ACCESSORY DWELLING UNIT
SUBMITTAL REQUIREMENTS

An accessory dwelling unit (ADU) is a habitable dwelling unit added to, created within, or detached from a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking and sanitation. Either the principal dwelling unit, or the ADU must be occupied by the property owner. Refer to Mercer Island City Code (MICC) 19.02.030 for ADU requirements and exceptions.

PRE-APPLICATION MEETING

A pre-application meeting is used to determine whether a land use project is ready for review, to review the land use application process, and to provide an opportunity for initial feedback on a proposed application. Some land use applications require a pre-application – in particular: short and long subdivisions, lot line revisions, shoreline permits, variances, and critical area determinations. The City strongly recommends that all land use applications use the pre-application process to allow for feedback by City staff.

For more information on the Pre-Application Meeting process, please refer to the Pre-Application Meeting Request Form.

SUBMITTAL REQUIREMENTS

In addition to the items listed below, staff may require the submission of any documentation reasonably necessary for review and approval of the land use application. An applicant for a land use approval and/or development proposal shall demonstrate that the proposed development complies with the applicable regulations (see MICC 19.02.030) and decision criteria.

1. Completed Pre-application. Recommended.
2. Development Application. Application form must be fully filled out and signed.
3. Project Narrative. The project narrative should describe the proposed development, including any anticipated future phases, and briefly describe how the project complies with applicable criteria (see MICC 19.02.030)
5. Fees. Payment of required fees.
6. ADU Affidavit. Submit a recorded document of the Affidavit in Support of Accessory Dwelling Unit Permit (may be submitted either at application or prior to approval).