



CITY OF TUKWILA
Department of Community Development
6300 Southcenter Boulevard, Tukwila, WA 98188
Telephone: (206) 431-3670

COMPREHENSIVE PLAN & ZONING MAP CHANGE

INFORMATION

A change to a property's Comprehensive Plan land use designation also requires a change to the City's Zoning Map. Tukwila's Comprehensive Plan land use designations and Zoning are the result of extensive discussion by residents, business owners and community groups. The community developed the Plan and subsequent zoning regulations based on consideration of existing conditions and long-term, community-wide goals. When a change is considered, the burden is on the proponent to demonstrate that the change is justified. A change may be appropriate in light of new information that affects assumptions on which the Comprehensive Plan and Zoning Code were based, unanticipated changes in community conditions or goals, or in the interest of public safety and welfare.

It is important for the City to review and revise the Plan as conditions and community priorities change. The relevance of the Comprehensive Plan and Zoning Code is based, in large part, on being up-to-date. The requirements and procedures are listed below.

PROCEDURES: The Growth Management Act (GMA) allows a city's [Comprehensive Plan](#) to be amended no more than once each year, except for special circumstances such as to amend the Shoreline Master Program or a City's Capital Facilities element so that it is current with the City's budget. (RCW 36.70A.130). Requests for changes in Zoning Chapter (Chapter 18.84 of the Tukwila Municipal Code (TMC)) describes the process for site specific map changes that are processed as a Type 5 decision. Type 5 decision are quasi-judicial decision and the procedure described in the Decision Process chapter of the Zoning Code (TMC 18.108.050)

All applications for changes to the Comprehensive Plan are assembled into an annual docket and will be reviewed simultaneously. The City's review of any Plan changes is done concurrently so that the cumulative effect of the various proposals and changes can be ascertained.

At the time you submit your application you must have all of the items listed on the attached "Complete Application Checklist." You may request a waiver from items on the checklist that are not applicable to your project. Please discuss this waiver request with City staff, either at a pre-application meeting or at the time of application submittal. Within 28 days of receiving your application, City staff will determine if it is complete based on the attached checklist. If not complete, City staff will mail you a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information, the City may cancel your application.

The deadline for map change applications is December 15 of the calendar year. A meeting with staff prior to December 15 is highly recommended.

APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived by the Department of Community Development (DCD.) Please contact the DCD if you think that certain items are not applicable to your project and should be waived, or should be submitted at a later date for use at the public hearing (e.g. colored renderings). Application review will not begin until your submittal is determined to be complete.

ADDITIONAL MATERIALS MAY BE REQUIRED.

The initial application materials allow project review to start and vesting the applicant’s rights; however, these initial requirements in no way limit the City’s ability to require additional information, as needed, to establish consistency with the decision criteria.

DCD staff are available to answer questions about application materials at 206-431-3670.

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval by the Planning Division of the DCD.</i>						
APPLICATION MATERIALS:							
	1. Application Checklist (1 copy) indicating items submitted with application.						
	2. Completed Application Form (1 copy)						
	3. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property (1 copy)						
	4. Map Change Application Fee : See Land Use Fee Schedule						
	5. SEPA Environmental Checklist and fee						
PUBLIC NOTICE MATERIALS:							
	6. Payment of notice board fee (see Land Use Fee Schedule) to Fast Signs Kent OR provide a 4’ x 4’ public notice board on site within 14 days of the DCD determining that a complete application has been received (see Public Notice Sign Specifications Handout)						
	7. Fee as established by the Land Use Fee Schedule for generating mailing labels; OR an excel spreadsheet of mailing labels for all <i>property owners and tenants</i> (residents and businesses) within 500 feet of the subject property. Each unit in multiple family buildings e.g. apartments, condos, trailer parks--must be included. Once your project is assigned to a planner, you will be required to provide an electronic copy of the mailing label spreadsheet in the following format: Name, Street Address, City State Zip, with each of these fields as an individual column: <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 60%;"> <tr> <td style="padding: 2px;">Name</td> <td style="padding: 2px;">Street Address</td> <td style="padding: 2px;">City, St, Zip</td> </tr> <tr> <td style="padding: 2px;">Mr. Smith</td> <td style="padding: 2px;">1234 Park Ave S</td> <td style="padding: 2px;">Tukwila WA 98188</td> </tr> </table> <p>PLEASE NOTE: Regardless of whether you pay the City to generate the mailing labels or you provide them, there is an additional fee for postage and material as listed under Public Notice Mailing Fee on the Land Use Fee Schedule. You will receive a separate bill for this fee and payment is due prior to issuance of the decision.</p>	Name	Street Address	City, St, Zip	Mr. Smith	1234 Park Ave S	Tukwila WA 98188
Name	Street Address	City, St, Zip					
Mr. Smith	1234 Park Ave S	Tukwila WA 98188					
	8. <u>If providing own labels</u> , include King County Assessor's map(s) that shows the location of each property within 500 ft. of the subject lot.						

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval by Planning Division of the DCD.</i>
PROJECT DESCRIPTION AND ANALYSIS:	
	9. Written response to the Decision Criteria (TMC 18.84.020) that is included in this application packet. (One copy)
	10. Sensitive area studies such as wetland or geotechnical reports, if needed, per Tukwila’s Sensitive Areas Ordinance (TMC 18.45). See Geotechnical Report Guidelines and Sensitive Area Special Study Guidelines for additional information. (Four copies)
	11. Map of surrounding existing land uses to 1,000 foot radius. (Map size limitation is below under Site Plan.)
SITE PLAN: Seven copies plus 1 set of all plans reduced to either 8 1/2” x 11” or 11” x 17”	
	12. (a) The site plan must include a graphic scale, north arrow and project name. Maximum size 24” x 36”
	(b) Existing and proposed building footprints
	(c) Vicinity Map with site location, does not have to be to scale
	(d) Landscape areas sufficient to meet Zoning Code requirements, planting plan is not required
	(e) Parking lots, driveways and access roads
	(f) Loading and service areas
	(g) Fences, rockeries and retaining walls
	(h) Proposed lot and tract lines if applicable
	(i) Location of all tracts to be dedicated to any public or private purpose with notes stating their purpose
	(j) Plan showing the location of all sensitive areas (e.g. streams, wetlands, slopes over 15%, coal mine areas and important geological and archaeological sites) and their buffers and setbacks
	(k) Dash in setback distances required under proposed zoning from all parcel lot lines
OTHER:	
	13. Scalable building elevations of proposed structures with keyed colors and materials. Show mechanical equipment and/or any proposed screening.
	14. A color and materials board representing the proposed project is optional.
	15. A rendering is optional. If submitted, it must accurately show the project and be from a realistic perspective (5 to 6 feet above the sidewalk).



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APPLICATION

<i>FOR STAFF USE ONLY</i>	
Planner:	File Number:
Application Complete Date:	Project File Number:
Application Incomplete Date:	Other File Numbers:

This application requires public notice. Please refer to Public Notice Materials section of the application checklist.

NAME OF PROJECT/DEVELOPMENT: _____

LOCATION OF PROJECT/DEVELOPMENT: *Give street address or, if vacant, indicate lot(s), block and subdivision, access street, and nearest intersection.*

LIST ALL TAX LOT NUMBERS (this information may be found on your tax statement).

DEVELOPMENT COORDINATOR:

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City, to whom all notices and reports will be sent.

Name: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Signature: _____ Date: _____

A. COMPREHENSIVE PLAN LAND USE MAP DESIGNATION:

Existing: _____

Proposed: _____

B. ZONING CODE MAP DESIGNATION:

Existing: _____

Proposed: _____

C. LAND USE(S):

Existing: _____

Proposed: _____

D. GENERAL DESCRIPTION OF SURROUNDING LAND USES:

Describe and provide a map of the existing uses located within 1,000 feet in all directions from the property or area for which a change is proposed.

E. DECISION CRITERIA (TMC 18..84.020)

The burden of proof that a change to the Comprehensive Plan and Zoning Maps are warranted lies solely upon the proponent. The greater the degree of change proposed, the greater will be the burden of showing that the change is justified. This is a type 5 decision. It is a quasi-judicial decision made by the City Council who will decide your request using the criteria listed below. It is essential that you describe in a clear and precise manner why the change should be approved. You may submit other documentation in support of your proposal.

Provide a written response that demonstrates how **each** of the following circumstances justifies a map change for your property:

1. The proposed amendment to the [Comprehensive Plan and] Zoning map is consistent with the goals, objectives, and policies of the Comprehensive Plan;
2. The proposed amendment to the [Comprehensive Plan and] Zoning map is consistent with the scope and purpose of the TMC Title 18, Zoning Code, and the description and purpose of the zone classification applied for;
3. There are changed conditions since the previous zoning became effective to warrant the proposed amendment to the [Comprehensive Plan and] Zoning Map; and
4. The proposed amendment to the [Comprehensive Plan and] Zoning map will be in the interest of and furtherance of the public health, safety, comfort, convenience, and general welfare; and will not adversely affect the surrounding neighborhood; nor be injurious to other properties in the vicinity in which the subject property is located.



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**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS
PERMISSION TO ENTER PROPERTY**

STATE OF WASHINGTON

ss

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at _____ (city), _____ (state), on _____, 20_____

(Print Name)

(Address)

(Phone Number)

(Signature)

On this day personally appeared before me _____ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC in and for the State of Washington
residing at _____

My Commission expires on _____