



**COMMUNITY PLANNING & DEVELOPMENT**

206.275.7605  
www.mercerisland.gov/cpd

CITY USE ONLY		
PROJECT NO.	RECEIPT NO.	FEE
Date Received:		
Received By:		

**REVISION TO SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT**

When an applicant seeks to revise an approved Shoreline Substantial Development Permit, the requirements in [WAC 173-27-100](#) must be met. The proposed changes must be within the scope and intent of the original permit, and must be consistent with the City’s Shoreline Master Program (SMP), located in [MICC 19.13](#).

**REVIEW PROCESS – TYPE III LAND USE REVIEW**

Type III reviews require the exercise of discretion about nontechnical issues. Type III reviews require a pre-application meeting, letter of complete application, notice of application mailing and posting, a 30-day public comment period, notice of decision, and the decision is made by the Code Official. Type III reviews do not require a public hearing.

The city's action in approving, approving with conditions, or denying any substantial development permit or shoreline exemption is final unless an appeal is filed in accordance with applicable laws. The city shall send the shoreline permit and documentation of final local decisions to the applicant, the department of ecology, the Washington State Attorney General and to all other applicable local, state, or federal agencies. The decision shall be sent to the Department of Ecology by return receipt requested mail or as regulated by [WAC 173-27-130](#).

**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. **Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases.
- 4. **Code Compliance Matrix.** Detail how the application meets the review criteria for [WAC 173-27-100](#) and [MICC 19.13.050](#). Refer to the [Code Compliance Matrix Tip Sheet](#) for preparing the narrative.
- 5. **Title Report.** Less than 30 days old. Required unless waived by the code official.
- 6. **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.
- 7. **Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary. Required unless waived by the code official.

- 8. Development Plan Set.** Refer to the [Land Use Application Plan Set Guide](#) for preparing plans.
- 9. JARPA Form.**
- 10. Critical Areas Study(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by a critical area and if the proposed scope of work results in an alteration to a critical area. A separate Critical Area Review 2 permit may be required.
- 11. No Net Loss Report.** A report prepared by a qualified professional demonstrating the proposal will not result in a net loss of ecological function per [MICC 19.13.020\(C\)](#), unless waived by the code official.
- 12. SEPA Checklist.** A SEPA Checklist and separate SEPA Review permit is required unless the project is categorically exempt per the criteria in [WAC 197-11-800](#).
- 13. Sewer Lake Line Affidavit.** When the proposed work will alter the lakebed, a sewer lake line affidavit is required. The sewer lake line location must be shown and labeled on the plans. The label should include how the line was located and the date.
- 14. 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**