



CITY OF TUKWILA

Department of Community Development
6300 Southcenter Boulevard, Tukwila, WA 98188
Telephone: (206) 431-3670

CONDITIONAL USE PERMIT

INFORMATION

The Conditional Use Permit provides approval procedures for unusual or unique types of land uses that, due to their nature, require special consideration of their impact on the neighborhood and land uses in the vicinity (TMC 18.64.010). Shoreline Conditional Uses (TMC 18.44.050) shall be processed in accordance with the Shoreline regulations and the Conditional Use Permits Chapter of the Tukwila Municipal Code.

REQUIREMENTS: A Conditional Use Permit is required for all land uses listed as Conditional Uses in the various Zoning Districts.

PROCEDURES: At the time you submit your application you must have all of the items listed on the attached "Complete Application Checklist." You may request a waiver from items on the checklist that are not applicable to your project. Please discuss this waiver request with City staff either at a pre-application meeting or at the time of application submittal. Within 28 days of receiving your application, City staff will determine if it is complete based on the attached checklist. If not complete City staff will mail you a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information the City may cancel your application.

A project's hearing date is determined when all application materials have been submitted and development issues defined with staff. Staff will review the application, meet with you as needed, and formulate a recommendation to the Hearing Examiner. The Hearing Examiner will approve, deny or conditionally approve a development based on review criteria in the application forms.

Other associated Planning Permits and Environmental Reviews shall be addressed and resolved during the complete application phase. All permits related to the project must be addressed in a comprehensive manner at the Public Hearing. Please note that an environmental "Determination" must be issued by the City prior to the Planning Commission's Public Hearing.

EXPIRATION: A Conditional Use Permit shall automatically expire one year from the date it is approved, unless a Building Permit is obtained. A longer expiration period may be authorized by the Planning Commission, as appropriate (TMC 18.64.060).

COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Public Works Department and the Department of Community Development. Please contact each Department if you feel that certain items are not applicable to your project and should be waived, or should be submitted at a later date for use at the public hearing (e.g. colored renderings). Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow starting project review and vesting the applicant's rights. However, they in no way limit the City's ability to require additional information as needed to establish consistency with development standards.

City staff is available to answer questions about application materials at 206-431-3670 (Department of Community Development) and 206-433-0179 (Department of Public Works).

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>						
APPLICATION MATERIALS:							
	1. Application Checklist (1 copy) indicating items submitted with application.						
	2. Completed Application Form and drawings (5 copies).						
	3. One set of all plans reduced to 8 1/2" x 11" or 11" x 17".						
	4. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property (1 copy attached).						
	5. Application Fee: See Land Use Fee Schedule online.						
	6. SEPA Environmental Checklist (see SEPA Application Packet).						
PUBLIC NOTICE MATERIALS:							
	7. Payment of notice board fee (See Land Use Fee schedule) to FastSigns Tukwila OR provide a 4' x 4' public notice board on site within 14 days of the Department determining that a complete application has been received (see Public Notice Sign Specifications Handout).						
	8. Pay the fee as established by the Land Use Fee Schedule for generating mailing labels; OR provide an excel spreadsheet of mailing labels for all <i>property owners</i> and <i>tenants</i> (residents and businesses) within 500 feet of the subject property. Each unit in multiple family buildings e.g. apartments, condos, trailer parks--must be included. Once your project is assigned to a planner, you will be required to provide an electronic copy of the mailing label spreadsheet in the following format: Name, Street Address, City St Zip, with each of these fields as an individual column:						
	<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Street Address</th> <th style="width: 50%;">City, St, Zip</th> </tr> </thead> <tbody> <tr> <td>Mr. Smith</td> <td>1234 Park Ave S</td> <td>Tukwila WA 98188</td> </tr> </tbody> </table>	Name	Street Address	City, St, Zip	Mr. Smith	1234 Park Ave S	Tukwila WA 98188
Name	Street Address	City, St, Zip					
Mr. Smith	1234 Park Ave S	Tukwila WA 98188					
	PLEASE NOTE: Regardless of whether you pay the City to generate the mailing labels or you provide them, there is an additional fee for postage and material as listed under Public Notice Mailing Fee on the Land Use Fee Schedule . Payment of this fee is due prior to issuance of the decision and you will receive a separate bill for this fee						
	9. <u>If providing own labels</u> , include King County Assessor's map(s) which shows the location of each property within 500 ft. of the subject lot.						

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
PROPERTY INFORMATION:	
	10. Concurrency test notices for water, sewer, surface water and traffic unless the project is exempt from SEPA (see SEPA Application Packet).
	11. Sewer and water availability letters are required from the provider district if additional plumbing fixtures are proposed and the area is not serviced by the City of Tukwila. Forms are available at the DCD office.
PROJECT DESCRIPTION AND ANALYSIS:	
	12. A written discussion of project consistency with decision criteria. (See Application) This is your opportunity to highlight the features of your project.
	13. Provide two copies of sensitive area studies such as wetland or geotechnical reports if needed per Tukwila's Sensitive Areas Ordinance (TMC 18.45). See Geotechnical Report Guidelines and Sensitive Area Special Study Guidelines for additional information.
SITE PLAN:	
	14. (a) The site plan must include a graphic scale, north arrow and project name. Maximum size 24" x 36".
	(b) Existing and proposed building footprints.
	(c) Dash in required setback distances from all parcel lot lines.
	(d) Fire access lanes and turn-arounds per Fire Department standards.
	(e) Parking lots with dimensioned stalls and drive aisles.
	(f) Loading and service areas.
	(g) Fences, rockeries and retaining walls.
	(h) Pedestrian connections between the building entrance(s) and the sidewalk/public street.
	(i) Vicinity Map with site location; does not have to be to scale.
LANDSCAPE PLAN:	
	15. (a) Landscape planting plan by a Washington State licensed landscape architect. One set of all plans and analyses shall have an original Washington State registered Landscape Architect stamp and signature. Plans must include the type, quantity, spacing and location of all plantings. Maximum size 24" x 36".
	(b) Show all existing trees to be retained and any tree protection measures required (for example fencing at drip line).
SENSITIVE AREAS PLAN:	
	16. (a) Location of all sensitive areas (e.g. streams, wetlands, slopes over 20%, coal mine areas and important geological and archaeological sites). For stream frontage provide existing and proposed top of stream bank, stream bank toe, stream mean high water mark, and base flood elevation (i.e., 100 yr. flood). Maximum size 24" x 36".
	(b) Location of all required sensitive area buffers, setbacks tracts and protection measures.
	(c) Show all trees over 4" caliper, indicating those to be retained. A tree permit will be required for removal of any significant trees within a sensitive area or its buffer.
	(d) Proposed lot and tract lines.

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
CIVIL PLANS (If any site changes are proposed):	
	17. (a) One set of all civil plans and analyses shall be stamped, signed and dated by a licensed professional engineer. Include a graphic scale and north arrow. Maximum size 24" x 36".
	(b) Vertical datum NAVD 1988 and horizontal datum NAD 83/91. Conversion calculations to NGVD 1929, if in a flood zone or flood-prone area. See http://www.tukwilawa.gov/pubwks/pwpermit.html for further information.
	(c) Existing (dashed) and proposed (solid) topography at 2' intervals.
	(d) Total expected cut and fill.
	(e) Existing and proposed utility easements and improvements, on site and in street (water, sewer, power, natural gas, telephone, cable). Schematic designs to be provided regardless of purveyor (e.g. site line size, location, and size of public main). No capacity calcs, invert depth, valve locations or the like are needed.
	(f) If additional impervious surface is proposed provide a storm drainage design at least 90% complete, which meets the King County Surface Water Design Manual (KCSWDM). Include a Technical Information Report (TIR) including feasibility analysis if required by the Manual. Call out total existing and proposed impervious surface in square feet. Include all storm drainage conveyance systems, water quality features, detention structures, maintenance access and safety features. For additional guidance contact Public Works or go to http://www.tukwilawa.gov/pubwks/pwpermit.html .
	(g) Locate the nearest existing hydrant and all proposed hydrants.
	(h) Show the 100 yr. flood plain boundary and elevation as shown on FEMA maps.
	(i) Plan, profile and cross-section for any right-of-way improvements.
	(j) Show planned access to lots, driveways, fire access lanes and turn-arounds.
OTHER:	
	18. If new construction is proposed provide dimensioned and scalable building elevations with keyed colors and materials. Show mechanical equipment and/or any proposed screening.
	19. If site lighting changes are proposed provide a luminaire plan including location and type of street and site lighting. Include proposed fixture cut sheets, site light levels (foot-candles), and measures to shield adjacent properties from glare.
	20. All existing and proposed signage with sign designs and locations.
	21. A rendering or photo montage is suggested. If submitted it must accurately show the project and be from a realistic perspective (5 to 6 feet above the sidewalk).
	22. Any other drawings or materials needed to explain your proposal.



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**CONDITIONAL
 USE PERMIT**

APPLICATION

<i>FOR STAFF USE ONLY Permits Plus Type: P-CUP</i>	
Planner:	File Number:
Application Complete Date:	Project File Number:
Application Incomplete Date:	Other File Numbers:

NAME OF PROJECT/DEVELOPMENT: _____

BRIEF DESCRIPTION OF PROJECT : _____

LOCATION OF PROJECT/DEVELOPMENT: *Give street address or, if vacant, indicate lot(s), block and subdivision, access street, and nearest intersection.*

LIST ALL TAX LOT NUMBERS (this information may be found on your tax statement).

DEVELOPMENT COORDINATOR:

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City, to whom all notices and reports will be sent.

Name: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Signature: _____ Date: _____



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**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS
 PERMISSION TO ENTER PROPERTY**

STATE OF WASHINGTON

ss

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at _____ (city), _____ (state), on _____, 20_____

 (Print Name)

 (Address)

 (Phone Number)

 (Signature)

On this day personally appeared before me _____ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____

 NOTARY PUBLIC in and for the State of Washington
 residing at _____

My Commission expires on _____

REVIEW CRITERIA

The review criteria for various types of projects are shown below. Please discuss development consistency with each criteria. Then, refer to the Tukwila Comprehensive Plan for project consistency with the policies. Please note that **more** than one category of policies may apply.

Criteria for Conditional Uses (TMC 18.64.030)

1. The proposed use will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity.
2. The proposed use shall meet or exceed the same standards for parking, landscaping, yards and other development regulations that are required in the district it will occupy.
3. The proposed development shall be compatible generally with the surrounding land uses.
4. The proposed use shall be in keeping with the goals and policies of the Comprehensive Land Use Policy Plan.
5. All measures shall be taken to minimize the possible adverse impacts which the proposed use may have on the area in which it is located.