



## **CITY OF TUKWILA**

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

# **COMPREHENSIVE PLAN AMENDMENTS**

## **INFORMATION**

Tukwila's Comprehensive Plan policies are implemented by its Zoning Code. Any change to a property's Comprehensive Plan designation will also require rezoning of the property and the submittal of a separate Zoning Code Amendment application.

Tukwila's Comprehensive Plan policies, land use designations and zoning regulations are the result of extensive discussion by residents, business owners and community groups. The community developed these policies and regulations based on consideration of existing conditions and long-term, community-wide goals. When an amendment is considered, the burden is on the proponent to demonstrate that the change is justified. An amendment 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 in an emergency or to amend the Shoreline Master Program (RCW 36.70A.130). Chapter 18.80 of the Tukwila Municipal Code (TMC) outlines a two-stage process for submittal and review of the proposed Comprehensive Plan Amendment.

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.

All Comprehensive Plan Amendment applications are due by December 31. The City Council holds a public meeting the following spring for a threshold review of proposed Comprehensive Plan and/or Zoning Code Amendments received prior to the December 31 deadline. City Council may either: 1) reject the proposal; 2) defer consideration until a later date; or 3) refer the proposal for additional review. Additional review includes environmental analysis and a hearing and recommendation by the Planning Commission.

After the Planning Commission reviews an application and makes its recommendation, the proposed Comprehensive Plan and/or Zoning Code Amendment returns before the City Council for Public Hearing and final decision.

# COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Public Works Department and the Department of Community Development. Please contact each Department if you feel 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 it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow starting project review and vesting the applicant's rights. However, they in no way limit the City's ability to require additional information as needed to establish consistency with development standards.

City staff are available to answer questions about application materials at 206-431-3670 (Department of Community Development) and 206-433-0179 (Department of Public Works).

Check items submitted with application	<b>Information Required.</b> <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
<b>APPLICATION MATERIALS:</b>	
	1. Application Checklist (1 copy) indicating items submitted with application.
	2. Completed Application Form and drawings (4 copies, if applying for a Zoning Code Amendment do not duplicate materials).
	3. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property (1 copy attached).
	4. One set of all plans reduced to either 8 1/2" x 11" or 11" x 17".
	5. Application Fee : See <a href="#">Land Use Fee Schedule</a> for standard application fee.
	6. Zoning Code Amendment with fee if requesting a map change, do not duplicate materials.
	7. SEPA Environmental Checklist with fee once application is referred by the City Council to the Planning Commission for review.
<b>PUBLIC NOTICE MATERIALS:</b>	
	8. Payment of notice board fee (see <a href="#">Land Use Fee Schedule</a> ) to FastSigns Tukwila <b>OR</b> provide a 4' x 4' public notice board on site within 14 days of the Department determining that a complete application has been received (see <a href="#">Public Notice Sign Specifications Handout</a> ).

Check items submitted with application	<b>Information Required.</b> <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>						
	<p>9. Pay the fee as established by the <a href="#">Land Use Fee Schedule</a> for generating mailing labels; <b>OR</b> provide an excel spreadsheet of mailing labels for all <i>property owners</i> and <i>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.</p> <p>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:</p> <table border="1" data-bbox="289 520 1000 594"> <thead> <tr> <th>Name</th> <th>Street Address</th> <th>City, St, Zip</th> </tr> </thead> <tbody> <tr> <td>Mr. Smith</td> <td>1234 Park Ave S</td> <td>Tukwila WA 98188</td> </tr> </tbody> </table> <p><b>PLEASE NOTE:</b> 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 <b>Public Notice Mailing Fee</b> on the <a href="#">Land Use Fee Schedule</a>. Payment of this fee is due prior to issuance of the decision and you will receive a separate bill for this fee.</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					
	10. <u>If providing own labels</u> , include King County Assessor's map(s) which shows the location of each property within 500 ft. of the subject lot.						
<b>PROJECT DESCRIPTION AND ANALYSIS:</b>							
	11. Provide a written response to the criteria listed at TMC 18.80.050 and 18.80.010 (included in packet).						
	12. Provide two copies of sensitive area studies such as wetland or geotechnical reports if needed per Tukwila's Sensitive Areas Ordinance (TMC 18.45). See <a href="#">Geotechnical Report Guidelines</a> and <a href="#">Sensitive Area Special Study Guidelines</a> for additional information.						
<b>SITE PLAN:</b>							
	13. (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 <b>not</b> 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 <b>proposed</b> zoning from all parcel lot lines.						

<b>Check items submitted with application</b>	<b>Information Required.</b> <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
<b>OTHER:</b>	
	14. Scalable building elevations of proposed structures with keyed colors and materials. Show mechanical equipment and/or any proposed screening.
	15. A color and materials board representing the proposed project is optional.
	16. 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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**COMPREHENSIVE  
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**APPLICATION**

<i>FOR STAFF USE ONLY Permits Plus Type: P-CPA</i>	
<b>Planner:</b>	<b>File Number:</b>
<b>Application Complete Date:</b>	<b>Project File Number:</b>
<b>Application Incomplete Date:</b>	<b>Other File Numbers:</b>

This application requires public notice. Please refer to section 9 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 DESIGNATION:**

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

**B. ZONING DESIGNATION:**

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

**C. LAND USE(S):**

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

(for proposed changes in land use designations or rezones)

**D. GENERAL DESCRIPTION OF SURROUNDING LAND USES:**

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



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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 \_\_\_\_\_

# COMPREHENSIVE PLAN AMENDMENT CRITERIA

The burden of proof to demonstrate that a change to the Comprehensive Plan or Zoning Code is 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. The Planning Commission and the City Council will review your proposal using the criteria listed below. It is essential that you describe in a clear and precise manner why the amendment request should be approved. Attach additional sheet(s) with your responses to each criterion. You may submit other documentation in support of your proposal.

## **A. COMPREHENSIVE PLAN AMENDMENT CRITERIA (TMC 18.80.050)**

Demonstrate how **each** of the following circumstances justifies a re-designation of your property or a change in existing Plan policies:

1. Describe how the issue is addressed in the Comprehensive Plan. If the issue is not adequately addressed, is there a need for the proposed change?
2. Why is the proposed change the best means for meeting the identified public need? What other options are there for meeting the identified public need?
3. Why will the proposed change result in a net benefit to the community? If not, what type of benefit can be expected and why?

## **B. COMPREHENSIVE PLAN AMENDMENT CRITERIA (TMC 18.80.010)**

1. A detailed statement of what is proposed and why;
2. A statement of the anticipated impacts of the change, including the geographic area affected and the issues presented by the proposed change;
3. An explanation of why the current comprehensive plan or development regulations are deficient or should not continue in effect; (be specific; cite policy numbers and code sections that apply)
4. A statement of how the proposed amendment complies with and promotes the goals and specific requirements of the Growth Management Act;
5. A statement of how the proposed amendment complies with applicable Countywide Planning Policies;
6. A statement of what changes, if any, would be required in functional plans (i.e., the City's water, sewer, storm water or shoreline plans) if the proposed amendment is adopted;
7. A statement of what capital improvements, if any, would be needed to support the proposed change, and how the proposed change will affect the capital facilities plans of the City;
8. A statement of what other changes, if any, are required in other City codes, plans or regulations to implement the proposed change.