

# PARKING REDUCTIONS & VARIANCES

City of Tukwila - Permit Center  
 6300 Southcenter Blvd, Suite 100,  
 Tukwila, WA 98188  
[www.tukwilawa.gov/departments/permit-center/](http://www.tukwilawa.gov/departments/permit-center/)



Permit Type: Special Permission  
 Permit Subtypes: Parking Standard  
 ADM Parking Variance  
 COM Parking Reduction

## ABOUT PARKING REDUCTIONS AND VARIANCES

This checklist is intended to guide applicants through the process of requesting a variance or modification to Tukwila’s off-street parking requirements. It outlines submittal requirements based on the type and extent of the proposed change, whether it’s a request to reduce required parking, modify dimensional standards, or establish parking for a use not specified in the code. Applications will be reviewed under the applicable sections of the Tukwila Municipal Code.

## SUBMITTAL CHECKLIST – REQUIRED FOR ALL PERMITS

A PDF of each document is required at time of submittal. Please label files as listed below:

CHECKLIST	FILE NAME	DESCRIPTION
<b>DOCUMENTS</b>		
	<b>Affidavit</b>	Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property.
	<b>Discussion</b>	A written discussion of project consistency with review criteria.
	<b>Parking Summary Chart</b>	Table showing required vs. proposed parking, including percentage of reduction (if any).
<b>PLAN SETS</b>		
	<b>Site Plans</b>	Plans showing proposed parking layout (if applicable).

## PERMIT SUBTYPES

Permit Subtype	Applicable Projects	Code Citation	Permit Subtype
<b>1. Shared, Covenant, or Complementary Parking</b>	Projects proposing shared, off-site (covenant), and complementary parking agreements.	TMC 18.56.070	Parking Standard
<b>2. Parking for Use Not Specified</b>	Projects proposing a land use not listed in the minimum required parking table.	TMC 18.56.100	Parking Standard
<b>3. Parking Modifications</b>	Projects requesting to modify parking dimensional or design standards, such as drive aisle width or compact space ratios.	TMC 18.56.120	Parking Standard
<b>4. Parking Variance</b>	Projects requesting a reduction in the minimum number of required parking spaces.	TMC 18.56.140	ADM Parking Variance
<b>5. Transit-Based Parking Reduction</b>	Projects in the Tukwila Urban Center–Transit Oriented Development (TUC-TOD) zoning district requesting a reduction in minimum parking requirements.	TMC 18.28.260.B.5.b	COM Parking Reduction

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## REVIEW CRITERIA

As part of the permit application, provide a written response to the following:

### 1. Shared, Covenant, or Complementary Parking

- a. The type of cooperative parking (shared, covenant, or complementary)
- b. Why it's needed and how it meets code requirements
- c. Parties involved in the agreement
- d. Number and location of spaces, and access details
- e. Key terms of the agreement (duration, responsibilities)
- f. How parking will be maintained if the agreement ends

### 2. Parking for Use Not Specified

- a. A comparison of the proposed use's parking demand to similar uses (using TMC standards or the ITE manual)
- b. The rationale for the proposed parking ratio
- c. Supporting details such as floor plans, number of employees, and number of seats, rooms, or customers

### 3. Parking Modifications

- a. The reason for any proposed deviation from standard parking design requirements, including:
  - o Drive aisle width
  - o Compact space ratio
  - o Driveway or maneuvering area dimensions
  - o Surfacing or striping standards

### 4. Parking Variance

- a. All shared parking strategies are explored
- b. On-site park and ride opportunities are fully explored
- c. The site is in compliance with the City's commute trip reduction ordinance or, if not an affected employer as defined by the City's ordinance, agrees to become affected
- d. Evidence that decreased parking will not have a negative impact on surrounding properties or potential futures, which should include the following site characteristics:
  - o Site accessibility and proximity to transit, as well as proposed actions to encourage or incentivize transit usage.
    - Shared use of on-site parking.
  - o Shared use of off-site parking.
  - o Combined on-site parking.
  - o Employee density.
  - o Adjacent land uses.

### 5. Transit-Based Parking Reductions

- a. Analysis showing that the property is within the Tukwila Urban Center - Transit-Oriented Development Zoning District; AND
  - i. if commercial development, within 600 feet of Tukwila Station or the Southcenter Bus Transit Center; OR
  - ii. if residential development, within 1,320 feet of Tukwila Station or the Southcenter Bus Transit Center. This distance will be the walking distance measured from the lot line of the development to the lot line of the station.