



Preparing and Sending Your Design Review Packet – Virtual DR Meetings Updated March 2024

Please follow these steps to prepare and send your Early Design Guidance (EDG) or Recommendation Packet to the Seattle Department of Construction and Inspections (SDCI). We require hard copies, electronic copies and a cover image. See Step 1 below.

What we need:

- **Project Packet:** Include all items identified in the [Early Design Guidance, Streamlined Design Review](#) and [Recommendation](#) packet checklists.
- **Digital Project Image:** We will post an image of your project on our online map, Shaping Seattle: Buildings.
- **Hard Copies of Final Packet:** We will send your packet to the Design Review Board in advance of the meeting.

To mail or drop off the hard copies of your final packet:

Please send 8 hard copies of the final packet to the address below, with a guaranteed delivery date of the Monday at least 2 weeks prior to the Design Review Board meeting date.

- Ex. If your Design Review Board meeting is Wednesday, March 20, 2024, then your packets must arrive at this address by Monday, March 4, 2024
- Sometimes we need the packets a few days earlier, but we will let you know if that applies to your project.

Send hard copies to the following address:

ATTN: Brinn Campaz, Design Review Program
Seattle Dept of Construction & Inspections
PO Box 34019
Seattle, WA 98104-4019

For Fedex deliveries, please use the following address:

ATTN: Brinn Campaz, Design Review Program
Mail and Distribution Services
700 5th Ave, Suite 304
Seattle, WA 98104-4019

For **courier/in-person drop offs**, please address your packets to the first address listed above and bring them to the following location at Seattle Municipal Tower (700 5th Ave):

- Finance & Administrative Services (FAS) - Distribution Services, Suite 304 (from the 4th floor lobby, take escalator or stairs down to 3rd floor)
- Use the telephone next to the FAS Distribution Services room sign to call the FAS Mailroom (using the programmed button) and request to have the packet picked up
- Hours: 7:30 AM to 3:00 PM

To create and send your packet/digital project image:

1. Formatting:

Digital Packet: Your design review packet should meet the following specifications.

- Formatted to fit 11"x17" paper size.
- Number your pages starting with the cover sheet.
- Use colored graphics.
- The .pdf version of your packet should look exactly like the hard copy version.

Digital Project Image for Shaping Seattle: The .jpg of your image should meet the following specifications:

TYPE:	JPG (*.JPG, *JPEG)
DIMENSION:	Width: 870 pixels Height: Variable
FILE SIZE:	Less than or equal to 150kb
IMAGE AT EDG	Image should include side-by-side images of the design thinking as shown by the various massing alternatives (include all alternatives in single image)
IMAGE FOR SUBSEQUENT EDG MEETINGS	Image should be a snapshot of the evolved massing, loose design without full rendering details
IMAGE FOR SDR	Image should be a snapshot of the rendering view
IMAGE AT RECOMMENDATION	Image should be a snapshot of a rendering view that captures the greatest extent of building (i.e., a corner view)

2. Saving:

You need to optimize your .pdf and .jpg.

- Save the packet as a single .pdf.
- Reduce the file size to 50mb or less wherever possible, while retaining the document's legibility on the screen and in print, using a page layout or graphics program. Adobe Acrobat DC's (or Pro's) "pdf optimizer" (File>Save as Other>PDF Optimizer) is often a good way to optimize your .pdf.
- The .pdf is best created from an existing electronic file. For those who prepare EDG and Recommendation packets and/or images without the use of a computer and page layout software, copy shops can scan a hard copy of a packet and burn a .pdf onto a CD.

3. Transmitting to SDCl:

- Upload your file by following the instructions at www.hightail.com/u/dpd
- Name your **files** as follows:
 - For your **packet**: In the subject line, write "Draft" or "Final" "Design Proposal Packet for XXXXXXX-XX" (where XXXXXXX-XX is the project number assigned by SDCl).
 - For your **image**: In the subject line, write "Design Proposal Cover Page for XXXXXXX-XX" (where XXXXXXX-XX is the project number assigned by SDCl).

If you do not have web access, burn the .pdf file to a CD and mail to:

Design Review Program
Seattle Department of Construction and Inspections
700 Fifth Ave., Suite 2000
P.O. Box 34019
Seattle, WA 98124-4019