

# SUBDIVISION – SHORT (<10 Lots)

Permit Type: Land Division  
Permit Subtype: Short Plat

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/)



## ABOUT SHORT SUBDIVISIONS

A short subdivision is the division of a parcel of land into fewer than ten lots, typically for residential or commercial use. This process involves planning for necessary infrastructure, such as roads, utilities, and drainage, to ensure the land is suitable for development. The permit checklist for a short subdivision ensures compliance with legal, environmental, and construction requirements, confirming adherence to zoning regulations, safety standards, and community impact considerations before development begins.

### Applicable Regulations:

- [Tukwila Title 18 – Zoning](#)

### Resources:

- [City Maps](#)
- [Land Use Permit Portal](#)

## SUBMITTAL CHECKLIST

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

CHECKLIST	FILE NAME	DESCRIPTION
DOCUMENTS		
	<b>Affidavit</b>	Completed and notarized ' <a href="#">Affidavit of Ownership and Hold Harmless Permission to Enter Property</a> '.
	<b>SEPA Checklist</b>	A SEPA Checklist and separate SEPA Review Application is required unless exempt pursuant to WAC 197-11-800. City staff will review the checklist and the proposal's likely environmental impacts and issue a threshold determination.
PLANSETS		
	<b>Plan Set</b>	Refer to the <a href="#">Land Use Application Plan Set Guide</a> for preparing plans.

# SUBDIVISIONS - SHORT

## SUBDIVISION PROCEDURES

The subdivision process has 3 steps: Preliminary Plat approval, infrastructure construction, and Final Plat approval. City review ensures the project meets development and infrastructure standards, aligns with the Tukwila Comprehensive Plan, and is properly recorded.

### PRELIMINARY PLAT

Applications for preliminary plat approval are processed as Type 3 decisions. Submit all required items on the application checklist, or request waivers for irrelevant items. City staff will review within 28 days and request any missing information. If not submitted within 90 days, the application may be canceled.

1. **Referral to Other Offices:** A notice and plat copy are sent to relevant departments and agencies (Public Works, Fire, Police, etc.).
2. **Departmental Review:** Agencies provide comments on the application.
3. **Public Notice and Hearing:** Public notice, hearings, and appeals follow Type 2 procedures in TMC Title 18.

### **Preliminary Plat Approval Criteria:**

- Conformance with the Tukwila Comprehensive Plan and other adopted plans.
- Provisions for water, storm drainage, sewage, roads, and utilities meet current standards.
- Compliance with dedications, easements, design criteria, and RCW 58.17.110.
- Maintenance provisions for private common areas.

### **Preliminary Plat Expiration:**

Approval expires after 3 years unless a final plat application is submitted, with no possibility for extension.

### INFRASTRUCTURE CONSTRUCTION

Once the preliminary plat is approved, the applicant must install required infrastructure (such as roads, utilities, and drainage) in accordance with City standards and the conditions of preliminary approval via Public Works (PW) Non-Franchise Right-of-Way permit.

**Important:** Public Works/Right-of-Way (PW) permits related to a subdivision **cannot be applied for until after the subdivision receives preliminary plat approval.**

If an applicant attempts to apply for a PW permit before preliminary approval, the Permit Center will:

- **Not take in or accept payment** for the permit if it appears related to a subdivision.
- **Place the permit on hold** if it was already submitted, pending clarification.
- **Offer a refund** if the applicant chooses to withdraw the permit **and it has not yet been routed for departmental review.**

# SUBDIVISIONS - SHORT

---

Refunds will not be offered for PW permits that have already been routed for departmental review, even if the associated subdivision does not reach preliminary approval. In such cases, the permit will remain on hold until the subdivision's status is resolved.

## **FINAL PLAT**

Required items for final plat application include:

1. Application form and fee.
2. Completed checklist.
3. Survey and plat certificate.
4. Documentation of compliance with preliminary plat conditions.
5. Maintenance agreements and signatures for approval.

## **Final Plat Review Procedures:**

1. **Referral to Other Departments:** Final plat is reviewed by agencies involved in the preliminary review.
2. **Approval:** Final plat is signed by Public Works and Finance Directors, then the Mayor.
3. **Filing:** The plat is recorded with King County once signed.

## **Final Plat Approval Criteria:**

- Required certificates are present.
- Title insurance confirms land ownership.
- Improvements are complete or secured by performance bond.
- Plat is certified by a land surveyor.
- Plat aligns with the approved preliminary plat.
- Compliance with RCW 58.17 and local laws.