

DESIGN REVIEW PERMIT CHECKLIST

This checklist applies to:

- Administrative
- Public Hearing
- Major Modification



These applications may be applied for under the DESIGN REVIEW Application Type in the Online Permitting Portal.

The materials listed below must be submitted at the time of your application. **ADDITIONAL MATERIALS MAY BE REQUIRED.** A pre-application meeting is encouraged prior to submitting an application.

Please ensure files are **saved as PDF** and conform to **City of Tukwila electronic submittal standards** prior to upload.

ATTACHMENTS REQUIRED		ATTACHMENT FILE NAME
DOCUMENTS		
	1. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property	Affidavit
	2. A written discussion of project consistency with decision criteria.	Response to Criteria
	3. Critical area studies (if applicable)	Critical Areas
	4. Geotechnical Report (if applicable)	Geotech Report
	5. Sewer availability letter (if located outside of Tukwila sewer district)	Sewer Availability
	6. Water availability letter (if located outside of Tukwila sewer district)	Water Availability
PLANS		
	7. Site Plan	Site Plan
	8. Landscape planting plan stamped and signed by a Washington State licensed landscape architect.	Landscaping
	9. Civil plans and analyses stamped, signed and dated by a licensed professional engineer.	Civil Plans
	10. Lighting plan	Lighting Plan
	11. Building elevations – dimensioned & scalable with keyed colors and materials	Elevations
OTHER		
	12. Color and materials sample sheet.	Color and materials
	13. A rendering or photo montage is suggested.	Rendering

DESIGN REVIEW PERMIT PROCESS

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 contact you regarding 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.

DESIGN REVIEW – ADMINISTRATIVE

REQUIREMENTS: Administrative approval is required for the following types of development:

A. New Development or Redevelopment beyond the Existing Exterior Walls

1. Multi-family or hotel/motel building additions up to 1,500 s.f.
2. All commercial and industrial development in various zones, when up to a certain size as follows:
 - MUO, O and RCM zoned buildings between 1,500 and 5,000 s.f.
 - In the Tukwila International Boulevard corridor RC zoned structures up to 1,500 s.f., outside of the TIB corridor RC zoned structures between 1,500 and 5,000 s.f.
 - In TUC-RC, TUC-TOD, TUC-P, TUC-CC and TUC-WP districts: new non-residential structures between 1,500 and 25,000 s.f.; new residential or mixed use building up to 50 dwelling units; and exterior expansions between 1500 and 25,000 s.f. in size.
 - NCC and RCC zoned developments up to 1,500 s.f.
 - C/LI and TVS zoned buildings between 1,500 and 10,000 s.f.
3. All development in LI, HI, MIC/L, MIC/H and TVS located **within 300' of a residential zone.**
4. All development in LI, HI, MIC/L, MIC/H and TVS located within 200 feet of the Green River.
5. All non Exempt development within the Tukwila South Overlay (TSO) District.

B. Exterior Repair, Reconstruction, Cosmetic Alterations or Improvements

1. Any exterior repairs, alterations or improvements, if the cost of that work is between 10 and 25% of the building’s assessed value:
 - in the MUO, O, RCC, NCC, RC, RCM, and C/LI districts, for sites with more than 10,000 g.s.f. of building area and all sites in the Tukwila International Boulevard corridor zoned NCC, MUO or RC.
2. In TUC-RC, TUC-TOD, TUC-P, and TUC-CC districts: Any exterior repair, reconstruction, or improvements when the cost of that work exceeds 10% of the building’s assessed value.
3. In TUC-WP district: Any exterior repair, reconstruction, or improvements to buildings over 10,000 square feet when the cost of that work exceeds 10% of the building’s assessed value
4. Developments with a previous approved design (within last 10 years) may make minor changes with Department approval. All other changes require new design review.

C. Proposed Development Standard Waivers

The DCD Director may reduce landscape and building setbacks for Projects in the Tukwila International Boulevard corridor in the MUO, NCC, and RC zones.

D. Minor Modification to an approved Board of Architectural Review decision

DESIGN REVIEW – ADMINISTRATIVE PROCEDURES:

Staff will meet with you as needed to help achieve project goals, and formulate a recommendation to the Director. Once all design issues have been resolved we will issue a Notice of Decision. This approval will expire unless construction begins within three years of the decision.

DESIGN REVIEW – PUBLIC HEARING

REQUIREMENTS: Board of Architectural Review (BAR) approval is required for the following:

A. New Development or Redevelopment beyond the Existing Exterior Walls

1. In all zones except TUC: All mobile/manufactured home parks and multi-family or hotel/motel buildings over 1,500 s.f.
2. Projects in a Commercial Redevelopment Area.
3. All commercial and industrial development in various zones, when over a certain size as follows:
 - MUO, O and RCM zoned buildings greater than 5,000 s.f. & all with multi-family units
 - In the Tukwila International Boulevard corridor RC zoned structures over 1,500 s.f., outside of the TIB corridor RC zoned structures over 5,000 s.f
 - In TUC-RC, TUC-TOD, TUC-P, TUC-CC, and TUC-WP zones: new non-residential structures greater than 25,000 s.f.; new residential or mixed use buildings with more than 50 dwelling units; and exterior expansions greater than 25,000 s.f. in size.
 - RCC zoned developments over 1,500 s.f.
 - C/LI and TVS zoned buildings greater than 10,000 s.f.

B. Exterior Repair, Reconstruction, Cosmetic Alterations or Improvements

1. Any exterior repairs, alterations or improvements, if the cost of that work exceeds 25% of the building's assessed value:
 - in the MUO, O, RCC, NCC, RC, RCM, and C/LI districts, for sites with more than 10,000 g.s.f. of building area and
 - all sites in the Tukwila International Boulevard corridor zoned NCC, MUO or RC.
2. Developments with a previous BAR approved design may make minor changes with Department approval. All other changes require Board review.

C. Proposed Development Standard Waivers

The BAR may reduce landscape and building setbacks for Projects in the Tukwila International Boulevard corridor, in the MUO, NCC, and RC zones.

DESIGN REVIEW – PUBLIC HEARING PROCEDURES:

Staff will review the application, meet with you as needed, and formulate a recommendation to the BAR. The BAR public hearing will be held after design issues are defined with staff and an environmental "Determination" has been issued. The BAR will approve, deny or conditionally approve a development based on the attached review criteria.

The Board's approval will expire unless construction begins within three years of Board action. Modifications to the approved design at the time of building permit may require additional review of the project.

DESIGN REVIEW – MAJOR MODIFICATION

Major changes proposed to projects that required public hearing design review approval must also be reviewed for compliance with City of Tukwila design review criteria, **TMC 18.60.030(E)**. This involves another public hearing in front of the Board of Architectural Review (BAR).

DESIGN REVIEW – MAJOR MODIFICATION 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.

Staff will review the application, meet with you as needed, and formulate a recommendation to the BAR. The BAR public hearing will be held after design issues are defined with staff. The BAR will approve, deny or conditionally approve a development based on the attached review criteria. The Board's approval will expire unless construction begins within three years of Board action.

