

# SEATAC Transmittal Checklist

Check SEATAC Calendar for materials due date

Project Planner shall transmit the project materials listed below to the SEATAC Coordinator. Digital project materials should be placed within the SEATAC folder within the DRP Share folder.

1. Project Description (see separate template)
2. Agenda Text (within Project Description template)
3. SEATAC Permit Application
4. Site Plan
5. Biological Constraints Analysis (BCA)
6. Biota Report (if have one)
7. Photographs
8. Other related SEATAC recommendations, reports and/or maps