

LAND DIVISION PERMIT CHECKLIST

This checklist applies to:

- Short Plat
- Binding Site Improvement Plan (BSIP)



These applications may be applied for under the LAND DIVISION option in the Online Permitting Portal.

The materials listed below must be submitted at the time of your application. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

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

******ADDITIONAL PERMITS MAY BE REQUIRED******

ATTACHMENTS REQUIRED		ATTACHMENT FILE NAME
DOCUMENTS		
	1. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property	Affidavit
	2. Copy of existing and draft easements and encumbrances.	Easements
	3. Copy of existing and draft maintenance agreements.	Maintenance Agreement
	4. Geotechnical report (if applicable)	Geotech
	5. Critical areas studies (if applicable)	Critical Areas
	6. Title report	Title Report
	7. Sewer availability letter (if located outside of Tukwila sewer district)	Sewer Availability
	8. Water availability letter (if located outside of Tukwila water district)	Water Availability
PLANSETS		
	9. Recording document prepared by a licensed surveyor using the City of Tukwila Short Plat/BSIP template (meets King County Assessor's recording format requirements.)	Short Plat Plan
	10. Civil plans and analyses stamped signed and dated by a licensed professional engineer.	Civil Plans
	11. Tree removal/protection plan (if applicable)	Tree Plan

SHORT PLAT PROCESS

DEFINITION:

A short plat (or short subdivision) is the division of property into nine (9) or fewer buildable lots. 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.

REQUIREMENTS:

Short plats are administratively approved and do not require a public hearing.

However, short plats of 5-9 lots are required to provide public notice, environmental review, and to meet the development standards specified for subdivisions (creating over nine lots).

PROCEDURE:

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.

The short plat process consists of three steps:

1. Preliminary approval: Approval of lot patterns, access and infrastructure schematic design.
2. Infrastructure permit approvals: Construction of required infrastructure such as access roads and utilities.
3. Final approval and recording: Final departmental approval of project showing compliance with preliminary approval conditions.

1. 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.

CRITERIA FOR PRELIMINARY APPROVAL OF SHORT PLATS (TMC 17.12.020(c))

The Short Subdivision Committee shall base its decision on an application on the following criteria:

1. The proposed short plat is in conformance with the Tukwila Comprehensive Plan and any other such adopted plans.
2. Appropriate provisions have been made for water, storm drainage, erosion control and sanitary sewage disposal for the short plat, 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 reservation.

5. Prior to final short plat approval and recording, applicant shall submit draft copies of any easements, covenants and agreements for staff to review in order to ensure that recorded materials are acceptable.
6. 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.
7. Appropriate provisions for the maintenance of commonly owned private facilities have been made.
8. The short plat complies with the relevant requirements of the Tukwila Zoning Ordinance and other relevant local regulations.

2. INFRASTRUCTURE 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 with the Permit Center.

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. 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.

3. FINAL APPROVAL:

After the preliminary approval conditions have been met final plat approval items shall be submitted to the Land Use Portal for final review.

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. See "Recording" section at the end of this document for more information.

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.

After review and approval of these items by departmental reviewers the City Project Manager will request a physical copy of the final plat map for signature by the DCD Director.

CRITERIA FOR FINAL APPROVAL OF SHORT PLATS (TMC 17.12.030(c)):

1. All requirements for short plats as set forth in the Subdivision Code are met.

2. All terms of the preliminary short plat approval have been met.
3. The requirements of Chapter 58.17 RCW, other applicable state laws, and any other applicable City Ordinances have been met.
4. All required improvements have been installed in accordance with City standards or an improvement agreement with financial guarantee pursuant to TMC 17.24.030 has been entered into by the applicant and accepted by the City.
5. That the plat is technically correct and accurate as certified by the land surveyor responsible for the plat.

APPROVAL AND EXPIRATION PERIODS

Preliminary approval is valid for one year from the date of the Notice of Decision. The short plat documents must be recorded within that year period or the application will expire. A single one year extension may be granted by the City if significant progress has occurred and the extension is requested prior to the expiration of the approval.

RECORDING

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

Information on King County Recorder's Office requirements may be found on their website:

<https://kingcounty.gov/depts/records-licensing.aspx>

BINDING SITE IMPROVEMENT PLAN (BSIP) PROCESS

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.

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

4. Preliminary approval: Approval of lot patterns, access and infrastructure schematic design.
5. Construction permit approval: Approval of detailed construction drawings (if applicable).
6. Installation of required improvements.
7. 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:

APPROVAL CRITERIA FOR BSIP (TMC 17.16.030.C):

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.

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.

SHORT PLAT/BSIP WORKFLOW

