

Preliminary Assessment Report

Project 000453-26PA, 317 N 138TH ST

Assessment Completed: 2/19/2026

Project Description: DEMOLISH SFR AND CONSTRUCT 8 UNITS UNDER THE EFFECTIVE CODE.

Primary Applicant: [Matt Bardon](#)

This report lists the preliminary assessment of your project requirements by various City departments. It's based on the project characteristics described on your site plan and preliminary application form. If your project required a pre-application site visit (PASV), the results of that site visit are also included in this report. The goal of this report is to help you create a complete submittal package and reduce the need for corrections once you have submitted your application.

Next Steps

1. Review the requirements in this report and contact the staff members listed below if you have questions.
2. See the Seattle Department of Transportation (SDOT) section of this PAR to determine if we require a full street improvement plan (SIP) or SIP Lite. If we do require a SIP or SIP Lite, submit it to SDOT via the Seattle Services Portal at: <https://cosaccela.seattle.gov/Portal>.

The Seattle Department of Construction and Inspections (SDCI) will not accept your permit application until your SIP or SIP Lite is approved to the level of completeness that SDOT requires. A full SIP requires 60% review and must be approved at 60% before you submit your SDCI construction permit application. A SIP Lite moves directly from 30% to 90% review, and the 90% plan must be approved by SDOT before you submit your SDCI construction permit application. For guidance on the SIP and SIP Lite processes, see <https://www.seattle.gov/transportation/permits-and-services/permits/applicant-guides/ag-2000>.

3. Schedule an appointment to submit your SDCI permit application through the Seattle Services Portal. You must have all application materials submitted by 7:00 a.m. the day of your appointment, including a copy of this report. You should be available for questions but do not need to attend an appointment in person.

Questions About This Report

If you have questions about the information in this report, contact the staff member for each section.

SDCI Land Use Requirements

Branin Burdette, (206) 733-9694, branin.burdette@seattle.gov

SDCI Preapplication Site Visit Requirements

Timothy Loo, (206) 684-4676, Timothy.Loo@seattle.gov

Seattle City Light Requirements

Huy Vu, (206) 639-1722, Huy.Vu@seattle.gov

Seattle Department of Transportation Requirements

Kelsey Timmer, Kelsey.Timmer@seattle.gov

Seattle Public Utilities Requirements

Eric Dripps, Eric.Dripps@seattle.gov

Seattle Public Utilities Solid Waste Plan Review

Angela Wallis, (206) 684-4166, angela.wallis@seattle.gov

SDCI Drainage Requirements

Colum Lang, Colum.Lang@seattle.gov

Other Resources

- General questions about the permit process: Contact the SDCI Applicant Services Center (ASC) at 206-684-8850.
- User-friendly guides to city permitting processes: [SDCI](#) and [SDOT](#).
- [Detailed zoning information](#).
- Visit our [permit type pages](#) for step-by-step instructions and forms for preparing your application and plans for review.

Requirements

SDCI Land Use Code Requirements

Street Requirements

Based on the scope of your proposed project, the following street improvements are required per Chapter 23.53 of the Seattle Municipal Code. Please review [Streets Illustrated](https://streetsillustrated.seattle.gov), the Right-of-Way Improvements Manual for design criteria (<https://streetsillustrated.seattle.gov>). Show the required street improvements on your "enhanced site plan" that you submit with your SDCI permit application (see TIP 103, Site Plan Requirements, for more information on site plan requirements). If an SDOT Street Improvement Plan (SIP) or SIP Lite is required, please list the SDOT project number and SDOT contact name on your enhanced site plan. Your required SIP must be accepted by SDOT before you submit your SDCI permit application.

N 138TH ST

Based on the documents provided, no street improvements are required per [SMC 23.53.015](#) and [SMC 23.53.006](#).

Grading to future ROW grade.

New structures must be designed to accommodate right-of-way improvements.

This project qualifies for a reduced street improvement, a no-protest agreement is required. This form can be found [here](#).

Street Trees are required to meet Land Use Code Requirements for this project. Please see the SDOT portion of this PAR to view these requirements.

Existing curbcuts that will no longer be used are required to be removed, and the curbline reinstalled, per SDOT standards.

Land Use

An arborist report may be required. See Tip 242, [Tree Protection Regulations in Seattle](#) for more detail.

Pre-Application Site Visit (PASV) Requirements

PASV report requirements may be subject to additions, changes, or modifications by the department. The purpose of the report is to alert the applicant that there may be unusual or complex site conditions that trigger requirements from the department regarding this project. **The applicant is responsible for providing all required documents at the intake appointment.** If you have questions about this report or the PASV process, please contact the SDCI Site Development Team at (206) 684-8860.

Note: Any project application associated with the development site can utilize the results from this PASV if the application is accepted by SDCI within 24 months of the above inspection date. After 24 months, the applicant must apply for another PASV. No extensions will be granted.

The site plan did not include the following existing or proposed elements:

- 1) Contours at 2'-0 intervals and/or spot elevations that indicate site topography.
- 2) Exposed height of existing and proposed retaining walls/rockeries.

ECA Mapping Unit and Type

Non-ECA

Earth Disturbance

If excavation has the potential to encroach on adjacent property in order to facilitate construction activity, please provide documentation of consent from the adjacent property owner. Show area of proposed encroachment on the submitted drawings and detailed cross-sections.

If temporary cuts greater than 1h:1v will be required in order to facilitate construction activity, please provide a geotechnical engineer's verification that soil conditions allow cuts to stand unsupported. Include detailed cross sections.

Please show all existing and proposed retaining walls/rockeries and the exposed height.

If shoring will be required, please provide submittals by geotechnical and structural engineers and show the proposed system on the submitted drawings. Include detailed cross sections.

Existing ROW Conditions

N 138TH ST

Street conditions:

Asphalt paving

Visible pavement width is: 20

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Curb conditions:

No curb adjacent to site

A storm inlet is located <600 ft from the site and prior to crossing a public right of way. Inlet 149 If west of site at SE quad N 138th St and Greenwood Ave N

Tree Information and Protection Requirements

Tier 1, Tier 2, and Tier 3, and Tier 4 trees, including off-site Tier 1, Tier 2, Tier 3, and Tier 4 trees with canopies overhanging and/or roots extending onto the lot, are required to be documented on all plan review sheets within a plan set submitted for a Master Use Permit or building permit. Include the name (genus and species) and size (diameter at standard height, DSH) of each tree. See SMC 25.11 and Director's Rule 7-2023 for more information about tree tiers.

Tree protection areas for all Tier 1, Tier 2, and Tier 3 trees that will be retained during development are required to be identified on site plans. Tree protection fencing and signage are required to be shown on all plan review sheets within a plan set submitted for a Master Use Permit or building permit. See SMC 25.11.060 for more information about tree protection areas. SDCI's tree protection detail is required for trees that will be retained during development.

Potential Impacts to Seattle Parks Property

No parks property in vicinity

General Drainage and Construction Stormwater Control Information

The following information about drainage is general and not site specific. See the SDCI Drainage Requirements and SPU Requirements (if provided) for site specific drainage requirements. If not provided, you may contact the SPU Side Sewer Team at sidesewerinfo@seattle.gov or 206-684-5362 to determine the approved point of stormwater and sanitary discharge, or contact the SDCI Drainage Review team using the chat or email options at [Contact Us - Send Us a Question - SDCI | seattle.gov](#) for site specific drainage requirements.

Construction Stormwater Control

All projects with earth disturbance, regardless of size, require temporary and permanent stormwater control in accordance with the Construction Stormwater Control (CSC) Technical Requirements Manual (Director's Rule 17-2017, Volume 2, Storm Water Manual Vols. 1-5).

The following Construction Stormwater Control measures are required. If Drainage Review is required, show these measures on the [Construction Stormwater Control and Soil Amendment Standard Plan](#):

Place compost socks, compost berms, filter fabric fencing, straw bales, straw wattles, or other approved perimeter control BMPs to eliminate construction stormwater runoff.

Install a stabilized construction access to the site; implement methods to eliminate uncontrolled conveyance of mud and dirt into the right of way (ROW).

Cover bare soil with compost blankets, straw, mulch, matting, or other approved equal to control construction stormwater runoff.

Cover stockpiles and bare slopes with compost blankets, tarps, matting or other approved equal to control construction stormwater runoff.

A **First Ground Disturbance Inspection** is required before any ground disturbance related to this permit, including demolition, tree cutting, clearing, grubbing, and grading. After your permit is issued, schedule an inspection by calling (206) 684-8900 or online.

Drainage Requirements for Accessory Dwelling Units and Additions/Alterations

PASV reports for DADUs and Additions/Alterations often do not describe drainage or side sewer requirements. If drainage or side sewer requirements are not included in this report, use the following contacts for any side sewer or drainage questions:

SPU Side Sewer Team: sidesewerinfo@seattle.gov or 206-684-5362 for questions about approved points of discharge (both stormwater and sanitary) or any other side sewer permit questions.

SDCI Drainage Review Team: Use the chat or email options at [Contact Us - Send Us a Question - SDCI | seattle.gov](#) for questions about drainage review thresholds or other Stormwater Code and Manual requirements.

Note: for projects with 750 square feet or greater of new plus replaced hard surface, drainage review is required. See Volume 1, Chapter 8 of the Seattle Stormwater Manual for complete submittal requirements (Joint Directors' Rule SDCI 10-2021 / SPU DWW-200).

Inspectors Notes

Include earthwork calculations with submittal. Indicate total cut quantity and total fill/backfill quantity.

Seattle City Light Requirements

Street/Alley Requirements

N 138TH ST

Other requirements: Per Seattle Electrical Code, 230.1 (B) Service Requirements: The serving utility shall be consulted by the owner, the owner's agent, or the contractor making the installation regarding service entrance location before installing equipment. Provisions for metering equipment, attachment of service-drop, or an underground service lateral shall be made at a location acceptable to the serving utility. The point of service from the right-of-way to the site will be determined by City Light after an application is received and a pre-app meeting is scheduled. Service entrance conductors must be combined in such a way that all structures on the parent parcel or development site can be served from one service drop or service lateral directly from the City Light distribution system (one site-one service). Underground service will be required. It is important to contact your Electrical Service Representative Jake Collord, 206-960-0723, jake.collord@Seattle.gov, prior to beginning work.

Notes to Applicant

For new service, please contact your Electrical Service Representative (ESR) several months before new service is required to determine your service location, electrical service design, and what type of service is available at the building site. An Application for Electrical Service must be submitted to City Light. Link to City Light application, City Light Standards, and Requirements for Electrical Service Connection (RESC), <http://www.seattle.gov/city-light/construction-services/apply-for-new-or-upgraded-service>. The ESR should also be contacted to schedule electrical disconnections prior to demolition and plan temporary power for construction. Your ESR is Jake Collord, 206-960-0723, jake.collord@Seattle.gov. Be advised that it is the applicant's responsibility to seek guidance from City Light. Failure to contact City Light early in the permit process could severely impact your project's scope, schedule and budget. This responsibility rests solely with the applicant.

SCL Early Design Guidance Option

SCL is introducing a new opportunity via an Early Design Guidance (EDG) for customers to ask questions, understand the feasibility of their ideas, and gain insight into SCL's process, including technical

considerations. You should request this meeting before you submit an application for electrical service connection. If interested in an SCL EDG meeting, please email SCL_EarlyDesignGuidance@seattle.gov to request an intake form and schedule an appointment. Appointments are typically on Mondays and Fridays and are 45 minutes long.

Before attending an EDG, you should have a working knowledge of all applicable SCL standards and requirements as all discussions during an EDG will be guided by and take place within the context of these standards. Please be advised that an EDG meeting is not a replacement for an accurately completed service connection application.

SDOT Requirements

The City of Seattle's Right-of-Way Improvements Manual, Streets Illustrated (ROWIM), SDOT Director's Rule 04-2017, and SDOT's Right-of-Way Opening and Restoration Rule (ROWORR), SDOT Director's Rule 01-2017, may be accessed from SDOT's Street Use website at: <http://www.seattle.gov/transportation/permits-and-services/permits/rules-and-codes>. Whenever applicable, specific reference to these design documents is noted next to the requirements listed below. Be advised that these specific section and chapter references are provided as preliminary guidance only and are not comprehensive in scope. Final determination of area of work impact and restoration required under the ROWORR may be determined during permitting and/or following construction.

SDOT Permitting Information

SDOT Plan Requirements: Engineered plan

Your project requires a complete street improvement plan (SIP) prepared by a licensed civil engineer. The SIP must be approved at 60% by SDOT prior to your SDCI construction intake appointment. SIP Design Guidance is required for 60% complete SIP approval; apply early. Please visit SDOT's Street Use website at: http://www.seattle.gov/transportation/stuse_sip.htm to review SDOT guidance, requirements and application materials to assist in developing your SIP.

Existing conditions review

The city's [Right-of-Way Improvements Manual](#) identifies recommended curb-to-curb, planting strip, and sidewalk widths by street type. The street types fronting this site are: Neighborhood Yield Street

Street Improvement Requirements N 138TH ST

Protect existing street trees: Street trees must be protected from injury unless approved for removal by SDOT Urban Forestry. Placing or storing construction materials within the dripline of a street tree or any action predictably leading to the premature death of a street tree or permanent damage to its health, including root cutting, girdling, unauthorized pruning, are not allowed per Director's Rule 3-2014. SDOT Urban Forestry may approve removal and replacement of street trees based on condition assessment. A 2-week Public Notice posting is required before removal of trees approved by SDOT for removal and replacement. **To apply for an SDOT Urban Forestry Construction Permit to authorize pruning or removal, visit the City of Seattle Services portal at: <https://cosaccela.seattle.gov/Portal/welcome.aspx>**

New street trees: Street trees shall be installed between sidewalk and curb in the planting strip or tree pits, per Streets Illustrated standards (see section 3.7) unless otherwise approved by the SDOT Urban Forestry Landscape Architect's Office. Street trees must be planted between October 1st and April 30th unless installed with automatic irrigation. Property owners are responsible for the ongoing maintenance of street trees, per Director's Rule 03-14 Street Tree Manual. **To apply for an SDOT Urban Forestry Construction Permit for tree planting, visit the City of Seattle Services portal at: <https://cosaccela.seattle.gov/Portal/welcome.aspx>**

All improvements on private property must accommodate the right of way elevation at the property line using the standard cross-section in the ROWIM. Right of way grading may be required to provide vehicular and pedestrian access that meets the standard cross-section.

Other requirements: SIP required for public main extension

SPU Requirements

Existing Public Drainage and Sanitary Sewer Infrastructure

SPU Public Sanitary Sewer (PSS) main location: **N 138TH ST**

SPU PSS size: **8-in**

SPU Public Storm Drain (PSD) main location: **N 138TH ST (not fronting property)**

SPU PSD size: **12-in**

Other Drainage System (ditch, culvert, private) location: **On property (non-mainline SPU owned drain pipe)**

Other Drainage System size: **12-in**

Drainage

Extension of Public Storm System Required: Yes

An extension of the public storm drain is required across the full frontage of the property per SMC 22.805.020.L and the SPU Public Drainage System Director's Rule DWW-210.

SMC 22.800.080.I: Unless an adjustment per subsection SMC 22.800.040.B or an exception per subsection SMC 22.800.040.C is approved by the Director, an owner or occupant who is required, or who wishes, to connect to a public drainage system shall be required to extend the public drainage system if a public drainage system is not accessible within an abutting public area across the full frontage of the property.

Your project may be eligible for a [Latecomer Agreement](#), which may offset a portion of the cost of the main extension required for development. The deadline to apply for a Latecomer Agreement is PRIOR to the execution of the Construction Contract. For more information, please contact the SPU Development Services Office at SPU_DSO_WAC@seattle.gov or (206) 684-3333.

SPU Build-over and/or Re-route Agreement Required:

A SPU Build-over/Re-route Agreement may be required for this project. See Tip 507, [Build-Over and/or Re-Route Review and Approval Process](#) for instructions on applying for a build-over review.

Note: New easements or relinquishing existing easements requires City Council action prior to building permit approval, and may take up to 18 months. Revisions to existing easements are sometimes required for Construction Permits.

The storm drainage point of discharge ([SMC 22.805.020](#)) is located at: **Public storm drain system** Extend in N 138th St from just to the west of frontage. Approximately 73 FT

Wastewater

The wastewater/sanitary approved point of discharge (SMC 21.16.070.B) is located at N 138TH ST.

King County Capacity Charge: All homeowners and building owners in King County's service area (i.e. all Seattle Public Utility Combined and Sanitary Sewers) whose home or building was connected, reconnected or had a new service established to a sewage facility served by King County on or after Feb. 1, 1990 must pay a [King County Capacity Charge](#). (King County Code No. 28.84.050.0.1)

Submit completed and signed King County Sewer Capacity Charge form/s with the building permit submittal. These forms are available on the SDCI Forms website: [Forms - SDCI | seattle.gov](#).

Permanent and Temporary Dewatering

Approved Point of Discharge for Sub-surface Drainage (e.g. footing drains, sub-surface wall drains, underslab drains, etc.): **Public Storm Drain Main.**

Side Sewer

Connection to Existing Side Sewers

The existing side sewer for a new or converted building or dwelling unit may be reused if the requirements of SMC 21.16.240 are met.

If there is an increase of dwelling units or buildings, the [Side Sewer Evaluation and Certification Form](#) must be completed by a licensed engineer **and the side sewer will typically require rehabilitation (e.g. pipe lining)** as directed by Section V.M of the *Requirements for Design and Construction of Side Sewers (Drainage and Wastewater Discharges)* [Directors' Rule DPD4-2011/SPU 2011-004](#).

SPU Drainage Control Requirements for Work in the Right-of-Way (See SDCI Drainage Requirements for work on private parcels)

Soil Amendment. Retain and protect undisturbed soil in areas not being developed, and prior to completion of the project, amend all new, replaced, and disturbed topsoil (including construction lay-down areas) with organic matter to the extent required by and in compliance with the rules promulgated by the Director.

Water Availability

If required, you will receive a separate water availability certificate from SPU outlining any water requirements.

SOLID WASTE

We require an SPU review of solid waste storage and service plans for:

- Multifamily (including townhouse, rowhouse, or live-work) and mixed-use developments with five or more units;
- Buildings using compactors;
- Commercial or industrial projects with a gross floor area of 5,000 square feet or greater;
- Projects seeking a storage or access modification from the Land Use Code (SMC 23.54.040.I).

Please review SMC 23.54.040 and SMC 21.36.080 for solid waste storage and service requirements. When development is adjacent to an available alley right-of-way, solid waste collection from the alley is standard. Contact SPU early at spu_solidwasteplanreview@seattle.gov to confirm collection location. You can find the guidelines for solid waste in [CAM 1301: Solid Waste Information for Developers](#). Please also see our webpage at <http://www.seattle.gov/utilities/construction-resources/collection-and-disposal/storage-and-access>. For the project types listed above, you need to submit your [Checklist for Developers](#) to SPU Solid Waste Plan Review lead Angela Wallis at SPU_SolidWastePlanReview@seattle.gov, or call: (206) 684-4166 with questions.

SDCI Drainage Requirements

The following requirements are based on the **2021 Stormwater Code**, associated Director's Rules, and the current Side Sewer Code. * Note: the 2021 Stormwater Code becomes effective on July 1, 2021. Projects with an accepted application (successful SDCI permit intake) date on or after July 1, 2021 will be reviewed under the new code. The drainage requirements indicated below are based on the **2021 Stormwater Code**. If your project will be submitted prior to July 1, 2021, please contact the SDCI Drainage Reviewer to determine drainage requirements. *

SDCI Drainage Control Requirements (for work on private parcels)

Infiltration Investigation Required: Yes

Projects that require On-site Stormwater Management, Flow Control, and/or Water Quality Treatment or have no available off-site point of discharge for drainage must first investigate infiltration feasibility before selecting other BMP's. See Seattle Stormwater Manual, Volume 3, Section 3.2 and Appendix D to determine infiltration feasibility. If feasible, infiltration testing per the requirements in Appendix D is required prior to application. Submit a completed Stormwater Infiltration Checklist and associated Subsurface Investigation report with the construction permit application. Checklists are available on the SDCI Stormwater Code website.

[http://www.seattle.gov/sdc/codes/codes-we-enforce-\(a-z\)/stormwater-code](http://www.seattle.gov/sdc/codes/codes-we-enforce-(a-z)/stormwater-code)

Please note: projects that infiltrate 5,000 square feet or more of impervious surface area must conduct Groundwater Monitoring for a full wet season or one full year if infiltrating 10,000 square feet or more of impervious surface area. See Table 3.1 in Section 3.2.

Project Type and Drainage Basin

The storm drainage point of discharge ([SMC 22.805.020](#)) is located at: **Public storm drain system** extended in N 138th St, per SPU requirements

Project Type: **Parcel-based**

Drainage Basin: **Small lakes**

Drainage Control Compliance

Drainage Review Required: Yes

Drainage Control Review is required for this project per the Seattle Stormwater Manual (Joint Directors' Rule SDCI 10-2021 / SPU DWW-200). See Volume 1, Chapter 8 for complete submittal requirements.

Submit a completed **Standard Construction Stormwater Control and Post Construction Soil Management (CSC/SOIL) Plan** and a completed **Standard Drainage and Wastewater Control (DWC) Plan** including the **Site and Drainage Control Summary** from the [On-site Stormwater Management Calculator](#).

Note: For projects with 5,000 square feet or more of new plus replaced hard surface or 1 acres or more of land disturbing activity, the submitted documents shall be prepared by a licensed engineer and a separate Drainage Report is required.

Note: the title blocks of the DWC and CSC/SOIL Plan templates may be modified but all information, notes, and details on the templates are required on the plans.

Soil Amendment Required: Yes

All new, replaced, and disturbed topsoil shall be amended with organic matter prior to completion of the project to improve onsite management of drainage water flow and water quality per the Seattle Stormwater Manual Volume 1, Section 4.1 or 4.4 and Volume 3, Section 5.1. Complete the Post Construction Soil Management Plan on the Standard CSC/SOIL Plan.

On-site Stormwater Management Required: Yes

Parcel-based projects with 7,000 square feet or more of land disturbing activity, 1,500 square feet or more of new plus replaced hard surface or, if on a lot or parcel created or altered in size on or after January 1, 2016, 750 square feet or more of new plus replaced hard surface, must implement **On-site Stormwater Management** (infiltration, dispersion, bioretention, green roofs, permeable pavement, rainwater harvesting, etc.) to manage runoff from all hard surfaces on-site per the Seattle Stormwater Manual Volume 1, Sections 4.4 and 5.2.

Flow control standards must be first met by utilizing **On-site Stormwater Management** to the maximum extent feasible. Additional flow control measures shall be installed if the flow control standard cannot be met solely using On-site Stormwater Management BMP's.

Submit an [On-site Stormwater Management Calculator](#) and show the On-site Stormwater Management BMP's and surface designation on the [Standard Drainage and Wastewater Control Plan](#).

Flow Control Required: **Peak Flow Control Standard**

This project site discharges to a **Small Lake Basin** - Bitter Lake, Green Lake, or Haller Lake. Based on the Site Plan submitted with the preliminary application, this project is required to provide flow control meeting the **Peak Flow Control Standard** per the Seattle Stormwater Manual Volume 1, Sections 4.4.3.4 and 5.3.5 since the project will include 2,000 square feet or more of new plus replaced hard surface.

Projects with less than 10,000 sf new plus replaced hard surface can use the Pre-sized Flow Control Calculator. <http://www.seattle.gov/Documents/Departments/SDCI/Forms/PreSizedFlowControlCalculator.xlsx> Otherwise, stormwater modeling using an approved continuous runoff model by a licensed Civil Engineer is required.

Water Quality

No requirements

If the scope of your proposed project changes before your SDCI intake appointment or SDOT street improvement plan application, the requirements in this report may change. If there are municipal code and ordinance changes before our SDCI intake appointment, the project must meet the new code requirements. Additional street improvement requirements may be triggered if a permit application for a development project on adjacent property is also undergoing review.

Please be aware that all persons or companies working within the City limits, including all contractors, subcontractors, permit expeditors and other service providers are required to possess a valid City of Seattle business license. This license is required in addition to any other licenses required by the State of Washington, such as a contractors' license or state business license. For more information about City of Seattle business licenses, please contact inspector Michale Crooks at 206-684-8871, Michale.Crooks@seattle.gov, or visit the [Licensing and Tax Administration Division website](#).