



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

**SPECIAL
 PERMISSION -
 PUBLIC HEARING**

INFORMATION

The Tukwila Zoning Code and Sign Code have established “Special Permission” decisions that allow deviations from the basic development standards under certain circumstances. Such decisions can only be made after a Public Hearing and decision by the Planning Commission or the Board of Architectural Review, as specified in [Tukwila Municipal Code \(TMC\) 18.104.010](#).

REQUIREMENTS: Special permission decisions by the Planning Commission or the Board of Architectural Review are summarized below.

Landscape Deviation	Decision Maker
<ul style="list-style-type: none"> • Exceptions to required landscaping for legally non-conforming sites when design review is required (TMC 18.70.090). 	Board of Architectural Review
Parking Deviations	
<ul style="list-style-type: none"> • Allow use of off-site areas for parking lot turning and maneuvering (TMC 18.56.040) 	Board of Architectural Review
<ul style="list-style-type: none"> • Modify truck loading space requirements (TMC 18.56.060). 	Planning Commission
<ul style="list-style-type: none"> • Reduce the minimum required number of parking spaces by more than 10% (less may be administratively approved) (TMC 18.56.140). 	Planning Commission
<ul style="list-style-type: none"> • Allow on-premises parking area which contains parking stalls more than 1000’ from the principal use (TMC 18.56.040). 	Board of Architectural Review
Sign Deviations	
<ul style="list-style-type: none"> • Allow “Unique Signs” (e.g., structures imitating hats, boots, planes or symbols without lettering) to exceed the maximum sign area and the number of signs allowed. (TMC 19.28.010) 	Planning Commission
<ul style="list-style-type: none"> • Allow internal information signs to exceed the number, content, and design standards. (TMC 19.22) 	Planning Commission

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.

The Planning Commission/Board of Architectural Review holds Public Hearings on the fourth Thursday of the month (except for November and December). A project’s hearing date is determined when all application materials have been submitted and design issues defined with staff. Staff will review the application, meet with you as needed, and formulate a recommendation to the PC/Board. If an environmental impact “Determination” is required, it must be issued by the City prior to the PC/Board’s Public Hearing.

All permits related to project design must be addressed in a comprehensive manner at the Public Hearing. The PC/Board will approve, deny or conditionally approve a request based on the applicable decision criteria.

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 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 (4 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 .						
PUBLIC NOTICE MATERIALS: Duplicate notice materials are not required for projects with multiple applications if they will have a single, combined hearing							
	6. 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).						
	7. 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.						
	8. <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 DESCRIPTION AND ANALYSIS:	
	9. Analysis of the development standard requirements, the proposed deviation, and a discussion of the proposed deviation's consistency with the decision criteria (see the TMC citation).
	10. Site Plan
	(a) Include a graphic scale, north arrow and project name. Maximum size 24" x 36".
	(b) Existing and proposed building footprints.
	(c) Landscape areas
	(d) Parking lots, driveways and access roads
	(e) Loading and service areas.
	(f) Fences, rockeries and retaining walls
	(g) Location of any sensitive areas (wetlands, watercourses and slopes over 15%) and their buffers.
	(h) Vicinity Map with site location.
LANDSCAPE PLAN (if requesting a landscape deviation):	
	11. (a) Landscape planting plan that includes the items listed at TMC 18.52.050. 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). A tree permit will be required for removal of any significant trees within a sensitive area or its buffer.
	(c) Call out area where deviation from code standards is proposed.
PARKING ANALYSIS (if requesting a reduced parking requirement):	
	12. Response to decision criteria listed at TMC 18.56.140.
	13. Parking demand study.
SIGN INFORMATION (if requesting a sign deviation):	
	14. Unique signs require a complete sign permit application and application fee.
	15. Show all existing and proposed signage with sign designs and locations.



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**SPECIAL
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APPLICATION

<i>FOR STAFF USE ONLY Permits Plus Type: P-SP</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 GUIDELINES

The number of potential administrative decisions and the varied context within which each could occur makes a listing of decision criteria with this application overly long and confusing. Please consult with the Planning Division staff as to the appropriate criteria for your specific proposals in a pre-application meeting. At a minimum, State law requires that all approvals must be consistent with the Tukwila Comprehensive Plan (TMC 18.100.030).

Please check each review being requested. Planning Division staff will then discuss the decision criteria you must respond to and necessary supporting materials.

<u>DECISION</u>	<u>REVIEW BODY</u>
Zoning Deviations – TMC Title 18	
<ul style="list-style-type: none"> • Exceptions to required landscaping for legally non-conforming uses when design review is required (TMC 18.70.090(A)) 	Board of Architectural Review
<ul style="list-style-type: none"> • Allow use of off-site areas for parking lots turning and maneuvering (Public Works Director approval is also required (TMC 18.56.040(5)(b)). 	Board of Architectural Review
<ul style="list-style-type: none"> • Modify truck loading space requirements including eliminating the requirement or reducing the space size (TMC 18.56.060). 	Planning Commission
<ul style="list-style-type: none"> • Reduce minimum required parking greater than 10% (less may be administratively approved) (TMC 18.56.140(A)(1)). 	Planning Commission
Sign Deviations – TMC Title 19	
<ul style="list-style-type: none"> • Allow “unique signs” (e.g., structures imitating hats, boots, planes or symbols without lettering) to exceed the maximum sign area allowed and may exceed the number of signs allowed. 	Planning Commission
<ul style="list-style-type: none"> • Placing more than the standard four internal information signs of identical size and appearance (TMC 19.22.010). 	Planning Commission
<ul style="list-style-type: none"> • Internal information sign content restriction relaxed to resolve locational or traffic hazard problems (TMC 19.22.020). 	Planning Commission
<ul style="list-style-type: none"> • Internal information wall signs to be other than flush mounted (TMC 19.22.030). 	Planning Commission
<ul style="list-style-type: none"> • Internal information wall signs to exceed the maximum 6 sq. ft. of sign area. 	Planning Commission
<ul style="list-style-type: none"> • Internal information free-standing signs to exceed the maximum overall height of five feet (TMC 19.22.040(1)). 	Planning Commission
<ul style="list-style-type: none"> • Internal information freestanding signs to be located in other than a landscaped area or on a decorative base (TMC 19.22.040(4)). 	Planning Commission