

ZONING VERIFICATION AND EXEMPTIONS CHECKLIST

This checklist applies to:

- Zoning Verification
- SEPA Exemption Letter
- Shoreline Exemption Letter
- Code Interpretation



These applications may be applied for under the ZONING CODE LETTER 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 considered standard 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 – Required for All Applications		
	1. A cover letter outlining the request.	Cover Letter
	2. Any additional drawings or information requested by the City or needed to explain or support the request.	Supplementary Information
SEPA and Shoreline Exemption		
Provide additional items listed in this section		
	1. Notarized affidavit of ownership and hold harmless agreement.	Hold Harmless
	2. A written discussion of the request's consistency with the review criteria for the given exemption.	Exemption Request
	3. A description and dimensioned site plan illustrating the requested exemption, if applicable.	Site Plan

ZONING VERIFICATION LETTERS

If you are purchasing or refinancing property, your lender may require a "rebuild" letter identifying the zoning and use of the property. We can provide you a letter documenting the following:

- Zoning for the subject site and adjacent properties, with a link to the TMC 18 chapter
- Overlay, if applicable, and shoreline, if applicable
- An overview of development history of the site – variances, design review, demolition, etc.
- List of permits
- Certificates of Occupancy for the structures onsite
- Any outstanding code enforcement cases
- Critical areas on the subject site
- General code information on parking, non-conforming uses, fire prevention, and rebuilding after destruction
- A determination if a proposed use is allowed on site, often to determine if a proposed use is considered a continuation of a non-conforming use.

You must complete the zoning verification request through the Land Use Portal. Please include the following information:

- The assessor parcel number (APN) and legal description of the property or properties are required, which you can find it on the King County Assessor's site
- Your contact information (name, phone, address, and email)
- To whom the letter should be addressed, if not the primary contact

Zoning Verification Letters are usually completed in approximately two weeks.

SEPA EXEMPTION LETTER

- A. When the City receives an application for a license or, in the case of governmental proposals, a department initiates a proposal, the responsible official shall determine whether the license and/or the proposal is exempt. The determination that a proposal is exempt shall be final and not subject to administrative review. If a proposal is exempt, none of the procedural requirements of this chapter shall apply to the proposal.
- B. In determining whether or not a proposal is exempt, the responsible official shall make certain the proposal is properly defined and shall identify the governmental license required. If a proposal includes exempt and nonexempt actions, the responsible official shall determine the lead agency, even if the license application that triggers the consideration is exempt.
- C. If a proposal includes both exempt and nonexempt actions, the City may authorize exempt actions prior to compliance with the procedural requirements of this chapter, except that:
 1. The City shall not give authorization for:
 - a. Any nonexempt action;
 - b. Any action that would have an adverse environmental impact; or
 - c. Any action that would limit the choice of reasonable alternatives.
 2. The responsible official may withhold approval of an exempt action that would lead to modification of the physical environment, when such modification would serve no purpose if the nonexempt actions were not approved; and

3. The responsible official may withhold approval of exempt actions that would lead to substantial financial expenditures by a private applicant when the expenditures would serve no purpose if the nonexempt actions were not approved.

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT EXEMPTION

- A. To qualify for an exemption, the proposed use, activity or development must meet the requirements for an exemption as described in WAC 173-27-040, except for properties that meet the requirements of the Shoreline Restoration Section, TMC Section 18.44.100. The purpose of a shoreline exemption is to provide a process for uses and activities which do not trigger the need for a Substantial Development Permit, but require compliance with all provisions of the City's SMP and overlay district.
- B. The Director may impose conditions to the approval of exempted developments and/or uses as necessary to assure compliance of the project with the SMA and the Tukwila SMP, per WAC 173-27-040(e). For example, in the case of development subject to a building permit but exempt from the shoreline permit process, the Building Official or other permit authorizing official, through consultation with the Director, may attach shoreline management terms and conditions to building permits and other permit approvals pursuant to RCW 90.58.140.

CODE INTERPRETATION

Code interpretations are formal decisions on the meaning, application, or intent of any development regulation in the City's zoning code. Interpretations are site-specific. They do not address how a standard applies in general, but rather how it applies to a specific site or development proposal. They do not address procedural provisions or statements of policy in the code.

You can request an interpretation:

- That is not related to a pending project
- That is related to a pending project
- That is related to a pending project that is subject to appeal

Examples of code interpretations include:

- How structure height or setback is properly measured
- How a proposed use should be categorized
- Verification of an environmentally critical area on a site

If you do not request an interpretation, you may not be able to raise the issue on an appeal of the project. Code interpretations are Type 3 processes that are ultimately determined by a Hearing Examiner at a public hearing, additional fees apply.