

Intake Appointment FAQ

When is an intake appointment required?

An intake appointment is required if you are applying for any of the following land use actions:

* Comprehensive Plan Amendment	* Shoreline Substantial Development
* Conditional Use – Minor	* Short Plat – Preliminary
* Conditional Use – Major	* Short Plat – Final
* Development Agreement	* Subdivision – Preliminary
* Development Regulations Amendment	* Subdivision – Final
* Planned Unit Development	* Sign Variance
* Preliminary Site Plan Review	* Special Home Occupation (SHOP)
* Public Utility Exception	* Variance
* Reasonable Use Exception	* Zone Reclassification (Rezone)

How can I schedule an intake appointment?

- Contact the Permit Center at (206) 973-4750 or email permittechnicians@seatacwa.gov to schedule your appointment.
- Intake appointments will not be scheduled until after a pre-application meeting has been held.

What should I expect at my intake appointment?

- Applicant(s) will meet with a Permit Coordinator & Planner at the Permit Center on the third floor of City Hall.
- Allow up to thirty minutes for the appointment.
- Have application materials ready, including payment for fees.
- If you are missing some of the application materials or they are not in an acceptable format, the City will not accept your application.
- You can find a list of the application materials you need to bring by project type at: <http://www.seatacwa.gov/government/city-departments/community-and-economic-development/permits-land-use-applications>

What if my application is incomplete?

- If your application is incomplete, the Planner will tell you so at the time of the appointment and will provide you with a notated submittal checklist of the remaining items you need to complete your application.
- Once you have gathered the remaining items, you will need to schedule another intake appointment.
- The City will not accept items individually. All materials must be submitted as a complete submittal package.
- The City does not review application materials for code compliance until all the application materials have been formally submitted and the City has issued a Determination of Completeness (DOC).