

SDOT		SDOT Director's Rule 2-2010	
Applicant: CITY OF SEATTLE Seattle Department of Transportation (SDOT)	Page 1 of 3	Supersedes:	
	Publication: April 26, 2010	Effective: May 19, 2010	
Subject: Petitions for the adoption, amendment, or repeal of SDOT Director's Rules	Code and Section Reference: SMC 3.02.040		
	Type of Rule: Code Interpretation		
	Ordinance Authority: SMC 3.12.020		
Index: Administrative Procedures	Approved	Date	
	(signature on file)	5/18/2010	
	Peter E. Hahn, Director Seattle Department of Transportation		

1.0 DEFINITIONS

- 1.1 Rule. Any order, directive, or regulation, including amendment or repeal of a prior rule, adopted by the Director of Transportation as authorized by Section 3.12.020 of the Seattle Municipal Code, or any order, directive, or regulation related to transportation functions of the former Seattle Engineering Department (abolished January 1, 1997) still in effect.

2.0 SUBMISSION

- 2.1 Any interested person may petition the Seattle Department of Transportation (SDOT) requesting the adoption, amendment, or repeal of any rule.
- 2.2 All petitions shall be submitted in writing to the Director of Transportation. Petitions may be mailed to PO Box 34996, Seattle, Washington 98124-4996, or delivered to the reception desk located on the 38th floor of the Seattle Municipal Tower at 700 5th Avenue, Seattle, Washington.
- 2.3 All petitions shall include the following information:

Contact information:

The petitioner shall provide contact information including name and mailing address and may provide phone numbers, email addresses, or other contact information. If one petition is made jointly by several individuals, the petitioners shall provide contact information for each person and specify one person as the contact person. If the petitioner is an organization, the petitioner shall identify the organization by name and provide contact information for an official contact person for the organization.

Requested action:

The petitioner shall state whether the petition is for the adoption of a new rule or for the amendment or repeal of an existing rule. If the petition is for amendment or repeal, the petitioner shall indicate the number of the rule to be repealed or the number of the rule and part(s) of the rule to be amended.

Reason for the requested action:

The petitioner shall provide a reason for the requested action. For example, this may include how the requested action affects the petitioner's property, legal rights, or neighborhood. If the petition is for amendment or repeal, the petitioner should note any errors or omissions in the rule, or in the process by which the rule was originally adopted, that motivate the request.

3.0 CONSIDERATION

- 3.1 The Director of Transportation shall designate a review officer, who will review the petition and other relevant information and may contact the petitioner to request clarification of information contained in the petition. After review, the review officer shall make a recommendation to the Director either to deny the petition or initiate rulemaking proceedings concerning the subject of the petition.

4.0 DISPOSITION

- 4.1 Within 60 days after receipt of a petition and upon the determination of the Director of Transportation, the review officer shall mail a written decision to the petitioner either denying the petition and stating the reasons for the denial, or providing notice of proposed rulemaking in accordance with Section 3.02.030 of the Seattle Municipal Code.