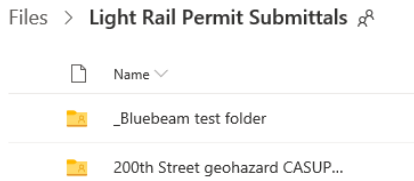


CITY OF SHORELINE ELECTRONIC APPLICATION PROCESS FOR PERMITS RELATED TO THE SOUND TRANSIT PROJECT

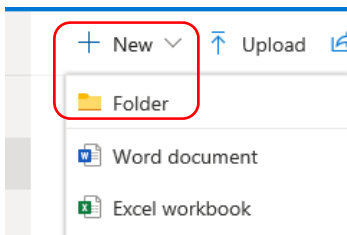
- Applications for permits related to the **Sound Transit Link Light Rail Project** will be made electronically
- Completed application documents will be uploaded to *OneDrive*
 - Notify the City's Light Rail team via email that you need to submit an application electronically
 - LRailROW@shorelinewa.gov for any Right-of-Way permits
 - LRail@shorelinewa.gov for any other types of permits
 - A link to the document library on *OneDrive* will be emailed to the applicant granting them permission to access the library
 - For reference, here is the link to the *OneDrive* document library folder
https://cityofshoreline-my.sharepoint.com/personal/jgarverhume_shorelinewa_gov/Documents/Light%20Rail%20Permit%20Submittals
 - Permit application forms may be downloaded from the City of Shoreline website:
<http://www.shorelinewa.gov/government/departments/planning-community-development/forms-application-checklists-application-handouts/permit-checklists-application-packets>
 - All applications for work related to the **Sound Transit Link Light Rail Project** **MUST** include the words **Sound Transit LLE** in the **project description**
 - Checklists for permits specific to the Sound Transit project are available in the *OneDrive* document library (link above) under *Light Rail Submittal Checklists*
- Please use the following naming convention for application documents:
 - [Item # on Permit Submittal Checklist]_[Permit Type]_[Work Zone]_[Document Name]
 - *Example: 01_SiteDev_EW Zone L300_Application*
 - For submitting revised documents, please use the original document name with the suffix *_Rev#_Date*
 - *Example: 01_SiteDev_EW Zone L300_Application_Rev1_20190717*
 - The permit checklists are not numbered, but the checklist items are grouped with the highest level group identified by a checkbox. Please assume the checkboxes correspond to numbers, so that *01* would identify permit application items; *02* would identify permit and inspection fees; *03* would identify proof of license, etc. depending on the permit type
 - **Please apply the submittal number that is most relevant to the information being submitted**

- **PROCESS FOR UPLOADING APPLICATION DOCUMENTS**

- The OneDrive document library will open to the folder **Light Rail Permit Submittals**



- There are a number of subfolders under Light Rail Permit Submittals – Contractor applications should be uploaded to one of the following subfolders, as applicable
 - **CONTRACTOR – ROW Permit Submittals**
 - **CONTRACTOR – Wastewater Permit Applications**
 - **CONTRACTOR – Miscellaneous Permit Submittals**
- Open the applicable Contractor folder and click **New > Folder**



- Type in a name for the folder beginning with your **business name or initials** followed by the **Sound Transit Work Zone** and a **short description** of the permit
 - Example: *SKH – EW Zone 07 – Short Description*
 - Click **Create**
- To add your permit application documents to the new folder, either
 - Drag and drop your documents into the folder window



- Or click the **Upload** icon to use File Explorer to select your documents for upload



- Once your application documents have been uploaded, send an email notification and brief explanation to LRailROW@shorelinewa.gov (Right-of-Way permits) or LRail@shorelinewa.gov (any other type of permit)

- **PROCESS AFTER SUBMISSION OF PERMIT APPLICATION DOCUMENTS**

- A Permit Tech will review your application documents
 - If the application is complete, the documents will be transferred to the appropriate staff member for review
 - If items are missing from the application, the Permit Tech will notify you via email
 - Additional items may be uploaded to your original folder on OneDrive
- City staff will review the application when all items are complete
 - If revisions are needed to your application documents, City staff will send comments/revision requests via email
 - To upload any revised documents, create and upload to a subfolder under your original submittal folder on OneDrive; name the folder *Rev-1* (or *Rev-2*, etc.)
 - Fill out the *Sound Transit_Revision Submittal Form – City of Shoreline* and upload a copy to the revision folder on OneDrive
 - Once your application documents have been uploaded, send an email notification and brief explanation of the revisions to LRailROW@shorelinewa.gov (Right-of-Way permits) or LRail@shorelinewa.gov (any other type of permit)
 - When all items are in order, City staff will notify the Permit Tech that the permit is ready for Issuance
- The Permit Tech will finalize the permit, including any conditions that may apply
 - The Permit Tech will notify you via email that the permit has been approved and that the permit, conditions and approved plans will be available for you to view or download using the City's online permit application, *eTRAKiT*
<https://services.shorelinewa.gov/etrakit/>