



## Applying for a Commercial Space at Pike Place Market

The Pike Place Market Preservation and Development Authority (PDA) is the Manager and Landlord of a majority of the buildings within the nine-acre Pike Place Market Historic District. Our charter's mission is to promote the survival and predominance of small owner-operated shops, marginal businesses, thrift shops, arts and crafts and other enterprises, and activities and services that are essential to the functioning of the Public Market.

The application process to lease commercial space is competitive and space availability is generally very limited. Application review/approval takes approximately 6-8 weeks and is a multi-step process involving the PDA staff, PDA Council, and the City of Seattle's Pike Place Market Historic Commission (MHC).

While all applications are welcome specialty businesses that appeal to the needs of the immediate community, regional shoppers and increase the diversity of the Market have priority. After an application is submitted the PDA will review and determine space availability, proposed specialty use in relation to the existing Market businesses, and the applicant's ability to operate and adhere to the lease requirements of the PDA and Pike Place Market Historic Commission Guidelines. PDA staff will contact applicants that, in its sole discretion are deemed a successful fit for the available space.

Applicants that do not meet these criteria will be notified and the application will be kept on file for one year for future consideration.

If you need more information, please email the Commercial Property Management Department at [CommercialLeasing@pikeplacemarket.org](mailto:CommercialLeasing@pikeplacemarket.org) or call the commercial leasing line, **206.774.5244**. You may also find more information on our website [www.pikeplacemarket.org](http://www.pikeplacemarket.org).

### **At this time the PDA is not interested in the following Uses:**

- Import items
- Jewelry shops
- Mobile food carts
- Tourist souvenirs, T-shirt/sweatshirt stores
- Fair/Carnival" foods (popcorn, taffy, etc.)

## Steps to Leasing Commercial Space at Pike Place Market:

1. Complete and submit a Commercial Space Application. Applications and related attachments can be sent via e-mail, fax, or mail to:

**E:** CommercialLeasing@pikeplacemarket.org

**F:** 206.625.0646

**M:** Pike Place Market PDA

Attn: Commercial Property Department

85 Pike Street, Room 500

Seattle, WA 98101

2. The Commercial Property Management staff will review all space applications and send a response within two weeks. Applications that provide products or services that appeal to locals and enhance the shopping experience at the Market will be given preference. Due to the Market's mission to incubate small start-up businesses, applicants cannot own/operate an existing retail storefront of similar use prior to opening a business within the Market. Wholesalers are permitted.

If an applicant successfully meets commercial requirements and suitable space has been identified, they will be contacted with a request to submit a business plan.

3. Applicants chosen to submit a business plan will be provided a summary outline of requested items and a submittal deadline. Business plans are reviewed and scored based on business financial viability, owners experience/background and financial wherewithal, proposed specialty use, target market, and overall level of completeness. Additional information may be requested as needed. Upon review of the business plan, the applicant will be notified whether or not they've been selected as the proposed business for the space.
4. Lease terms are negotiated with the owner of the proposed business, and reviewed and approved by the PDA Council.
5. Market Historical Commission Use and Design applications are completed by the proposed business owner for review and approval of Ownership, Use, and Business Design by the City of Seattle's Pike Place Market Historical Commission (MHC). MHC applications will be reviewed and approved by the Commercial Property Management staff prior to submitting an application(s) the MHC. The proposed business owner(s) must attend both the MHC Use/Design Review and MHC Commission meetings in person.
6. A lease is drafted according to the negotiated terms and conditions. Upon PDA Council and MHC approvals, the lease is ready to be signed and fully executed.



# Commercial Tenant Application

Submit to: Pike Place Market PDA • Attn: Commercial Leasing  
 85 Pike Street Room 500 • Seattle, WA 98101  
 CommercialLeasing@pikeplacemarket.org

Please complete the following application in its entirety. This application is for information purposes only and is not to be considered in any way a commitment to enter into a Lease Agreement with the applicant.

## CONTACT INFORMATION

Name & Title:		Date: / /
Telephone No:	Email:	
Address:		

## CONCEPT INFORMATION

Proposed Store Name (Doing Business As):		
Would this be a Franchised/Licensed Operation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would this be the First Location? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Space Required: Minimum Sq. Ft. _____ Maxium Sq. Ft. _____	Estimate of Additional Storage Space Required: _____ sq. ft.	
Proposed Business Ownership Structure: <input type="checkbox"/> Individual Sole Proprietorship <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other (Explain _____ )		
Will Business be Owner Operated: <input type="checkbox"/> Yes <input type="checkbox"/> No		

**PROPOSED SPECIALTY USE:** Provide a brief description of concept and merchandise/menu. Attach brochures, product list, photos and other supplemental materal to describe proposed concept.

**SPECIAL REQUIREMENTS:** Describe any special needs for utility or storage, i.e. specific electric, water, sewer, gas and ventilation requirements.

Location Desired:

**PLEASE NOTE:** This application along with supporting material/documentation will not be returned to the applicant.

## OFFICE USE ONLY

Comments:	Date Received:
	Date Reviewed:
	Application Status:
	Correspondence: