

# DESIGN REVIEW CHECKLIST

Permit Type: Design Review  
Permit Subtypes: Administrative  
Minor Modification

City of Tukwila - Permit Center  
6300 Southcenter Blvd, Suite 100,  
Tukwila, WA 98188  
[www.tukwilawa.gov/departments/permit-center/](http://www.tukwilawa.gov/departments/permit-center/)



## ABOUT DESIGN REVIEW

It is the purpose of the design review chapter, TMC 18.60, to provide for the review of land development and building design to promote the public health, safety and welfare. Specifically, the Director shall only approve well-designed developments that are creative and harmonious with the natural and manmade environments.

The Director shall have the authority to approve, approve with conditions, or deny all plans submitted based on a demonstration of compliance with all of the adopted guidelines referenced in TMC 18.60, as judged by the preponderance of evidence standard.

## PRE-APPLICATIONS

When preparing to submit a design review application in the City of Tukwila, it's highly recommended that applicants complete a pre-application process first. This step can help you identify any potential issues early, clarify the requirements, and streamline the overall application process. By engaging in a pre-application meeting with the City's planning staff, you'll gain valuable insights that can save time and resources down the line, ensuring that your final application is more likely to meet the necessary criteria for approval.

## COMPLETE APPLICATION

A Land Use Application for Design Review is deemed complete when it is accompanied by the required items in the checklists identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues.

No application shall be considered complete if any of the required information is missing. Additional copies of certain items will be required later in the process. The applicant may request in writing that the preliminary plat be processed simultaneously with application for rezones, variances, planned unit developments, site plan approvals, and similar quasi-judicial or administrative actions as per RCW 58.17.070.

## PERMIT TYPES + SUBTYPES

When applying for a permit in the City of Tukwila's permit portal, applicants will need to select the appropriate Type and Subtype based on their specific project. Please refer to the table below for guidance on which Type and Subtype to enter. Choosing the correct options is crucial for ensuring that your application is processed accurately and efficiently.

PERMIT TYPE	REVIEW TYPE*	PORTAL TYPE	PORTAL SUBTYPE
Design Review	2	Design Review	Administrative
Design Review - Modification	1	Design Review	Modification

### Applicable Regulations:

- Design Review Manuals:
  - [Tukwila Urban Center](#)
  - [Tukwila International Boulevard](#)
  - [Townhouse Design Manual](#)
  - [Tukwila South – Commercial](#)
  - [Tukwila South - Residential](#)
- [Tukwila Title 18 – Zoning](#)

### Resources:

- [City Maps](#)
- [Land Use Permit Portal](#)

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## SUBMITTAL CHECKLIST – REQUIRED FOR ALL PERMITS

A PDF of each document is required at time of submittal. Please label files as listed below:

CHECKLIST	FILE NAME	DESCRIPTION
<i>DOCUMENTS</i>		
	<b>Affidavit</b>	Completed and notarized ' <a href="#">Affidavit of Ownership and Hold Harmless Permission to Enter Property</a> '.
	<b>Project Narrative</b>	Written discussion of project consistency with applicable design review criteria
	<b>SEPA Checklist</b>	A SEPA Checklist and separate SEPA Review Application is required unless exempt pursuant to WAC 197-11-800. City staff will review the checklist and the proposal's likely environmental impacts and issue a threshold determination.
<i>PLAN SETS</i>		
	<b>Plan Set</b>	Refer to the <a href="#">Land Use Application Plan Set Guide</a> for preparing plans.

## DESIGN REVIEW - ADMINISTRATIVE

### DESIGN REVIEW SCOPE + APPLICABILITY

- A. The Director shall have the authority to approve, approve with conditions, or deny all plans submitted based on a demonstration of compliance with all of adopted guidelines referenced in this chapter, as judged by the preponderance of evidence standard.
- B. Design review is required for all developments that meet the thresholds contained in each zoning district.
- C. Minor Modifications to Design Review Approval are required if modification of a building and/or site had gone through design review within the last 10 years.
- D. For development in the NCC, RC, and MUO zones within the Tukwila International Boulevard corridor, identified in TMC Figure 18-9, certain landscaping and setback standards may be waived and conditioned in accordance with criteria and guidelines in the Tukwila International Boulevard Design Manual, as currently enacted or hereafter amended. Landscaping and setback standards may not be waived on commercial property sides adjacent to residential districts.
- E. No changes shall be made to approved designs without further Director approval and consideration of the change in the context of the entire project.
- F. A building permit shall not be issued until the proposed development project has received design approval.
- G. Any reference to the term 'Board of Architectural Review' in any adopted design review guidelines or Code shall, unless otherwise stated, be understood to refer exclusively to the Director.

### DESIGN REVIEW PROCEDURES

- A. Applications for design review shall be processed as Type 2 decisions, subject to the provisions of TMC 18.104.
- B. All applications shall meet the application submittal requirements found at TMC 18.104.060.
- C. The Director is authorized to request and rely upon any document, guideline, or other consideration they deem relevant or useful to satisfy the purpose and objectives of this chapter, specifically including but not limited to the following criteria. The applicant shall bear the full burden of proof that the proposed

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development plans satisfy all of the criteria. The Director may modify a literal interpretation of the design review criteria if, in their judgment, such modifications better implement the Comprehensive Plan goals and policies.

## **DESIGN REVIEW CRITERIA**

- A. **Commercial and Light Industrial Design Review Criteria:** The criteria found at TMC 18.60.050 shall be used in all cases, except for:
  - 1. Multi-family, hotel, and motel developments, which shall use the multi-family, hotel, and motel design review criteria.
  - 2. Developments within the MUO, NCC, and RC districts of the Tukwila International Boulevard corridor (see *Figure 18-9*), which shall use the Tukwila International Boulevard design review criteria of this chapter.
  - 3. Developments within the TSO district.
- B. **Multi-Family, Hotel, and Motel Design Review Criteria:** The criteria found at TMC 18.60.060 shall be used for the following:
  - 1. Multi-family development, hotel development, motel development, and non-residential development in the LDR zoning district.
    - a. These developments shall also be subject to the Multi-Family Design Manual or Townhouse Design Manual.
- C. **Tukwila International Boulevard Design Review Criteria:** The design criteria and guidelines of the Tukwila International Boulevard Design Manual, as amended, shall be used for the following:
  - 1. Development in the MUO, NCC, and RC Districts within the Tukwila International Boulevard study area (see *Tukwila Municipal Code Figure 18-9*).
- D. **Parking Structure Design Guidelines:** The Parking Structure Design Guidelines shall be used whenever the provisions of this Title require a design review decision on proposed or modified parking structures.
- E. **Tukwila South Design Review Criteria:** The criteria found at TMC 18.60.070, as well as the guidelines contained in the Tukwila South Overlay District Design Manual or the Tukwila South Residential Design Guidelines, shall be used whenever the provisions of this Title require a design review decision on a proposed or modified development in the Tukwila South Overlay district.
- F. **Southcenter Design Criteria:** The criteria contained in the Southcenter Design Manual shall be used whenever the provisions of this title require a design review decision on a proposed or modified development in the Tukwila Urban Center districts.
- G. **Shoreline Design Criteria.** The criteria contained in the Shoreline Design Guidelines found at TMC 18.44.090 shall be used whenever the provisions of this title require a design review decision on a proposed or modified development in the Shoreline Overlay District.

## **DESIGN REVIEW - MODIFICATION**

Minor Modifications to Design Review Approval are required if modification of a building and/or site had gone through design review within the last 10 years.