



## Preparing and Sending Your Design Review Packet – Virtual DR Meetings Updated April 2023

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.

Please mail us **8** hard copies of your final packet with guaranteed arrival at SMT on the Monday 2 weeks prior to the Design Review Board meeting date. Please also upload your packet to Hightail using the attached instructions.

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 5<sup>th</sup> Ave, Suite 304  
Seattle, WA 98104-4019

**\*NEW\*** 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 5<sup>th</sup> Ave):

- Finance & Administrative Services (FAS) - Distribution Services, Suite 304 (from the 4<sup>th</sup> floor lobby, take escalator or stairs down to 3<sup>rd</sup> 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

For non-Board review, please coordinate with your planner for packet deadlines.

- Using the instructions below, please upload your digital final packet and digital image 10 days prior to your meeting date.

# To create and send your packet/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:

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

- Upload your file by following the instructions at [www.hightail.com/u/dpd](http://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 SDCI).
  - For your **image**: In the subject line, write "Design Proposal Cover Page for XXXXXXX-XX" (where XXXXXXX-XX is the project number assigned by SDCI).

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

--Or--

Hand-deliver your CD, in care of the Design Review Program, to the 19th floor basket at the address above.

For questions about creating and transmitting design materials, contact [design.review@seattle.gov](mailto:design.review@seattle.gov).