

CITY CLERK SEARCH INSTRUCTIONS

You can search for a decision using the multiple fields provided on the Clerk's website.

The screenshot shows the Seattle City Clerk website's search interface. At the top, there is a navigation bar with the Seattle logo and 'seattle.gov' text. Below this is the 'OFFICE OF THE CITY CLERK' header with links for Home, About Us, and Contact Us. The main navigation menu includes 'All Resources', 'Legislative Records', 'Municipal Code', 'Charter', 'Special Indexes', and 'Municipal Archives'. A secondary menu shows 'Search Legislation', 'Legislative Process', and 'Special Indexes'. A sidebar on the left contains links for 'Ethics and Elections Commission', 'Seattle Hearing Examiner', 'Business Tax Rules', 'Taxicab and For-Hire Vehicles', and 'Public Corporations'. The main content area is titled 'City of Seattle Hearing Examiner Decisions and Recommendations' and includes a search form with fields for 'Hearing Examiner File No.', 'Words in Document', and 'Department Reference No.', along with a 'Type' dropdown, 'Submit Query', and 'Reset' buttons. Below the form are 'Optional settings' for 'Default operator' (set to 'and') and 'Documents per page' (set to '20'), and a 'Plurals' option (set to 'On'). A 'Reference Tools' sidebar on the right lists 'Thesaurus', 'Geographic Indexing', 'Street Designation Maps', and 'Recent Legislation'. A 'Database Help' sidebar lists 'Searching Tips', 'Optional Settings', 'About Online Services', and 'Email'.

Hearing Examiner File Number Search

- 1.) Fill in the **Hearing Examiner File No. field**.
Make sure to include the dashes in the file number.
Search Format: MUP-16-001, if you type MUP16001 the search will return an error.

City of Seattle Hearing Examiner Decisions and Recommendations

Includes the full text of select Hearing Examiner Decisions and Recommendations.

All Hearing Examiner Decisions and Recommendations are filed with the City Clerk and are available for review in our research area. [Contact the City Clerk](#) for assistance locating records, or visit the [Hearing Examiner Home Page](#) for more information about the Hearing Examiner.

This screenshot shows the search form with the 'Hearing Examiner File No.' field highlighted in blue and containing the text 'MUP-16-001'. The other fields, 'Words in Document' and 'Department Reference No.', are empty. The 'Type' dropdown is also empty. The 'Submit Query' and 'Reset' buttons are visible at the bottom of the form.

Case Type Search

1.) Click the drop-down menu for **Type**:

- Browse all cases
- Tax
- Landmarks & Special Districts
- Council Land Use Actions (Includes Hearing Examiner recommendations to the City Council on rezones, major institution master plans, and Council Conditional Uses)
- Conditional Uses & Variances
- SEPA, Environmentally Critical Areas
- Subdivisions, Short plats
- Land Use Code Interpretations
- Other

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Hearing Examiner File No.:

Words in Document:

Department Reference No.:

Type:

- Browse all cases
- Tax
- Landmarks & Special Districts
- Option Council Land Use Actions
- Default Conditional Uses & Variances
- SEPA, Design Review, Environmentally Critical Areas
- Pl Subdivisions, Short Plats
- Land Use Code Interpretations
- Other

Keyword Search

For the broadest possible search, be sure “Browse All Cases” is selected in the Type Field.

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Hearing Examiner File No.:

Words in Document:

Department Reference No.:

Type:

Optional settings:

Default operator: Documents per page:

• Plurals: On Off

- 1.) Search for a decision based on keywords, names, and/or phrases. **Enter in the Words in Document field.**
- 2.) To narrow or modify your search, there are some optional settings: Default Operator (and, or, adj), Documents per page, and Plurals (on or off).
- 3.) You can also do a keyword search within a particular case type such as “Land Use Code Interpretation”:

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Hearing Examiner File No.:

Words in Document:

Department Reference No.:

Type:

Optional settings:

Default operator: Documents per page:

• Plurals: On Off

Department Reference Number Search

1.) Fill in the **Department Reference No. field.**

SDCI typically assigns a project number for each of their applications. This number is different from the Hearing Examiner File number.

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Hearing Examiner File No.:	<input type="text"/>
Words in Document:	<input type="text"/>
Department Reference No.:	<input type="text" value="3019997"/>
Type:	<input type="text"/>
<input type="button" value="Submit Query"/> <input type="button" value="Reset"/>	