



Permit Submittal Checklist PRE-APPLICATION MEETING

What is a pre-application meeting?

The pre-application process is to provide the City's Development Review Team an opportunity to review the nature of the proposed development, application and permit requirements, fees, review process and schedule, applicable plans, policies, and regulations. It is not an exhaustive review of all potential issues and shall not bind or prohibit the City's future application or enforcement of all applicable laws.

Pre-application reviews are based on the information available at the time of review. If additional information becomes available during review of an application, additional conditions or studies may be required.

The quality, accuracy, and depth of the information provided to you, the applicant, within the preapplication memo is substantially dependent upon the quality, accuracy and depth of information submitted by you to the City.

Pre-application standard projects:

Pre-applications are standard for the following types of projects:

Construction Permits:

- New Multi-Family and Commercial Building Permits
- Commercial Change of use

Land Use Projects (see TMC 18.104 and page 4 of this document for more information):

- Certain Type 2 Land Use permits
- All type 3, 4, and 5 Land Use Permits

Procedure:

The Development Review Committee (DRC) meets every Tuesday afternoon. Two time slots are available for pre-application meetings on a first-come first-serve basis, 1:30 p.m. and 2:30 p.m.

Your pre-application must be completed online and submittal documents uploaded eleven (11) days prior to the meeting (Friday, 4:00 p.m. deadline). The application fee must be paid prior to the meeting being scheduled.

Pre-application materials are submitted through Land Use Portal on the [Permit Center website](#). Paper submittals will not be accepted.

Pre-application meetings are performed entirely online; a Microsoft Teams meeting invite will be sent to the applicant once the meeting is scheduled. Your design team is encouraged to participate (i.e., architects, engineers, project coordinators, etc.), but you are responsible to forward the electronic link to these participants. Staff from Building, Fire, Planning and Public Works will be present on behalf of the City at the meeting. The Parks and Recreation Department and Police Department may provide written comments pertaining to your pre- application submittal, if necessary.

Within two weeks following the meeting a summary of all comments prepared in checklist format will be uploaded and attached to your file. Other documents may be included with comments, including but not limited to submittal requirements, selected ordinances, and general information as it pertains to your project.

Plan Submittal Checklist:

Your pre-application plan submittal checklist is a guide. However, the more information submitted, the more complete our assessment can be.

Please attach a flattened PDF set of plans and associated documentation containing the following along with the completed application:

Written Narrative (required)

- A detailed project description.
- A complete list of questions for City staff reviewers.

Cover Sheet (if applicable)

- Index to drawings (list all drawings and sheet number).
- Site address and parcel number.
- Vicinity map with north arrow.
- Building area (square footage of all floors and area of work).
- Development area (all impervious surfaces; buildings, sidewalks, driveways, etc.).

Site Plan (if applicable)

- Scale, north arrow, and date.
- Property dimensions (for both existing and new lots created, if applicable).
- The location, size, and use of any proposed structures and any existing structures that will remain on the property.
- Location and width of existing and proposed rights-of-way, easements, and improvements for access, drainage, utilities, etc., on the site and on adjacent properties, including those across the street. For multifamily residential: location & dimensions of common & private recreation space.
- Location of existing and proposed parking areas, driveways, and landscaping.
- Existing and proposed fire hydrants, utility lines (including location of nearest utility poles & fire hydrants), rockeries, and other relevant manmade or natural features.
- Building setback from property lines.

- The location and type of any critical areas and their required buffers, on and within 100 feet of your property. Identify location of sensitive areas slopes 15% or greater, wetlands, watercourses and their buffers.
- Identify location and size of all significant trees and the location of landscape areas and any sensitive areas and buffers or the shoreline zone. Identify any trees to be removed and location, size and species of any replacement trees (Title 18, City of Tukwila Zoning Code) when applicable.

Floor Plans (For Tenant Improvement, Remodel/Alteration, Change of Use, Additions or New Building (if applicable))

Dimensioned electronic floor plan, Vector File format is preferred, drawn to a minimum scale of 1" = 20' (or comparable scale).

Please include the following:

- Show the location of the tenant space in relation to other tenant spaces in the building. Identify the floor level where the business will be located (i.e., first floor, second floor, etc.).
- Provide the total floor area of the building. Identify the use of the adjacent tenant spaces (above, below, next door).
- Identify any existing fire walls between your tenant space and the adjacent tenant spaces.
- Show arrangement of existing and proposed walls, hallways, restrooms, ramps, decks, porches, and covered areas. Provide square footage and dimensions for each room or space.
- Note existing and proposed use and dimensions of all rooms or spaces (i.e., meeting room, office, storage, hallway, restroom, kitchen, dining area, waiting area).
- Note the location of all existing and new doorways, showing the direction of door swing, and the type of locking devices (i.e., panic hardware, thumb latch, deadbolt, double key lock, etc.).
- Note if the building has fire sprinklers or fire alarms.

Standard Land Use Project Pre-Application Permit Types

Type 2

• Administrative Design Review (TMC Section 18.60.030)
• Administrative Planned Residential Development (TMC Section 18.46.110)
• Binding Site Improvement Plan (TMC Chapter 17.16)
• Cargo Container Placement (TMC Section 18.50.060)
• Modification to Development Standards (TMC Section 18.41.100)
• Critical Areas (except Reasonable Use Exception) (TMC Chapter 18.45)
• Shoreline Substantial Development Permit (TMC Chapter 18.44)
• Short Plat (TMC Chapter 17.12)

Type 3

• Resolve uncertain zone district boundary
• Variance (zoning, shoreline, sidewalk, land alteration, sign)
• TSO Special Permission Use (TMC Section 18.41.060)
• Conditional Use Permit
• Modifications to Certain Parking Standards (TMC Chapter 18.56)
• Reasonable Use Exceptions under Critical Areas Ordinance (TMC Section 18.45.180)
• Variance from Parking Standards over 10% (TMC Section 18.56.140)
• Subdivision – Preliminary Plat with no associated Design Review application (TMC Section 17.14.020)
• Subdivision Phasing Plan (TMC Section 17.14.040)
• Wireless Communication Facility, Major or Waiver Request (TMC Chapter 18.58)
• Shoreline Conditional Use Permit

Type 4

• Public Hearing Design Review (TMC Chapter 18.60)
• Subdivision – Preliminary Plat with an associated Design Review application (TMC Section 17.14.020)
• Subdivision Phasing Plan (for a subdivision with an associated Design Review) (TMC Section 17.14.040)

Type 5

• Planned Residential Development (PRD), including Major Modifications (TMC Chapter 18.46)
• Site specific rezone along with an accompanying Comprehensive Plan map change (TMC Chapter 18.84)
• Critical Area Master Plan Overlay (TMC Section 18.45.160)
• Shoreline Environment Re-designation (Shoreline Master Program)
• Unclassified Use (TMC Chapter 18.66)