisions, such as SEPA, Administrative Conditional Use, Variances, Rezones, Special Exception, Shoreline Permits, etc. Specific questions must be submitted as part of the pre-submittal application along with the code citation.

☑ **DESIGN REVIEW PRE-SUBMITTAL CONFERENCE: Early Design Guidance:** Check this option for the required Land Use pre-submittal conference for Design Review projects, whether projects will go to the Design Review Boards or through Administrative Design Review.

☐ **DESIGN REVIEW PRESUBMITTAL CONFERENCE**: **Streamlined Design Review:** Check this option for the required Land Use pre-submittal conference for townhouse projects in Lowrise zones, or exceptional tree removal (unless the Early Design Guidance box is checked above).

Advice from certain specialties within SDCI: Check this option if you would like to talk with certain SDCI experts. These other SDCI staff will be invited to attend; in some cases, however, you may need to follow up separately if they are unable to attend:

___ **Green Building Incentives**: Programs include Priority Green Expedited, Priority Green Facilitated, the Living Building and 2030 Challenge pilots, and green building standards triggered by incentive zoning. More information can be found on our Green Building Incentives webpage.

___ **Shoreline or Riparian Corridor Issues**

X **Wetland Issues**

Advice from other City Departments: Check this option if you would like to talk with experts from SDOT, SCL or SPU about project design issues. Specific questions relating to other City department requirements must be submitted as part of the pre-submittal application along with the code citation where applicable. SDCI will invite other Department representatives to attend, however each Department will decide whether they can accommodate this request. In some cases, you may need to follow up separately with representatives from the other Departments.

X **SDOT Street Use** (include specific questions with this request)

X **SCL** (include specific questions with this request)

X **SPU** (include specific questions with this request – Note that standard drainage questions are handled by SDCI staff at our Drainage Counter on a drop-in basis in the Applicant Services Center)

PROJECT INFORMATION

What are the existing uses on site? Vacant Lot

What is the square footage of the existing use? N/A

Please provide a list of the proposed uses and associated square footages:

Uses	Square Footage
Proposed Apartment building	26,000 GFA
Total Square Footage	26,000 GFA

If the project includes dwelling units, how many units are proposed? 33

How many parking spaces are proposed? 5

Does this project include demolition of any existing structure? Yes ☐ No ☑

Is there new construction or remodel, or both? New ☑ Remodel ☐ Both ☐

Will you be pursuing a green certification for your project (i.e., Built Green or LEED)? Yes ☑ No ☐

(If so, see the Green Building Incentives option above.)

Identify any existing project numbers that may be associated with this project: 6222233, 3009043, 6384774

Is this project publicly funded, 100% affordable housing in the application process with the City of Seattle Office of Housing, Washington State Housing Finance Commission, or HUD? Yes ☐ No ☑

PROJECT ISSUES/QUESTIONS

Please list all specific questions about your project that you would like to have answered, including the related code citations as applicable. Attach additional sheets as needed.

If you have requested advice from other City Departments include any issues or questions for that City Department. The Conference Lead will evaluate the need for other agency participation in the meeting.

See attached sheet for questions

SDCI STAFF ONLY – completed by Staff

Potential MUP Components: _____

Zone: _____ Shoreline Environment: _____

Screening Notes:

_____

_____

_____

_____

_____

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