

# LAND USE APPLICATION – PLAN SET GUIDE

City of Tukwila - Permit Center  
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departments/permit-center/](http://www.tukwilawa.gov/departments/permit-center/)



The applicant for a land use permit is responsible for the preparation and submittal of all required plans or other documents necessary to determine compliance with applicable regulations.

This handout is organized to indicate different types of plans that the City may require for review of land use applications. In many cases, the described plans will require more than one plan sheet. If multiple sheets are necessary, each sheet should be legible and contain complete information. Additional documentation may be necessary to demonstrate compliance with applicable regulations.

See the Permit Center's [Document Standards](#) sheet for instructions on electronic files requirements.

## PROJECT TYPES AND SUBMITTAL REQUIREMENTS

| Project Type                          | Title Report | Plat Sheets | Site Plan      | Tree/<br>Landscape<br>Plan | Critical<br>Area Study | Architectural<br>Plans | Conceptual<br>Grading &<br>Utilities |
|---------------------------------------|--------------|-------------|----------------|----------------------------|------------------------|------------------------|--------------------------------------|
| Conditional Use                       | X            |             | X              | X <sup>2</sup>             | X <sup>1</sup>         |                        | X <sup>2</sup>                       |
| Critical Area -<br>Special Permission |              |             | X              | X                          | X                      |                        | X                                    |
| Design Review                         |              |             | X              | X                          |                        | X                      | X                                    |
| Landscape<br>Modification             |              |             | X              | X                          |                        |                        | X <sup>2</sup>                       |
| Master Sign Program                   |              |             | X              |                            |                        |                        | X <sup>2</sup>                       |
| Modification to<br>Standards          |              |             | X              |                            |                        |                        |                                      |
| Reasonable Use<br>Exception           |              |             | X              | X                          | X                      | X                      | X                                    |
| Shoreline Conditional<br>Use          |              |             | X              | X                          | X <sup>1</sup>         | X                      | X                                    |
| Shoreline Substantial<br>Development  |              |             | X              | X                          | X <sup>1</sup>         | X                      | X                                    |
| Subdivision - Long                    | X            | X           | X              | X                          | X <sup>1</sup>         |                        | X                                    |
| Subdivision - Short                   | X            | X           | X              | X                          | X <sup>1</sup>         |                        | X                                    |
| Tree Permit – Critical<br>Area        |              |             |                | X                          | X                      |                        | X <sup>2</sup>                       |
| Tree Permit –<br>Shoreline            |              |             |                | X                          | X <sup>1</sup>         |                        | X <sup>2</sup>                       |
| Tree Permit – Standard                |              |             |                | X                          | X <sup>1</sup>         |                        | X <sup>2</sup>                       |
| Unclassified Use                      | X            |             | X              | X                          | X <sup>1</sup>         | X                      | X <sup>2</sup>                       |
| Wireless<br>Communication<br>Facility |              |             | X              | X                          | X <sup>1</sup>         |                        | X <sup>2</sup>                       |
| Variance                              | X            |             | X <sup>2</sup> | X <sup>2</sup>             | X <sup>1</sup>         | X <sup>2</sup>         | X <sup>2</sup>                       |

<sup>1</sup>Required only if critical areas are present on or adjacent to project site.

<sup>2</sup>May be required by City depending on site characteristics and scope of work, please confirm with Permit Center.

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## TITLE REPORT

1. **Current Title Report** - Issued within the last 30-90 days, covering all project parcel(s)
2. **Ownership & Legal Description** - Owner(s), legal description, parcel number(s)
3. **Encumbrances & Restrictions** - Easements, CC&Rs, deed restrictions, agreements
4. **Liens & Financial Obligations** - Mortgages, tax liens, judgments
5. **Rights-of-Way & Access** - Public/private roads, shared access agreements
6. **Zoning & Land Use** - Recorded conditions, plat restrictions
7. **Survey & Boundaries** - Recent survey or reference, boundary discrepancies

## PLAT SHEETS

### Plat Templates:

- [Short Plat Sheet 1 – CAD File](#)
- [Short Plat Sheet 2 – CAD File](#)
- [Boundary Line Adjust Sheet 1 – CAD File](#)
- [Boundary Line Adjust Sheet 2 – CAD File](#)

### 1. Plat Sheet Contents

- A. **Information** - Whenever a survey is submitted for a short plat or subdivision, the following information shall be included:
  1. The name of the plat, City of Tukwila file number, graphic scale and north arrow. The survey shall be done to a scale of one inch equals 100 feet unless otherwise approved by DCD, and shall be drawn with black drawing ink in record of survey format.
  2. Existing features such as rivers, streets, railroads and structures.
  3. The lines and names of all existing or platted streets or other public ways, parks, playgrounds, and easements adjacent to the final plat, subdivision or dedication, including municipal boundaries, township lines, and section lines.
  4. In the event the plat constitutes a replat, the lots, blocks, streets, etc., of the previous plat shall be shown by dotted lines in their proper positions in relation to the new arrangement of the plat, the new plat being shown in solid lines so as to avoid ambiguity.
  5. Legal description of the subdivision boundaries.
  6. A complete survey of the section or sections in which the plat or replat is located, if necessary, including:
    - a. All stakes, monuments or other evidence found on the ground and used to determine the boundaries of the subdivision. Location and monuments found or reset with respect to any established centerline of streets adjacent to or within the proposed subdivision. All other monuments found or established in making the survey of this subdivision or required to be installed by provisions of this title.
    - b. City or County boundary lines when crossing or adjacent to the subdivision.
    - c. The location and width of streets and easements intersecting the boundary of the tract.
    - d. Tract, block and lot boundary lines and street rights-of-way and centerlines, with dimensions, bearings, radii, arcs and central angles, points of curvature and tangent bearings. Tract boundaries, lot boundaries and street bearings shall be shown to the nearest second with basis of bearings. All distances shall be shown to the nearest one-hundredth foot.
    - e. The width and location of existing and proposed easements and rights-of-way.
  7. Lot and block numbers beginning with the number one (1) and numbered consecutively without omission or duplication.

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8. 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 any limitations.
- B. Statements - The plat shall include the following statements:
  1. A statement to be signed by the Public Works Director approving the survey data, the layout of the streets, alleys and other rights-of-way, design of bridges, sewage and water systems, drainage systems and other structures.
  2. A certificate bearing the printed names of all persons having an interest in the subdivided land, signed by the persons and acknowledged by them before a notary public, consenting to the subdivision of the land and reciting a dedication by them of all land shown on the plat to be dedicated for public uses, and a waiver by them and their successors of all claims for damages against any governmental authority arising from the construction and maintenance of public facilities and public property within the subdivision.
  3. A certificate with the seal of and signature of the surveyor responsible for the survey and final plat with the following statement: "I, , registered as a land surveyor by the State of Washington, certify that this plat is based on an actual survey of the land described herein, conducted by me or under my supervision; that the distances, courses and angles are shown thereon correctly; and that monuments other than those monuments approved for setting at a later date, have been set and lot corners staked on the ground as depicted on the plat."

## SITE PLAN

1. **General Information**
  - a. Project name, address, and parcel number(s).
  - b. North arrow, scale, date, and revision history.
  - c. Contact information for applicant, property owner, and preparer.
2. **Property & Site Boundaries**
  - a. Legal boundaries with dimensions, adjacent streets, and rights-of-way.
  - b. Easements (utility, access, drainage, etc.).
3. **Existing Site Conditions**
  - a. Existing structures with use labels.
  - b. Topography (contours/spot elevations), critical areas, and vegetation.
4. **Proposed Site Improvements**
  - a. New structures (dimensions, setbacks), drainage, and access.
  - b. Parking, sidewalks, ADA routes, landscaping, and screening features.
5. **Zoning & Land Use Compliance**
  - a. Setbacks and building height.
  - b. Building footprint calculations.
  - c. Development area calculations (all impervious areas).

## TREE / LANDSCAPE PLAN

1. **Plan**
  - a. Diameter, species, location, and canopy of existing Significant Trees in relation to proposed and existing structures, utility lines, and construction limits.

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- b. Identification of all Significant Trees to be removed or relocated.
- c. Existing and proposed topography at 2-foot contour intervals.
- d. Boundaries of any critical area, buffer, or shoreline jurisdiction.

## 2. Photo

- a. A photo of the tree(s) to be impacted or removed.

## 3. Tree Removal Report (if required)

- a. A Qualified Tree Professional must review the removal of Heritage Trees or as required.
- b. A report is not required for the removal of trees (excluding Heritage Trees) on a Low-Density Residential lot with a single-family dwelling.
- c. The Director may require a report if replacement trees are needed or if tree removal, site clearing, or work within the Critical Root Zone may cause adverse impacts. A third-party review may be required.

### *Report Must Address:*

- Effects of construction or tree removal on the viability of remaining Significant Trees.
- Recommendations for replacement trees, including spacing and maintenance.
- Post-construction site inspection and evaluation.
- Estimated maintenance costs for replacement trees (for financial assurance calculations, if required).

## CRITICAL AREA STUDY

### 1. General Requirements

Use scientifically valid methods, including field reconnaissance.

Ensure the study is prepared by a qualified professional (as per WAC 365-195-905(4)):

- a. Fish & Wildlife Habitat Conservation: Degree in ecology or related sciences + relevant experience.
- b. Wetlands: Certified Professional Wetland Scientist or equivalent experience.
- c. Geologic Hazards: Licensed geotechnical engineer.
- d. Watercourses & Flood Areas: Hydrologist, fisheries biologist, or engineer with watercourse expertise.

### 2. Wetland & Watercourse Studies

- a. Applicant's name & contact info.
- b. Project description and requested permit.
- c. Site plan (showing critical areas, buffers, development proposal, stormwater management, mitigation plan).
- d. Study preparer's qualifications and fieldwork documentation.
- e. Identification & characterization of critical areas, wetlands, and watercourses.
- f. Wetland characterization:
  - Delineation report (per federal manual & regional supplements).
  - Cowardin & Hydrogeomorphic classification.
  - Hydroperiod, landscape assessment, buffer conditions, functional assessment.
- g. Watercourse characterization:
  - Flow regime, streambed/bank conditions, dimensions, gradient, vegetation, modifications.
  - Hydrologic & habitat assessment, rating per Tukwila system.
  - Wildlife & fish species presence.
- h. Cited literature/resources used in the report.
- i. Statement on study accuracy and assumptions.
- j. Assessment of hazard risks & cumulative impacts.
- k. Description of mitigation efforts.
- l. Recommendations for monitoring, maintenance, contingency plans.

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- m. Additional technical information as required by the Director.

## 3. Geotechnical Report (for Geologic Hazard Areas)

- a. Required for Class 2, 3, 4 hazard areas & Coal Mine Hazard Areas.
- b. Class 2 areas: Site evaluation & surface reconnaissance.
- c. Class 3, 4, and Coal Mine Hazard Areas:
  - o Site evaluation, surface reconnaissance, infiltration feasibility analysis.
  - o Subsurface soil & hydrology analysis.
  - o Slope stability analysis (mandatory for Class 4).
- d. Report must be prepared by a licensed geotechnical engineer.
- e. Report must be based on field observations, literature review, and analysis per ASTM or other standards.

## 4. Modifications to Requirements

- a. Director may limit study scope if access to adjacent properties is unavailable.
- b. Director may modify required study contents based on qualified professional judgment.

## ARCHITECTURAL PLANS

Confirm whether design standards apply based on zoning and project type. Ensure compliance with any applicable design review criteria.

### 1. Plans & Drawings

- a. Architectural plans (floor plans, elevations, sections).
- b. Scaled elevations with dimensions, materials, finishes.
- c. Height, setbacks, lot coverage, FAR compliance.
- d. Exterior elements (lighting, signage, screening).
- e. Fire access, life safety, ADA accessibility.

## CONCEPTUAL GRADING AND UTILITIES

Ensure compliance with local codes and regulations, including stormwater and ADA requirements.

### 1. General Requirements

- a. Title block, contact info, and date.
- b. Scale, north arrow, and datum reference.
- c. Symbols, abbreviations, and legend.

### 2. Grading Plan

- a. Existing and proposed contours.
- b. Spot elevations and slopes.
- c. Drainage flow and erosion control.
- d. Retaining walls and grading notes.

### 3. Utility Plan

- a. Existing and proposed utilities shown. Utility tie-ins and access points.
- b. Connections, invert elevations, and meter locations.
- c. Easements and utility separation.