

# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36<sup>TH</sup> STREET | MERCER ISLAND, WA 98040

PHONE: (206) 275-7605 | [www.mercerisland.gov](http://www.mercerisland.gov)



### CITY USE ONLY

PROJECT NO.	RECEIPT NO.	FEE
Date Received:		
Received By:		

## 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.

## REVIEW PROCESS – TYPE IV LAND USE REVIEW

Type IV reviews require discretion and may be actions of broad public interest. Decisions on Type IV reviews are only taken after an open record public hearing. Type IV reviews require a pre-application meeting, letter of complete application, notice of application mailing and posting, a 30-day public comment period, public hearing, notice of decision, and the decision is made by the Hearing Examiner or Design Commission.

## 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 meeting – 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](#).

## FEES

Fees applicable to this project:

Design Review – Design Commission

Refer to the City of Mercer Island [Fee Schedule](#) for current permit fees.

## PROPERTY INFORMATION

Property Address:

Parcel Number(s):

Gross Lot Area(s):

Net Lot Area(s):

Zone:


Shoreline Environment Designation (if located within 200 feet of Lake Washington):

- ☐ Urban Residential  
☐ Urban Park

### CRITICAL AREAS ON PROPERTY

#### GEOLOGICALLY HAZARDOUS AREAS

- ☐ Potential Landslide Hazard  
☐ Erosion Hazard  
☐ Seismic Hazard  
☐ Steep Slope  
☐ None

#### WATERCOURSES

- ☐ Type F  
☐ Type Np  
☐ Type Ns  
☐ Piped  
☐ Unknown

#### WETLANDS

- ☐ Category I  
☐ Category II  
☐ Category III  
☐ Category IV  
☐ Unknown

### SUBMITTAL CHECKLIST

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. Development Application Form.** Provide a completed and signed [Development Application Form](#).
- ☐ **2. Pre-Application Meeting.** [Pre-Application Meetings](#) are required for Type III & IV Land Use Permit Applications.
- ☐ **3. Study Session.** A study session is required for projects that will require design review and approval by the design commission.
- ☐ **4. Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases.
- ☐ **5. Criteria Compliance Narrative.** Detail how the application meets the review criteria for Design Commission Design Review in [MICC 19.15.220](#). Refer to the [Code Compliance Matrix](#) Tip Sheet for preparing the narrative.
- ☐ **6. Title Report.** Less than 30 days old.
- ☐ **7. Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary.
- ☐ **8. Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary, if applicable.
- ☐ **9. Development Plan Set.** Refer to the [Land Use Application Plan Set Guide](#) for preparing plans.
- ☐ **10. Concurrent Review Form.** Provide a completed [Concurrent Review Form](#) if the applicant wishes to request consolidated review for two or more land use applications. Refer to MICC 19.15.030(F) for land use application reviews that may be consolidated.
- ☐ **11. 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.
- ☐ **12. Traffic Study.** A Traffic Study is required if the development proposal will result in the creation of 10 or more net new vehicle trips during peak hours.
- ☐ **13. Critical Areas Study(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by critical areas.
- ☐ **14. Arborist Report.** Arborist reports prepared by a qualified arborist is required unless waived by the city arborist.

- ☐ **15. SEPA Checklist.** A SEPA checklist and separate SEPA Review Application is required unless the project is categorically exempt per [WAC 197-11-800](#).
- ☐ **16. Parking Plan.** A Parking Plan is required unless the proposed development does not alter the existing parking lot design, or does not exceed the threshold for remodels in [MICC 19.11.130](#) for development in the Town Center.
- ☐ **17. Site Photographs.**
- ☐ **18. Photographic examples of existing and proposed colors and materials.**
- ☐ **19. Lighting and sign master plans.**
- ☐ **20. Fees.** Payment of required fees.

I HEREBY CERTIFY THAT I HAVE READ THIS APPLICATION AND SUBMITTAL CHECKLIST AND ALL REQUIRED APPLICATION MATERIALS ARE INCLUDED IN MY APPLICATION SUBMITTAL, UNLESS WAIVED BY THE CODE OFFICIAL. ALL INFORMATION SUBMITTED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT WILLFUL MISREPRESENTATION OF INFORMATION WILL TERMINATE THIS APPLICATION. I UNDERSTAND THAT MY SUBMITTAL WILL BE REVIEWED FOR COMPLETENESS AND, IF FOUND TO BE COMPLETE, WILL BE PROCESSED PURSUANT TO THE PROVISIONS OF CHAPTER 19.15 MICC.

Signature

Date