

## COMMUNITY PLANNING & DEVELOPMENT

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### LOT LINE REVISION – SUBMITTAL REQUIREMENTS

A Lot Line Revision (LLR) is an adjustment of boundary lines between existing lots that does not create any additional lots, and which does not reduce the area of any existing lot to the point that it fails to meet minimum development code requirements for area and dimensions. A LLR can also be used to consolidate two or more lots into a single lot through the removal of shared lot lines. Refer to Mercer Island City Code [19.08.070](#) for more information regarding Lot Line Revisions.

#### 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, the 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 and decision criteria.

1. **Completed Pre-application Meeting.** 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.
4. **Title Report.** Less than 30 days old.
5. **Development Plan Set.** Refer to the [Land Use Application - Plan Set Guide](#) in preparing plans.
6. **Critical Areas Study(s).** Critical areas studies prepared by a qualified professional if the site is constrained by critical areas.
8. **SEPA Checklist.** A SEPA checklist is required, unless the project is categorically exempt. Consult with a planner if you are unsure if the project is exempt.
9. **Fees.** Payment of required fees.
10. **Calculate Net Lot Area for Each Lot.** “Net Area” is the lot area minus the area between lateral lines of any such lot and any part of such lot which is part of a “street”.
11. **Lot Closure Calculations for Each Lot.** Provide copy of the lot closure calculations prepared by a professional land surveyor.