



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

BINDING SITE IMPROVEMENT PLAN

INFORMATION

The binding site improvement plan (BSIP) process is intended to accommodate the division of land for the purpose of sale or lease of property within an integrated commercial or industrial center, which allows certain zoning standards (minimum parking, setbacks, landscaping, lot area and lot dimension) on the individual lots to be modified provided the standards for the entire center are met.

REQUIREMENTS: Administrative approval is required for BSIP applications. The Short Subdivision Committee will review the proposal to ensure that it complies with the approval criteria.

PROCEDURES: Within 28 days of receiving an application, City staff determines if it is complete, based on the attached "Complete Application Checklist". If not, a letter will be mailed 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.

BSIPs are reviewed by the Short Plat Committee in a four step process.

1. Preliminary approval: Approval of lot patterns, access and infrastructure schematic design.
2. Construction permit approval: Approval of detailed construction drawings (if applicable).
3. Installation of required improvements.
4. Final approval and recording: Final City approval of all construction, City Council acceptance of any infrastructure or property to be turned over to the City and recording with King County. Final documents must meet the King County Recorder's Format requirements.

PRELIMINARY APPROVAL: Once the application is complete it will be reviewed by the Short Subdivision Committee, made up of representatives of the Fire, Public Works and Community Development Departments. The Committee will issue a decision to approve, modify or deny the application based on the review criteria.

Short Plat Committee decisions are based upon the following criteria:

17.16.030 C. APPROVAL CRITERIA FOR BSIP:

1. Prior to approval of any binding site improvement plan, the Short Subdivision Committee shall insure that the following improvements are provided to sufficiently service the anticipated uses throughout the proposed plan and the decision criteria that follow are met:
 - a. Adequate water supply.
 - b. Adequate sewage disposal.
 - c. Appropriate storm drainage improvements.
 - d. Adequate fire hydrants.
 - e. Appropriate access to all anticipated uses within the plan.
 - f. Provision for all appropriate deed, dedication, and/or easements.
 - g. Monumentation of all exterior tract corners.
2. The site is zoned commercial or industrial and meets the definition of an integrated site.
3. Appropriate easements and maintenance agreements for shared facilities, including but not limited to, circulation, parking, utilities and landscaping, have been provided.
4. When taken as a whole, and not considering any interior lot lines, the integrated site meets all the zoning and subdivision requirements.

5. Modifications to the minimum zoning standards for individual lots located within the integrated site, including setbacks, parking, landscaping, lot area and lot dimension are not detrimental to the public health, safety and welfare, do not adversely affect the rest of the integrated site or other properties in the vicinity.
6. Common improvements necessary to serve any particular phase of development must be sufficient for meeting the zoning and subdivision requirements for that phase.
7. Access to the integrated site meets the subdivision ordinance standards. Access within the site provides for safe and efficient circulation and meets Fire Department access requirements.
8. The circulation system incorporates appropriate provisions for safe pedestrian activity to the site from the street and from building to building within the site.
9. The sign regulations shall be applied to the integrated site as a whole. For example, the number of freestanding signs allowed is based on one site within the binding site improvement plan. Individual ownerships within the integrated site are not considered to be separate sites in determining the number of freestanding signs allowed.
10. The yard requirements of the International Building Code are met.

CONSTRUCTION PERMIT APPROVAL: If installation of infrastructure or other site work is required as a condition of preliminary approval you 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 [Permit Center](#).

Applicants may apply to the Public Works Director to defer certain on-site improvements until after recording the final short plat, due to project phasing or engineering considerations. 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 APPROVAL: After the preliminary approval conditions have been met, an application for final approval shall be submitted to DCD for final review. A complete final application shall consist of the documents required for recording including:

1. Final recording documents in record of survey format, including:
 - a. Before and after legal descriptions of the affected lots,
 - b. Affidavit of Ownership signed and notarized by all owners
 - c. Original stamp and signature of the surveyor
2. All easements and maintenance agreements ready for recording as separate documents,
3. Any required bonds or other financial guarantees,
4. Other documentation necessary to demonstrate the conditions of the approval have been met.

Upon receiving approval from the City, the applicant will be responsible for picking up the documents from DCD and recording them with King County Recorder's Office. A copy of the recorded documents must be returned to DCD to finalize the approval process. The BSIP shall not be deemed complete until the City receives these documents.

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	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>						
APPLICATION MATERIALS:							
	1. Application Checklist (1 copy) indicating items submitted with application.						
	2. Completed Application Form and drawings (4 copies).						
	3. One set of all plans reduced to 8 1/2" x 11" or 11" x 17".						
	4. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property (1 copy attached).						
	5. Application Fee: See Land Use Fee Schedule online.						
	6. SEPA Environmental Checklist (for projects with 5-9 lots or cut/fill over 500 cubic yards see SEPA Application Packet).						
PUBLIC NOTICE MATERIALS:							
	7. If the project requires SEPA review or involves a BSIP of 5 –9 lots: Payment of notice board fee to FastSigns (see Land Use Fee Schedule) Tukwila OR 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 Public Notice Sign Specifications Handout).						
	8. If the project involves a BSIP of 5 –9 lots: Pay the fee as established by the Land Use Fee Schedule for generating mailing labels; OR 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 State Zip, with each of these fields as an individual column: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">Name</th> <th style="padding: 2px;">Street Address</th> <th style="padding: 2px;">City, State, Zip</th> </tr> </thead> <tbody> <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> </tbody> </table>	Name	Street Address	City, State, Zip	Mr. Smith	1234 Park Ave S	Tukwila WA 98188
Name	Street Address	City, State, Zip					
Mr. Smith	1234 Park Ave S	Tukwila WA 98188					
	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 . 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.						

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
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PROJECT DESCRIPTION AND ANALYSIS:

	10. Title Report: Clearly establish status as legal lot(s) of record, ownership, all known easements and encumbrances, must be dated within 45 days of application filing (2 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. Any required maintenance agreements, easements or other documents ready for recording.
	13. Technical Information Report (TIR) including feasibility analysis per King County Surface Water Design Manual (KCSWDM). Two copies are required, for additional guidance contact Public Works.
	14. 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 Geotechnical Report Guidelines and Sensitive Area Special Study Guidelines for additional information.
	15. Provide recorded documents that identify the nature and extent of existing easements.

PLAT SURVEY: a template is available from the City in AutoCAD format

	16. (a) The survey must include the name of the project, 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 TMC 17.04.060. This shall be stamped by the surveyor.
	(b) Legal descriptions of the existing and proposed lots.
	(c) All applicable certificates and approvals (listed on the template, see TMC 17.04.060).
	(d) Existing and proposed lot lines shall be shown solid with new lines called out and lot lines to be removed shall be shown dashed.
	(e) Lot and block numbers shall begin with the number one (1) and be numbered consecutively without omission or duplication.
	(f) Total lot or parcel sizes and average width of each proposed lot.
	(g) Dash in required setback distances from all parcel lot lines.
	(h) Fire access lanes and turn-arounds 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.
	(l) Vicinity Map with site location, does not have to be to scale.

LANDSCAPE PLAN:

	17. (a) Landscape planting plan stamped and signed by a Washington State licensed landscape architect. 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).

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
SENSITIVE AREAS PLAN:	
	18. (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). 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.
CIVIL PLANS:	
	19. (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.
	(c) Existing (dashed) and proposed (solid) topography at 2' intervals (minimum 5 ft. beyond the property line).
	(d) Total expected cut and fill for buildout.
	(e) Existing and proposed utility easements and 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 KCSWDM. 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.
	(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 planned access to lots, driveways, fire access lanes and turn-arounds.
	(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 and tract lines.



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BINDING SITE IMPROVEMENT PLAN

APPLICATION

FOR STAFF USE ONLY

Planner:	File Number:
Application Complete Date:	Project File Number:
Application Incomplete Date:	Other File Numbers:

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 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

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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 _____

RECORDING DOCUMENTS

The recording documents submitted for final approval must be in record of survey format, meet all of the King County recording requirements and have original signatures in the applicable signature and notary blanks. The standard signature blanks are included in the AutoCAD template available from the City.

KING COUNTY RECORDER'S FORMAT REQUIREMENTS

Document Standardization

1. The first page of all documents must have the following key information:
 - a. Return address
 - b. Document title and titles
 - c. Reference numbers of documents assigned or released (if applicable)
 - d. Names of the grantors and grantees with reference to pages where additional names can be found
 - e. Abbreviated legal description
 - f. Assessor's property tax parcel number or account number
2. No attachments are allowed on the pages.
3. Do not fold the original document.
4. The font size must be at least 8 point.
5. The paper must be of a weight and color capable of producing legible images.
6. The ink must be a color that is capable of being imaged.
7. All seals must be legible and capable of being imaged (pressure seals must be smudged).
8. For additional information go to: [King County Recorder's Office](#)