



SDOT GREEN FACTOR RIGHT OF WAY PERMIT

Last Revised 12/11/17

OVERVIEW

The Seattle Department of Transportation (SDOT) issues permits for all work in the right of way. This includes work in the right of way associated with private development.

When Seattle Green Factor is required for private development, the Land Use Code (SMC 23.86.019) allows landscape features in the right of way to count for Green Factor credit. If the right of way is proposed to be used for Green Factor credits, an SDOT Street Use permit is required in addition to any Department of Planning and Development (DPD) construction permits.

If a Street Improvement Permit (SIP) is required, all Green Factor elements in the right of way are reviewed as part of the SIP. However, when work proposed or required in the right of way is limited to tree protection and/or installation of street trees and related planting to meet green factor requirements, an SDOT Green Factor ROW Permit is required.

If Green Factor credits are proposed in the right of way, DPD will require applicants to obtain conceptual approval of their SIP or Green Factor ROW Permit prior to publication of the Master Use Permit (MUP) at DPD. If SDOT has not notified DPD that the SIP or Green Factor ROW plans have conceptual approval, DPD will not issue the MUP. In addition, applicants will need to obtain approval of their Green Factor ROW Permit or 60% approval of the SIP prior to their construction permit intake appointment at DPD.

For general information on Seattle Green Factor including the [Director's Rule 10-11](#) and other related code requirements, please see:

www.seattle.gov/dpd/codesrules/codes/greenfactor/default.htm

PERMIT APPLICATION REQUIREMENTS

The following items are required to submit for a Green Factor Permit:

Permit Application - For SDOT Green Factor in the Right-of-Way permit applications, use the Street Use permit application (link to PDF below) and submit the plans per the specifications described in [DPD Tip 106](#) General Standards for Plans and Drawings. The Street Use permit application can be found at the following link:

www.seattle.gov/transportation/permits-and-services/permits

Review Deposit - A deposit totalling 4 hours of review time is required. (For current rates, please see the fee schedule here: www.seattle.gov/Documents/Departments/SDOT/Services/Permits/SDOT_Street_Use_Permit_Fee_Schedule.pdf) Any additional review will be billed directly to the permittee. Any remaining deposit will be carried over to the inspection phase of permitting.

Tree, Vegetation and Soil Protection Plan (TVSPP)

- The TVSPP ensures the successful preservation of existing trees as a primary element eligible for Green Factor credit. Tree protection measures required by SDOT for construction adjacent to existing trees, are reviewed by SDOT to ensure compatibility with other Green Factor elements in the ROW.

LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

The City of Seattle Standard Plans and Specifications define requirements for the submittal of a Tree, Soil, and Vegetation Protection Plan. See Standard Plans 132a, 132b and 133 & Standard Specifications in Division 1 and Division 8. The following items are required on the TVSPP

- Existing trees (diameter, species & drip line) to be protected (unless approved by SDOT for removal or relocation).
- Proposed tree protection measures (limits of fencing drawn on the plans).
- A reference to applicable standard plan and/or specification (s).
- Identification of any unpaved areas that are to be protected during construction and method of protection.

Planting Plan – The planting plan includes the following items:

- The location and dimensions of planting areas (planting strip, tree pits, etc).
- Any existing or proposed utilities (overhead and underground) located within the planting areas.
- Distance from the planting area to the nearest building element (overhangs, canopies, building face, etc).
- All existing trees, area within drip line and existing planted areas to be protected.
- All proposed trees (species and caliper).
- All planting areas to be used for Green Factor credits.
- All plants proposed to be planted in the Green Factor area, labeled with species.
- Irrigation type and area of coverage.



REVIEW PROCESS

Urban Forestry will conduct a site visit as a component of the application and plan review to:

- Ensure tree species selection is compatible with site conditions and consistent with the current SDOT Street Tree List, located on the SDOT Street Tree Planting web page. www.seattle.gov/trees/planting.htm.
- Optimize canopy cover within the limits of space available.
- Review proposed plant installations for sustainability, compatibility with public safety standards in transportation corridors, and consistency with the DPD Green Factor Plant List.
- Review irrigation layout for compatibility with protection of existing trees.
- Post trees with “PROTECT TREE” placards.
- Review any proposed tree removals.

PERMIT ISSUANCE

Once the permit application and plans have been reviewed and approved by SDOT, the following items are required for a Street Use Green Factor Right of Way Permit:

- Permit Issuance Fee
- Review/Inspection Deposit

The Permit process is completed at the SDOT Street Use Counter with submittal of payment & 3 copies of the approved plans for SDOT review and sign-off.



INSPECTION PROCESS

After the permit has been issued, Urban Forestry will inspect the site throughout the construction process. Inspection during the construction process is necessary to:

- Ensure tree, vegetation and soil protection is installed per plan.
- Ensure trees and plants are the correct species and healthy prior to planting.
- Ensure all irrigation operates without overspray onto the sidewalk or street.

MORE INFORMATION

For more information contact the SDOT Urban Forestry Landscape Architect's Office:

- LA / Shane DeWald 684-5041
- Forester / Bill Ames 684-5693
- Forester / Mike Schnad 684-8621

Access to Information

Client Assistance Memos are available online at: www.seattle.gov/transportation/document-library/client-assistance-memos. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.