



**CITY OF TUKWILA**

**Department of Community Development**

6300 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 431-3670

**Pre-Application Meetings**

**Project Type: PRE APP MEETING**

**Project Subtype: PRE APP MEETING**

Your pre-application submittal checklist is a guide. However, the more information submitted, the more complete the assessment can be. If you have specific questions or concerns that you would like addressed at your Pre-Application Meeting, we encourage you to submit them with your meeting request. This will allow staff to conduct the research to answer your questions/concerns.

All submittals must meet [Electronic Document Standards](#) and payment received before the meeting will be scheduled.

Pre-Application Meetings are typically scheduled on Thursdays at least 10 days in advance of the meeting date. Meetings are currently conducted virtually via Microsoft Teams.

✓	ATTACHMENTS REQUIRED	NAMING CONVENTION <small>(no special characters)</small>
	<b>List of Questions or Concerns</b>	Questions
	<b>Vicinity Map</b>	Vicinity Map
	<b>Site Plan</b> <ul style="list-style-type: none"> <li>• North Arrow</li> <li>• Distance between structures and property lines</li> <li>• Width of any adjacent public right-of-way(s)</li> <li>• Designated landscape areas</li> <li>• Easements (including railroad, power, etc.)</li> <li>• Parking layout</li> <li>• Truck loading area designations</li> <li>• Access points and traffic circulation pattern</li> <li>• Footprint of existing and/or proposed structures</li> <li>• Significant natural features (water, slopes, vegetation, etc)</li> <li>• Identify sites proximity to river environment if less than 200 feet from the river</li> <li>• Topography map (for slopes over 15%)</li> </ul>	Site Plan
	<b>Building Drawings</b> <ul style="list-style-type: none"> <li>• General structural layout</li> <li>• Exits and exiting pattern</li> <li>• Uses and dimensions of all spaces</li> </ul>	Building Plans