



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

## **SUBDIVISION - PRELIMINARY PLAT**

### **INFORMATION**

A subdivision is the division of an existing lot or lots into ten or more new lots or the re-division of any property which has been divided under the Short Subdivision procedure into a total of ten or more lots within the past five years.

**REQUIREMENTS:** City review is required to ensure that development and infrastructure requirements are satisfied, the action is consistent with the Tukwila Comprehensive Plan, and the plat is properly recorded.

**PROCEDURE:** The subdivision process has three steps: a Preliminary Plat approval, construction of required infrastructure and a Final Plat approval.

#### **Preliminary Plat**

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 Hearing Examiner will hold the hearing for subdivisions with no associated Design Review. However, the Planning Commission will hold the hearing for projects with an associated Design Review application.

The Preliminary Plat involves review of the proposal by the City, agencies with jurisdiction and the public to determine if it meets applicable codes, plans and regulations. Prior to the Planning Commission Public Hearing, an environmental determination must be made based on the environmental checklist submitted with your application and any additional information that may be requested of you. The plat will be referred to other City departments and outside agencies for review and comment (for example, the Tukwila Public Works and Fire Departments, the appropriate school district and each public utility serving the subdivision area).

Approval of the Preliminary Plat will expire five years after the Hearing Examiner's or Planning Commission decision if the improvements have not been accepted or bonded and a complete application for Final Plat is not submitted to the Planning Division.

#### **Infrastructure Construction**

Once the Hearing Examiner or Planning Commission has granted preliminary approval to the plat the subdivider is then responsible for installing necessary improvements such as roads and utilities in accordance with City standards, specifications, and any conditions of the Preliminary Plat approval. The subdivider must apply for and receive any required construction permits from the City of Tukwila or other agencies. Information about Tukwila utility, grading, paving, trenching and hauling permits may be found at <http://www.tukwilawa.gov/pubwks/pwpermit.html>.

Due to project phasing or engineering considerations applicants may apply to the Public Works Director to defer portions of the on-site improvements until after recording the final short plat, see TMC 17.24.010. The applicant shall include a list of specific deferred improvements, a cost estimate from the contractor who will do the work and a financial warranty equal to 150% of the cost. The warranty may be cash, an assigned savings account or an irrevocable letter of credit.

#### **Final Plat**

When the Public Works Director can certify that the improvements have been completed or security in lieu thereof has been filed with the City Clerk, then you can submit an Application for Final Plat Approval to DCD. This requires a public hearing before the City Council, see Subdivision Final Plat application packet.

# 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. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow project review to begin and vest the applicant's rights. 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) and 206-433-0179 (Department of Public Works).

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of Public Works and/or Planning</i>						
<b>APPLICATION MATERIALS:</b>							
	1. Application Checklist (1 copy) indicating items submitted with application.						
	2. Completed Application Form and drawings (4 copies).						
	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 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. SEPA Environmental Checklist, see SEPA Application Packet						
<b>PUBLIC NOTICE MATERIALS:</b>							
	7. 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> ).						
	8. 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.  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 St Zip, with each of these fields as an individual column:						
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Street Address</th> <th style="width: 50%;">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>	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					
	<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.						
	9. <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>Check items submitted with application</b>	<b>Information Required.</b> <i>May be waived in unusual cases, upon approval of Public Works and/or Planning</i>
<b>PROJECT DESCRIPTION AND ANALYSIS:</b>	
	10. Title Report: must clearly establish status as legal lot(s) of record, ownership, all known easements and encumbrances, must be dated within 45 days of application filing (two copies).
	11. Sewer and water availability letters are required from the provider district if the area is not serviced by the City of Tukwila. Forms are available at the DCD office.
	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 Customer Assistance Bulletin B4 for <a href="#">Geotechnical Report Guidelines</a> and <a href="#">Sensitive Area Special Study Guidelines</a> for additional information.
	13. A written discussion of project consistency with decision criteria, see back of packet.
<b>PLAT SURVEY:</b>	
	14. (a) The plat survey must include the name of the plat, graphic scale, space for the City of Tukwila file number and north arrow. It shall be drawn with black ink in record of survey format and include the elements listed at <a href="#">TMC 17.04.060(A)</a> . <b>This shall be stamped by the surveyor.</b>
	(b) Legal descriptions of the existing and proposed lots.
	(c) All applicable certificates and approvals (see <a href="#">TMC 17.04.060</a> ).
	(d) Existing and proposed lot lines shown solid with new lines called out and lot lines to be removed shown dashed.
	(e) Lot and block numbers beginning with the number one (1) and numbered consecutively without omission or duplication.
	(f) Total lot or parcel sizes and average width of each proposed lot (min 50 ft. for residential).
	(g) Dash in required setback distances from all parcel lot lines.
	(h) Fire access lanes and <a href="#">turn-arounds</a> per Fire Department standards.
	(i) Location of all tracts to be dedicated to any public or private purpose shall be distinguished from lots intended for general development with notes stating their purpose and limitations.
	(j) Locations of existing and proposed public street rights-of-way and private access easements.
	(k) Location, dimension and purpose of existing and proposed easements. Provide recorded documents which identify the nature and extent of existing easements.
	(l) Vicinity Map with site location, does not have to be to scale.
<b>LANDSCAPE PLAN:</b>	
	15. (a) Landscape planting plan stamped and signed by a Washington State licensed landscape architect. Plan must include at least one tree in the front yard of each lot and meet Public Works standards (TMC 17.20.030 G). Plans must include the type, quantity, spacing and location of all plantings. Maximum sheet size 24" x 36".
	(b) Show all existing trees to be retained and any tree protection measures required (for example fencing at drip line).

<b>Check items submitted with application</b>	<b>Information Required.</b> <i>May be waived in unusual cases, upon approval of Public Works and/or Planning</i>
<b>SENSITIVE AREAS PLAN:</b>	
	16. (a) Plan showing the location of all sensitive areas (e.g. streams, wetlands, slopes over 15%, 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). Maximum sheet size 24" x 36".
	(b) Location of all required sensitive area buffers, setbacks, tracts and protection measures.
	(c) Show all significant trees (4" or more in diameter measured 4.5 feet above grade), indicating those to be retained and those to be removed. A tree permit will be required for removal of any significant trees within a sensitive area or its buffer.
	(d) Show proposed lot and tract lines.
<b>CIVIL PLANS:</b>	
	17. (a) One set of all civil plans and analyses shall be stamped, signed and dated by a licensed professional engineer. Include a graphic scale and north arrow. Maximum sheet size 24" x 36".
	(b) Vertical datum NAVD 1988 and horizontal datum NAD 83/91. Conversion calculations to NGVD 1929, if in a flood zone or flood-prone area. See <a href="http://www.tukwilawa.gov/pubwks/pwpermit.html">http://www.tukwilawa.gov/pubwks/pwpermit.html</a> for further information.
	(c) Existing (dashed) and proposed (solid) topography at 2' intervals (minimum 20 ft. beyond the property line).
	(d) Total expected cut and fill for plat buildout.
	(e) Existing and proposed utility improvements, on site and in street (water, sewer, power, natural gas, telephone, cable). Schematic designs to be provided regardless of purveyor (e.g. site line size, location, and size of public main). No capacity calcs, invert depth, valve locations or the like are needed.
	(f) Storm drainage design at least 90% complete, which meets the King County Surface Water Design Manual (KCSWDM). Include a Technical Information Report (TIR) including feasibility analysis if required by the Manual. Call out total existing and proposed impervious surface in square feet. Include all storm drainage conveyance systems, water quality features, detention structures, maintenance access and safety features. For additional guidance contact Public Works or go to <a href="http://www.tukwilawa.gov/pubwks/pwpermit.html">http://www.tukwilawa.gov/pubwks/pwpermit.html</a> .
	(g) Locate the nearest existing hydrant and all proposed hydrants.
	(h) Show the 100 yr. flood plain boundary and elevation as shown on FEMA maps.
	(i) Plan, profile and cross-section for any right-of-way improvements.
	(j) Show access to lots, driveways, parking areas, fire access lanes and <a href="#">turn-arounds</a> .
	(k) Show the location and distance to proposed property lines of all existing structures, indicating those to be removed. Show the expected location of all new buildings.
	(l) Show proposed lot, tract and easement lines.



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**SUBDIVISION -  
 PRELIMINARY  
 PLAT**

**APPLICATION**

<i>FOR STAFF USE ONLY Permits Plus Type: P-PSUBP</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:** \_\_\_\_\_

**BRIEF DESCRIPTION OF PROJECT:** \_\_\_\_\_

**ORIGINAL # OF LOTS** \_\_\_\_\_ **PROPOSED # OF LOTS** \_\_\_\_\_

**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 \_\_\_\_\_

# PRELIMINARY PLAT REVIEW CRITERIA

The review criteria used by the Planning Commission for approval of Preliminary Plats are shown below: ([TMC 17.14.020 \(C\)](#)). Please respond to these criteria on a separate sheet.

1. The proposed subdivision is in conformance with the Tukwila Comprehensive Plan and any other City adopted plans.
2. Appropriate provisions have been made for water, storm drainage, erosion control and sanitary sewage disposal for the subdivision, which are consistent with current standards and plans.
3. Appropriate provisions have been made for road, utilities and other improvements, which are consistent with current standards and plans.
4. Appropriate provisions have been made for dedications, easements and reservations.
5. The design, shape and orientation of the proposed lots are appropriate to the proposed use for which the lots are intended and are compatible with the area in which they are located.
6. The subdivision complies with the relevant requirements of the Tukwila Subdivision and Zoning Ordinances, and all other relevant local regulations.
7. Appropriate provisions for maintenance of privately owned common facilities have been made.
8. The subdivision complies with RCW 58.17.110.