



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

PLANNED RESIDENTIAL DEVELOPMENT - ADMINISTRATIVE

INFORMATION

Any multi-family development or residential subdivision proposed on property with a wetland, watercourse or their buffers may apply for Planned Residential Development (PRD) approval ([TMC 18.45.060\(2\)](#) & [18.46.020](#)). The PRD process encourages imaginative site and building design, protects environmentally sensitive areas and creates open space in residential developments. For projects that do not already require a public hearing, such as short plats, the PRD will be reviewed administratively.

REQUIREMENTS: The number of dwelling units, minimum lot size, and building setback standards are determined by the underlying zoning district. A maximum reduction of 15% lot areas and setbacks may be allowed in LDR zones. At least 20% of the PRD site, including 15% of natural vegetation must be retained. The area encompassing the sensitive area and buffers must be devoted to open space, land concentrated in large usable areas capable of providing passive or active recreation and owned and maintained under one ownership, either by a Homeowners Association or dedicated to the City.

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.

Once the application is complete staff will meet with the applicant as needed and formulate a recommendation for the Short Subdivision Committee. When all project issues have been resolved with the APRD and the underlying application a Notice of Decision will be issued.

EXPIRATION: A complete application for the permit to construct the improvements required for the APRD shall be filed by the applicant within twelve months from the date of the Notice of Decision (TMC 18.46.120). Construction shall begin within six months from the date of the issuance of the building/development permit. If the permit expires the plan shall be considered abandoned and the development shall be subject the standard requirements of the zone (TMC 18.46.140).

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. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow project review to begin and vest the applicant's rights. However, the City may require additional information as needed to establish consistency with development standards.

City staff are 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. Application Fee: See Land Use Fee Schedule .						
	5. SEPA Environmental Checklist if required (see SEPA Application Packet).						
	6. Underlying Short Plat Application.						
PUBLIC NOTICE MATERIALS:							
	7. If the project requires SEPA review or involves a short plat of 5 –9 lots: 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. If the project involves a short plat of 5 –9 lots: 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 and 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: 35%;">Street Address</th> <th style="width: 40%;">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>
PROJECT INFORMATION:	
	10. Vicinity Map with site location.
	11. A written discussion of project consistency with decision criteria. (See Application)
	12. Dimensioned and scalable building elevations with keyed colors and materials. Maximum size 24" x 36".
	13. Photomontage or computer simulation taken from the nearest downslope privately owned property showing a minimum of 25% landscape coverage of structures at the time of project completion and 40% coverage within 15 years.
	14. A rendering is optional. If submitted it must accurately show the project and be from a realistic perspective (5 to 6 feet above the sidewalk).
	15. 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.
	16. All proposed signage with sign designs and locations.



CITY OF TUKWILA

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

PLANNED RESIDENTIAL DEVELOPMENT - ADMINISTRATIVE

APPLICATION

<i>FOR STAFF USE ONLY Permits Plus Type: P-PRD</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: _____



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

**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 GUIDELINES

The APRD decision will be based on 1) specific review criteria and 2) a determination that the project is consistent with the Tukwila Comprehensive Plan ([TMC 18.100.030](#)). Please discuss development consistency with the applicable review criteria shown below.

CRITERIA FOR PLANNED RESIDENTIAL DEVELOPMENTS ([TMC 18.46.112](#))

The Short Subdivision Committee shall find that the proposed development plans meet all of the following criteria in their decision making:

1. Requirements of the Subdivision code for the proposed development have been met, if appropriate.
2. Reasons for density increases, or lot size and setback reductions, meet the criteria as listed in the Planned Residential Development District chapter of this title.
3. Adverse environmental impacts have been mitigated.
4. Compliance of the proposed PRD to the provisions of this chapter and the Sensitive Areas Overlay District chapter of this title.
5. Time limitations, if any, for the entire development and specified stages have been documented in the application.
6. Development in accordance with the Comprehensive Land Use Policy Plan and other relevant plans;
7. Compliance with design review guidelines (see TMC 18.60).
8. Appropriate retention and preservation of existing trees and vegetation recommended by the Director.

CRITERIA FOR SINGLE-FAMILY DENSITY STANDARDS ([TMC 18.46.060\(A\)\(1\)](#))

A maximum reduction of 15% for lot areas and setbacks in LDR districts shall be permitted, provided that the following are also substantially provided:

1. At least 15% of the natural vegetation is retained (in cases where significant stands exist).
2. Advantage is taken or enhancement is achieved of unusual or significant site features such as views, watercourses, or other natural characteristics.
3. Separation of auto and pedestrian movement is provided, especially in or near areas of recreation.
4. Development aspects of the PRD complement the land use policies of the Comprehensive Plan.