



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

## **SENSITIVE AREA MASTER PLAN**

### **INFORMATION**

A Sensitive Area Master Plan (SAMP) is required after the City Council has designated an area within the city limits as a Sensitive Areas Master Plan Overlay District, pursuant to **TMC 18.45.160**. The purpose of an Overlay District is to provide an alternative to preservation of existing individual wetlands, watercourses, and their buffers in situations where an area-wide plan for alteration and mitigation will result in improvements to water quality, fish and wildlife habitat and hydrology beyond those that would occur through the strict application of the provisions of **TMC Chapter 18.45**.

The SAMP is expected to identify all work anticipated to effect sensitive areas to be done in the Overlay District, whether by applicant or by others, in order to understand cumulative effects. If actual construction is to be completed by others, applicant should identify and explain the situation.

**PROCEDURES:** 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.

A Sensitive Areas Master Plan (SAMP) decision is made administratively (Type 1 Decision) by the Director of the Department of Community Development pursuant to **TMC 18.45.160**, after the City Council has designated the area as a Sensitive Area Master Plan Overlay District. If the project also involves other land use actions, such as design review, that require a public hearing, the applicant may request that the SAMP be heard along with the other permit(s) at the public hearing. No construction may occur during any appeal period, although building permits may be reviewed.

**EXPIRATION:** Construction must begin within two years of permit approval and be completed within five years.

# COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Department of Community Development. Please contact the Department if you feel that certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

Once the application materials are deemed “Complete”, thorough project review will begin and the applicant’s rights are vested at this point. However, the City may 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).

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, SAMP and construction drawings (6 copies).
	3. Application Fee: See <a href="#">Land Use Fee Schedule</a> for the standard application fee.
	4. Evidence of City Council designation of SAMP area as “Sensitive Area Master Plan Overlay District”
	5. SEPA Environmental Checklist (see SEPA Application Packet) or evidence of issuance of an EIS which addresses the SAMP.
<b>SENSITIVE AREA MASTER PLAN:</b>	
	6. Vicinity Map with site location, does not have to be to scale.
	7. One overall site plan showing affected areas with detail sheets at scale of 1”=20’ or 1”=40’, north arrow and project name. Maximum sheet size 24” x 36”.
	8. (a) Location of all sensitive areas (e.g. streams, wetlands, slopes over 20%, coal mine areas and important geological and archaeological sites). For stream frontage provide existing and proposed top of stream bank, stream bank toe, stream mean high water mark, and base flood elevation (i.e., 100 yr. flood). Scale of 1”= 20’ or 1”= 40’
	(b) Location of all required sensitive area buffers, setbacks, tracts and protection measures. Scale of 1”= 20’ or 1”= 40’
	(c) Mitigation plan with enough information and detail, including construction drawings, to show that it meets or exceeds the standards of TMC 18.45.090(D) and TMC 18.45.110(E) and incorporates best available science into the mitigation design. Construction drawings showing proposed public infrastructure and utilities, such as levees, storm water facilities, and sanitary sewer and/or water lines. <b>(Note – TMC 18.45.160(G). says TMC 18.45.110(D) but that is an incorrect reference - it should be subsection E).</b> Drawings shall be at a scale of 1”= 20’ or 1”= 40’
	(d) Schedule for implementing the proposed SAMP mitigation and justification for any mitigation not completed prior to grading, filling or relocating of wetlands or watercourses.
	(e) Electronic version with shape files in Arcview 9-3 on disk and paper version with maximum sheet size 24” x 36” of items 8 (a) and 8 (b).

<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>PROJECT ANALYSIS:</b>	
	9. Analysis of how the SAMP is consistent with the Natural Environment Element of the Comprehensive Plan - this would include a substantive discussion of the goals of that chapter and how the SAMP is consistent with these goals (TMC 18.45.160).
	10. Discussion of how the SAMP is consistent with the purposes of the Sensitive Areas Ordinance as detailed in TMC 18.45.010 and how it results in improvements to water quality, fish and wildlife habitat and hydrology beyond those that would occur through the strict application of the provisions of Chapter 18.45.
	11. Analysis of how the SAMP complies with the uses permitted under TMC 18.45.070, 18.45.090, and 18.45.110 for Type 1 wetlands, Type 1 watercourses, or their buffers and the uses permitted for Type 2 and 3 wetlands and Type 2, 3, and 4 watercourses.
	12. Explanation and analysis of how the proposed alterations or modifications to sensitive areas result in an overall net benefit to the natural environment and improves sensitive area functions and values.
	13. Identification of where mitigation is taking place (on-site vs. off-site) with an explanation of how any off-site or out-of-jurisdiction mitigation satisfies the requirements of TMC 18.45.090(E).
	14. Discussion of how the SAMP gives special consideration to conservation and protection measures necessary to preserve or enhance anadromous fisheries (TMC 18.45.160(G)(5)).
	15. Discussion of how long term protection will be assured (i.e. use of native growth protection easement or other legal instrument to assure permanent protection).
<b>OTHER:</b>	
	16. Explanation of how the SAMP conforms to the conditions of other jurisdictions' permits, such as 401 Water Quality Certification or USACE 404 Permit; provide copies of these permits.
	17. Explanation of how the SAMP meets the requirements of other City permits or Development Agreement, as applicable.
	18. Address City comments on draft SAMP, if any have been made.
	19. Any other drawings or materials needed to explain your proposal.



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**SENSITIVE AREA  
 MASTER PLAN**

**APPLICATION**

<i>FOR STAFF USE ONLY Permits Plus Type: P-SAMP</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>

**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: \_\_\_\_\_



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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 \_\_\_\_\_