



COMMUNITY PLANNING & DEVELOPMENT

206.275.7605

www.mercerisland.gov/cpd

CITY USE ONLY

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

HOME BUSINESS

A Home Business is an accessory use to the residential use and subject to the conditions in [MICC 19.02.010\(A\)\(5\)](#). A home business may make those improvements to the home business that are normally allowed for single-family residences.

REVIEW PROCESS – TYPE I LAND USE REVIEW

Type I reviews are based on clear, objective, and nondiscretionary standards or standards that require the application of professional expertise on technical issues. Type I reviews do not require a pre-application meeting, public notification, notice of application mailing and posting, public comment periods, public hearing, or notice of decision. The decision is made by the Code Official.

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. **Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases.
- ☐ 3. **Code Compliance Matrix.** Detail how the application meets the review criteria for Home Businesses in [MICC 19.02.010\(A\)\(5\)](#). Refer to the [Code Compliance Matrix Tip Sheet](#) for preparing the narrative.
- ☐ 4. **Title Report.** Less than 30 days old. Required unless waived by the code official.
- ☐ 5. **Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary. Required only if the Title Report does not clearly show ownership or authority to develop the property. Required unless waived by the code official.
- ☐ 6. **Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary. Required unless waived by the code official.
- ☐ 7. **Development Plan Set.** Refer to the [Land Use Application Plan Set Guide](#) for preparing plans.
- ☐ 8. **Optional: Concurrent Review Form.** Provide a completed [Concurrent Review Form](#) if consolidated review for two or more land use applications is requested. Refer to [MICC 19.15.030\(F\)](#) for land use application reviews that may be consolidated.
- ☐ 9. **Fees.** Payment of required fees. Refer to the City of Mercer Island [Fee Schedule](#) for current permit 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