Instructions for Preparing & Submitting Your Design Review Packet – Virtual Design Review Board (DRB) Meetings, Updated November 2021

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. When developing your packet contents, please include all items identified in the Early Design Guidance, Streamlined Design Review and Recommendation packet checklists.

What we need and when:

1. **Digital Project Image:** We will post an image of your project on our online map, *Shaping Seattle: Property & Building Complaints*. Please upload this digital image to Hightail for posting on the Design Review website following the instructions on page 2-3. See due date highlighted below.
2. **Digital Packet:** We will post your packet on our Design Review website. For all Full DRB and Administrative Design Review projects, please upload the final packet to your portal and also to Hightail following the instructions on page 2-3. See due date highlighted below.
3. **Final Packet, Hard Copies:** We will send your packet to the Design Review Board in advance of the meeting. The final packets are due on the Monday of the week two weeks prior to the scheduled meeting date for all Full Design Review Board (DRB) projects. (Note if Monday is a holiday, the deadline will shift to Tuesday). We will need **eight** hard copies of your final packet with guaranteed arrival at SMT before/on the date specified above.
   - For **USPS**, 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 image/packet:

1. Formatting:

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.

Digital Packet: 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 SDCI:

- Upload your files 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 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).
- For your **presentation**: In the subject line, write "EDG" or "REC" "DRB Presentation 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 it in with the hard copies of the final packet:

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

Do you have technical questions about creating or transmitting the .pdf or .jpg? Contact webteam@seattle.gov.