

## **CITY OF TUKWILA**

*Department of Community Development*

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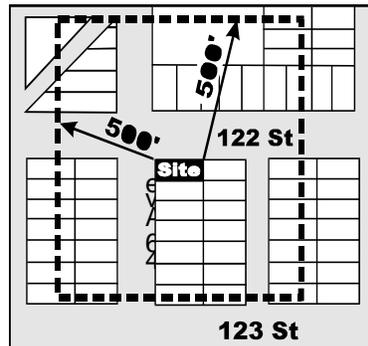
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## **PUBLIC NOTICE MAILING LABEL SPECIFICATIONS**

The City of Tukwila requires that neighboring residents, businesses and property owners be notified of certain types of development applications which are being considered by the City to facilitate timely and effective public participation in the review process. Applicants may opt to handle the research and creation of public notice mailing labels themselves or have the City provide them. **See attached Land Use Fee Schedule for City of Tukwila to provide labels**

Alternately applicants who provide their own labels are required to submit the following materials:

- Two sets of mailing labels listing the property owners of record, residents and businesses within 500 feet of the project property lines (not the property center).
- One copy of a parcel map(s) showing the boundaries of the subject property and the 500 foot public notice area.



- Property owner names and addresses can be obtained using the online King County Parcel Viewer tool at:

[http://www.metrokc.gov/gis/mapportal/PViewer\\_main.htm](http://www.metrokc.gov/gis/mapportal/PViewer_main.htm)

Use the Advanced Mode, navigate to your parcel, set the buffer distance to 500 feet, then use the select tool to click on the parcel. When the buffer map is displayed print a copy and click on "Download this list" to obtain the list of addresses.

- Alternately many title companies can provide property owner mailing labels.

To obtain **occupants/resident/business names and addresses**, consult the Kroll maps located in the Tukwila Department of Community Development and do a field survey as directed. The information on the mailing labels may refer to "Resident" or "Tenant", with the proper mailing address, if the specific names are unknown.