



Priority Permit Handling for Publicly Funded Low-Income Housing

Housing costs in Seattle increased substantially over the past decade making it difficult for people with modest incomes to live in Seattle. To assist in the production of housing affordable to households with low incomes, the City of Seattle has a streamlined development permitting process for publicly funded “low-income housing” (new construction and rehabilitation of existing structures) as defined in [SMC 23.84A.016](#), consistent with the definitions of “low-income unit” and “restricted unit” as defined in [SMC 23.84A.040](#).

City Actions/Responsibilities

City departments will:

- **Facilitate** early scheduling of pre-submittal conferences, intake appointments, and board meetings to assist applicants meet public funders’ deadlines.
- **Give eligible low-income housing prioritized status** for master use permit (MUP), construction, and street improvement permit reviews.
- **Coordinate** with applicants so that permits are issued by deadlines established as a condition of public funding; be sure to share your project timelines with City staff.

Key departmental contacts are:

Laura Hewitt Walker Office of Housing (OH), Policy and Planning	Laura.Hewitt@seattle.gov	(206) 677-0455
Bruce Philip Rips, MUP Facilitator SDCI, Master Use Permits	Bruce.Rips@seattle.gov	(206) 615-1392
Andy Sandberg, Permit Process Leader SDCI, Construction Permits	Andrew.Sandberg@seattle.gov	(206) 386-9761
Kelsey Timmer, Sr. Transportation Planner SDOT, SIP Preliminary Guidance	Kelsey.Timmer@seattle.gov	(206) 930-2848
Sailaja Tumuluri SDOT, SIP Review	Sailaja.Tumuluri@seattle.gov	(206) 264-7660
Angela Wallis Seattle Public Utilities, Solid Waste	Angela.Wallis@seattle.gov	(206) 300-8295
Bernard Morris, Supervising Capitol Projects Seattle Public Utilities, Water Availability	Bernard.Morris@seattle.gov	(206) 743-2457
Huy Vu Seattle City Light, Preliminary Review	Huy.Vu@seattle.gov	(206) 639-1722



Applicant Actions and Responsibilities

Pre-Permitting

- The Applicant must initiate the preliminary application and [apply for a pre-submittal conference](#).
- Submit a [Low-Income Housing Checklist](#) to OH (Laura Hewitt Walker) as soon as your project is assigned a MUP or building permit number, as applicable, even if documentation of the public funding is not available yet.
- Coordinate with the **Department of Neighborhoods** prior to initial permit application. Visit the link for [Historic Preservation](#) for the name and contact information of the Historic Preservation Coordinator who will work with your SDCI Land Use Planner to coordinate timely review and approval schedules for landmarks and historic districts.
- **Provide overview of the project at the pre-submittal conference.** Information presented should include:
 - *Brief overview of the proposed low-income housing development, including the funding plan.*
 - *Brief schedule, including public funding application deadlines for permit reviewers to consider.*

Land Use Permitting

- If a land use permit is required for your proposal, SDCI will facilitate those reviews.
- **Contact Bruce Rips** to request Priority 2 status with target dates for reduced review timeline.

Construction Permitting

- Contact **Andy Sandberg** to schedule and facilitate your building permit intake, establish Priority 2 review, and move up the review target dates.
- Submit an updated [Low-Income Housing Checklist](#), including a copy of Final Award Letter(s) and Term Sheets, to OH for review and approval.
- Embed the Final [Low-Income Housing Checklist](#), signed by OH and SDCI, in the plan set **prior to issuance of the building permit** for the project.
- Upload recorded **Regulatory Agreement**, consistent with requirements for “low-income units” and “restricted units,” both defined in [SMC 23.84A.016](#), and “low-income housing” as defined in [SMC 23.84A.040](#), to Accela as soon as available and no later than project completion.

Street Improvement Permitting

- Contact **Kelsey Timmer** to initiate a street improvement plan (SIP) guidance meeting and facilitate the SIP guidance process.
- Contact **Sailaja Tumuluri** to schedule an early SIP intake appointment. Provide **Sailaja Tumuluri** known public funders' deadlines to help establish desired SIP issuance date.

SCL & SPU Permitting

- Coordinate with **Huy Vu** (SCL), **Angela Wallis** (SPU Solid Waste) and **Bernard Morris** (SPU Water) to resolve power and service issues that emerge during MUP, building permit, and SIP reviews.

The applicant must keep City department staff updated about project schedule and public funders' deadlines throughout the permit process.