



CITY OF TUKWILA

Department of Community Development

6300 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 431-3670

SUBDIVISION - FINAL 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 that has been divided under the Short Subdivision procedure into a total of ten or more lots within the past five years. The subdivision process has three steps: a Preliminary Plat approval, construction of required infrastructure and a Final Plat approval. When an applicant receives Preliminary Plat approval, the applicant is then responsible for improving the site with necessary roads and utilities in accordance with City standards, specifications, and any conditions of the preliminary plat approval. When this work is complete the applicant may submit for final plat approval.

REQUIREMENTS: Final Plat approval is to ensure that the Final Plat is in conformance with the approved Preliminary Plat, the required facilities and improvements have been completed, the plat meets the applicable state and local laws in effect at the time of Preliminary Plat, and that it has received the required certificates and statements of approval (see [TMC 17.14.030.\(C\)](#)).

PROCEDURE: 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. 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 project will be scheduled for a public hearing before the City Council once the application is determined to be complete and any issues have been defined.

A subdivider may apply to defer certain portions of on-site improvements until after recording the final plat, due to project phasing or engineering consideration, see [TMC 17.24.010](#). Written notice shall be made to the Department of Community Development stating the improvements to be deferred, the reasons for doing so, and the estimated cost to construct the improvements. The applicant shall furnish a financial guarantee equal to 150% of the estimated cost of the deferred improvements. The financial guarantee may be in the form of a Performance Bond, Cash Deposit, and Assignment of Account or irrevocable Letter of Credit.

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 both Public Works and Planning</i>						
APPLICATION MATERIALS:							
	1. Application Checklist (1 copy) indicating items submitted with application.						
	2. Completed Application Form and drawings (5 copies).						
	3. One set of all plans reduced to either 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 .						
	6. One electronic copy of the final plat survey on disk in AutoCad, ArcView or ArcInfo format.						
PUBLIC NOTICE MATERIALS:							
	7. Payment of notice board fee (see Land Use Fee schedule) to FastSigns 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. 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 St Zip, with each of these fields as an individual column:						
	<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <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					
	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.						

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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 (two copies).
	11. A written discussion of project consistency with decision criteria (see Application). Include all plans, legal descriptions and other documentation necessary to demonstrate that conditions of preliminary plat approval have been met. Clearly call out any changes to the approved preliminary plat and justify why it was changed.
	12. Any required maintenance agreements; easements; private codes, covenants or restrictions; or other documents ready for recording.
	13. Provide sensitive area enhancement reports and/or maintenance and monitoring bonds as needed per Tukwila's Sensitive Areas Ordinance (TMC 18.45).
	14. Printed computer plat closure or demonstrated mathematical plat closure on all lots, streets, alleys and boundaries. Allowable error of closure shall not exceed one foot in 5,000 feet.
	15. Any proposed signage per the Tukwila Sign Code (TMC Title 19).
FINAL PLAT SURVEY:	
	16. (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 TMC 17.04.060(A) . This shall be stamped by the surveyor.
	(b) Legal descriptions of the subdivision boundaries.
	(c) The final plat documents must include all applicable signature blanks (see TMC 17.04.060). Sections for the surveyor and owner(s) must be signed prior to submittal.
	(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 (min 50 ft. for residential).
	(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.
LANDSCAPE PLAN:	
	17. (a) Landscape planting plan by a Washington State licensed landscape architect. One set of all plans and analyses shall have an original Washington State registered Landscape Architect stamp and signature. 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).
SENSITIVE AREAS PLAN:	
	18. (a) 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 trees over 4" caliper, 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) Proposed lot and tract lines.

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
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. See http://www.tukwilawa.gov/pubwks/pwpermit.html 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 http://www.tukwilawa.gov/pubwks/pwpermit.html .
	(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 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, tract and easement lines.



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**SUBDIVISION –
 FINAL PLAT**

APPLICATION

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

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 _____

FINAL PLAT REVIEW CRITERIA

The review criteria used by the City Council for approval of final plats are listed in [TMC 17.14.030 \(C\)](#):

1. That the proposed final plat bears the required certificates and statements of approval.
2. That a title insurance report furnished by the subdivider confirms the title of the land, and the proposed subdivision is vested in the name of the owner(s) whose signature(s) appears on the plat certificate.
3. That the facilities and improvements required to be provided by the subdivider have been completed, or alternatively, that the subdivider has submitted with the proposed final plat a performance bond or other security in conformance with TMC 17.24.040.
4. That the plat is certified as accurate by the land surveyor responsible for the plat.
5. That the plat is in conformance with the approved preliminary plat.
6. That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval.