CRITICAL AREA REVIEW 1
SUBMITTAL REQUIREMENTS

Mercer Island City Code (MICC) 19.07.090(A) - The purpose of a Critical Area Review 1 is to review:

1. Activities listed as modifications in section 19.07.130, modifications;
2. Verification of the presence or absence of a critical area; or
3. Verification of the delineation (location) and/or type of wetland or watercourse.

Critical Area Review 1 approvals provide a simplified review process for smaller scopes of work requiring less-detailed review than Critical Area Review 2 approvals.

PRE-APPLICATION MEETING

A pre-application meeting is used to determine whether a land use project is ready for review, to go over the land use application process, and to provide an opportunity for early 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 recommends that all land use applications use the pre-application process to allow for feedback by City staff when there are questions about City standards.

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

SUBMITTAL REQUIREMENTS

In addition to the items listed below, the code official 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 has the burden of demonstrating that the proposed development complies with the applicable regulations and decision criteria.

1. Development Application Sheet. Application form must be fully filled out and signed.
2. 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.
3. Critical Areas Study(s). Critical areas studies prepared by a qualified professional.
4. Fees. Payment of required fees.
5. Mitigation Plan. If a modification is being applied for pursuant to MICC 19.07.130
A Critical Area Review 1 (CAR 1) is a type of land use approval that allows one or more of the following actions:

1. Activities listed as modifications in MICC 19.07.130, Modifications;
2. Verification of the presence or absence of a critical area; or
3. Verification of the delineation (location) and/or type of wetland or watercourse.

Critical Area Review 1 approvals provide a simplified review process for smaller scopes of work requiring less-detailed review than Critical Area Review 2 approvals.

**APPLICATION AND REVIEW PROCESS**

**Critical Area Review 1** approvals are **Type I land use review type** as outlined in **Table B. Review Processing Procedures** under MICC 19.15.030 requiring the submittal of a complete application and issuance of a decision by staff. After submitting application materials, additional information might be requested to ensure a complete application is on file.

No public comment period or public hearing is required.

**TIPS FOR A SUCCESSFUL PROCESS**

**Project Manager:** Have a project manager that understands critical areas regulations and permitting process.

**Pre-Applications:** If a project involves a significant amount of work, or if there are questions regarding the process, a pre-application meeting is strongly recommended. A land use planner, and other review staff, can walk you through the application process and provide coaching on your application.

**Decision and Appeal Period:** Staff will issue a decision once sufficient information is provided to document that the project meets the applicable code standards. Decisions are normally issued on Monday to allow for proper notice to the public. There will be a 14-day appeal period after the final decision is issued.

**FURTHER INFORMATION**

For more general information about Critical Area Review 1, contact the Customer Service team at (206) 275-7605 and request to speak to a planner.

See the [definitions](#) section of the Mercer Island City Code for more information regarding terminology used.

---

**LEGAL DISCLAIMER:** This tip sheet is not a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements.