

SUBDIVISION CHECKLIST

This checklist applies to:

- Preliminary Subdivision
- Final Subdivision



These applications may be applied for under the LAND DIVISION 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.

******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. A written discussion of project consistency with decision criteria.	Discussion
	3. Copy of existing and draft easements and encumbrances.	Easements
	4. Copy of existing and draft maintenance agreements.	Maintenance Agreement
	5. Geotechnical report (if applicable)	Geotech
	6. Critical areas report (if applicable)	Critical Areas
	7. Title report	Title Report
	8. Sewer availability letter (if located outside of Tukwila sewer district)	Sewer Availability
	9. Water availability letter (if located outside of Tukwila water district)	Water Availability
PLANS		
	10. Recording document prepared by a surveyor meeting the King County Assessor's recording format requirements.	Survey
	11. Landscape planting plan stamped and signed by a Washington State licensed landscape architect.	Landscaping
	12. Civil plans and analyses stamped, signed and dated by a licensed professional engineer.	Civil Plans

SUBDIVISION PROCEDURES

Any land being divided into ten or more parcels, lots, unit lots, tracts or sites, for the purpose of sale or gift, any one of which is less than 20 acres in size, or any land which has been divided under the short subdivision procedures within five years and is not eligible for further short platting, pursuant to Section 17.12.010, shall conform to the procedures and requirements of Tukwila Municipal Code Title 17.

REQUIREMENTS: 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.

PROCEDURE: The subdivision process has three steps: a Preliminary Plat approval, construction of required infrastructure, and a Final Plat approval.

Applications for preliminary plat approval shall be processed as a Type 3 decision (or Type 4 decision when there is an associated design review) subject to the provisions of TMC Section 18.108.030 (or TMC Section 18.108.040).

Preliminary Plat

At the time you submit your application you must have all of the items listed on the 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.

1. **Referral to Other Offices.** Upon receipt of a complete preliminary plat application, the Director shall transmit a notice of application and one copy of the preliminary plat to each of the following offices, where appropriate: Public Works, Building Division, Fire Department, Police Department, King County Health Department, the appropriate school district, and each public utility agency serving the area in which the property proposed for subdivision is located.
2. **Departmental Review.** The other interested departments and agencies shall review the preliminary plat and may submit to the Department of Community Development written comments with respect to the preliminary plat decision criteria.
3. **Public Notice and Public Hearing.** The process for public notice, hearings, decisions and appeals shall be as provided for Type 3 decisions (or Type 4 decisions if the plat is combined with an associated design review) as identified in TMC Title 18, "Zoning Code."

Criteria for preliminary plat approval. The decisionmaker shall base its decision on an application for preliminary plat approval on the following criteria:

1. The proposed subdivision is in conformance with the Tukwila Comprehensive Plan and any other City adopted plans.
2. Appropriate provisions have been made for water, storm drainage, erosion control and sanitary sewage disposal for the subdivision that are consistent with current standards and plans.
3. Appropriate provisions have been made for road, utilities and other improvements that are consistent with current standards and plans.

4. Appropriate provisions have been made for dedications, easements and reservations.
5. 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.
6. The subdivision complies with the relevant requirements of the Tukwila Subdivision and Zoning Ordinances, and all other relevant local regulations.
7. Appropriate provisions for maintenance of privately owned common facilities have been made.
8. The subdivision complies with RCW 58.17.110

The preliminary plat approval for a subdivision shall expire unless a complete application for final plat meeting all requirements of this chapter is submitted to the Director within five years of the date of preliminary plat approval; provided that the Director may extend a preliminary plat pursuant to this section.

Infrastructure Construction

Once the project has been granted preliminary the applicant is then responsible for installing necessary improvements such as roads and utilities in accordance with City standards, specifications, and any conditions of the Preliminary Plat approval. The subdivider must apply for and receive any required construction permits from the City of Tukwila or other agencies.

Final Plat

The following items are required, in quantities specified by the City, for a complete application for final plat approval. Items may be waived if in the judgment of the Director said items are not applicable to the particular proposal: 1. Completed Application Form and fee as identified in TMC Chapter 18.88. 2. Completed Application Checklist. 3. Copies and one original of the final plat survey in conformance with the standards set forth in TMC Section 17.04.060. 4. A plat certificate from a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision or dedication, and listing all encumbrances. The certificate must be dated within 45 calendar days prior to the date of filing the application for final plat approval. 5. Private covenants intended to be recorded with the plat. 6. Any documentation necessary to demonstrate conditions of preliminary plat approval have been met. 7. King County Assessor's maps which show the location of each property within 500 feet of the subdivision; two sets of mailing labels for all property owners and tenants (residents or businesses) within 500 feet of the subdivision. 8. Maintenance agreements, easements and other documents ready for recording. 9. Signatures on the following certificates on the face of the plat (when appropriate) from the surveyor that prepared the plat, the King County Treasurer, Seattle-King County Health Department, City of Tukwila Finance Director, Owner's affidavit and certificate of dedication as identified in TMC Section 17.04.060.B.2.

Final Plat Review Procedures. Applications for final plat approval shall be processed as a Type 2 decision subject to the provisions of TMC Section 18.108.020.

1. Referral to Other Departments and Agencies. The Director shall distribute the final plat to all departments and agencies who received the preliminary plat, and to any other departments, special purpose districts and other governmental agencies deemed necessary.
2. Departmental Approval. The other interested departments and agencies shall review the final plat and may submit to the Department of Community Development written comments with respect to the final plat decision criteria. If the final plat is in order, the Public Works Director shall sign the appropriate certificates on the mylar original.
3. Filing Final Plat.

- a. Before the final plat is submitted to the Director, it shall be signed by the City Treasurer (Finance Director) and the Director of Public Works. Upon approval by the Director, it shall be signed by the Mayor and attested by the City Clerk.
- b. The applicant shall file the final plat with the King County Department of Records and Elections. The plat will be considered complete when a copy of the recorded documents is returned to the Director.

Criteria for final plat approval. In approving the final plat, the Director shall find:

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 Section 17.24.030.
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.