

Please find the attached preliminary subdivision plans for ADDRESS (if reception has been confirmed another copy of the plat will not be attached). In an effort to complete the DPD Director's recommendation to the Hearing Examiner, please respond with comments, requests for clarifying information and requests for plan corrections with **in thirty (30) days** of the reception of the proposed plat. If we do not receive a response or an extension request **within 30 days**, we will presume your department does not have any comments. Thank you for your cooperation. **Regardless of comments or previous correspondence with the Land Use Planner, PLEASE SEND A CONFIRMATION EMAIL upon reception of this document and or the subdivision proposal using the information below.** Transmit any responses by mail or through an email attachment to:

Locations North of Ship Canal	Locations South of Ship Canal
<p style="text-align: center;">Andrea Aldridge Department of Planning and Development 700 Fifth Ave, Suite 2000 P O Box 34019 Seattle, WA 98124-4019 Mailstop SMT-19-19 Seattle, WA 98104 Tel: (206) 684-0802 andrea.aldridge@seattle.gov</p>	<p style="text-align: center;">Jessica Batterman Department of Planning and Development 700 Fifth Ave, Suite 2000 P O Box 34019 Seattle, WA 98124-4019 Mailstop SMT-19-19 Seattle, WA 98104 Tel: (206) 684-8420 jessica.batterman@seattle.gov</p>

SMC 23.22.024 Distribution of preliminary plans.

If the Director determines that the subdivider has met all the application requirements for the preliminary plat and that the preliminary plat contains sufficient elements and data to furnish a basis for its approval or disapproval, the Director shall affix a file number and date of receipt to the application and promptly forward three (3) copies of the plat and the subdivider's preliminary plans for streets and other improvements to the Director of Transportation.

The Director shall also forward a copy of the preliminary plat to each of the following:

- A. Director of Public Health;
- B. Superintendent of City Light;
- C. Director of Housing;
- D. Superintendent of Parks and Recreation;
- E. Director of Seattle Public Utilities;
- F. Chief, Fire Department;
- G. Metropolitan Services Department;

Who shall **review the preliminary plat and, within thirty (30) days**, furnish the Director with a report as to the effect of the proposed subdivision upon the public health, safety and general welfare, and containing their recommendations for approval or disapproval of the preliminary plat. The reports of the Director of Transportation and the Director of Seattle Public Utilities shall also include a recommendation as to the extent and type of improvements to be provided in dedicated areas and a preliminary estimate of the cost of these improvements.