



## COMMUNITY PLANNING & DEVELOPMENT

206.275.7605

[www.mercerisland.gov/cpd](http://www.mercerisland.gov/cpd)

### CITY USE ONLY

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

## CODE AMENDMENT

A code amendment is a legislative action (sometimes known as a zoning text revision), which involves the creation, amendment, or implementation of policy or law by ordinance. In contrast to a land use approval or permit, legislative actions apply to large geographic areas and are of interest to many property owners and citizens. Legislative actions are only taken after an open record public hearing and normally require review by the Planning Commission and the City Council.

The city may approve or approve with modifications a proposal to amend the code only if the amendment is consistent with the comprehensive plan, the amendment bears a substantial relation to the public health, safety, or welfare, and the amendment is in the best interest of the community as a whole.

## REVIEW PROCESS

Applications for code amendments shall be docketed pursuant to [MICC 19.15.230\(D\)](#) and considered on at least an annual basis.

Code amendments are subject to the review procedures in [MICC 19.15.260](#), which include a notice in the weekly CPD permit bulletin, a notice in a newspaper of general circulation, and, if the proposed amendment will affect a specific property or defined area in the city, mailed to all property owners within 300 feet of the affected property or defined area, and posted on the site in a location that is visible to the public right-of-way.

## 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 Code Amendments in [MICC 19.15.250](#) and [MICC 19.15.260](#). Refer to the [Code Compliance Matrix Tip Sheet](#) for preparing the narrative.  
The Criteria Compliance Narrative should also describe how the proposed code amendment implements, and complies with, the Growth Management Act (RCW 36.70A) and the Mercer Island Comprehensive Plan.  
The city may approve or approve with modifications a proposal to amend the code only if the amendment is consistent with the comprehensive plan, the amendment bears a substantial

relation to the public health, safety, or welfare, and the amendment is in the best interest of the community as a whole.

- ☐ 5. **Title Report.** Less than 30 days old. 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. **SEPA Checklist.** A SEPA Checklist and separate SEPA Review application is required, unless categorically exempt pursuant to [WAC 197-11-800](#). City staff will review the checklist and the proposal's likely environmental impacts and issue a threshold determination.
- ☐ 8. **Vicinity Map.** A Vicinity Map of the subject property or defined area is required, unless the proposal is for a city-wide amendment.
- ☐ 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**