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## COMMUNITY PLANNING & DEVELOPMENT

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## DESIGN REVIEW - DESIGN COMMISSION

Design Review is the process by which the City evaluates developments within the City that meet the definition of “regulated improvements” in Mercer Island City Code (MICC) 19.16.010.

Regulated improvements are defined as:

Any development of any property within the city, except:

1. Property owned or controlled by the city; or
2. Single-family dwellings and the buildings, structures and uses accessory thereto; or
3. Wireless communications structures, including associated support structures and equipment cabinets.

The Design Commission is the decision authority for review of major new construction as well as minor exterior modifications in the Town Center. Most minor exterior modifications outside of the Town Center as well as some minor exterior modifications in the Town Center are reviewed by the Code Official. The Code Official may choose to send any application to the Design Commission for review.

### PRE-APPLICATION

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, 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 shall demonstrate that the proposed development complies with the applicable regulations and decision criteria.

1. **Completed pre-application.**
2. **Development Application Sheet.** 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.
4. **Title Report.** Less than 30 days old.
5. **Transportation Concurrency Application or Certificate.** Submit prior to, or concurrent with, any development proposal that will result in the creation of one or more net new vehicle trips during peak hours.
6. **Development Plan Set.** Please refer to the [Land Use Application - Plan Set Guide](#) in preparing plans.
7. **Critical Areas Study(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by critical areas.

8. **Arborist Report.** Arborist reports prepared by a qualified arborist.
9. **SEPA Checklist.** A SEPA checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.
10. **Fees.** Payment of required fees.
11. **Traffic Study**
12. **Parking Plan**
13. **Site Photographs**
14. **Photographic examples of colors and materials**
15. **Pedestrian and vehicular circulations**
16. **Lighting and sign master plans**