



COMMUNITY PLANNING & DEVELOPMENT

206.275.7605

www.mercerisland.gov/cpd

CITY USE ONLY

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

RECLASSIFICATION OF PROPERTY (REZONE)

A Reclassification of Property, or Rezone, is how property owners may change the zoning of property to allow a new or different land use which conforms with the Mercer Island Comprehensive Plan. A rezone is a legislative action, only taken after an open record public hearing requiring review by the Planning Commission and the City Council.

REVIEW PROCESS

Rezoning is 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.

The Planning Commission holds a public meeting and makes a recommendation on the application to the City Council. The Council holds a public hearing and makes the final decision on a rezoning.

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 Rezoning in [MICC 19.15.240](#) 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 reclassification is consistent with the policies and provisions of the Mercer Island comprehensive plan;
- The proposed reclassification is consistent with the purpose of the Mercer Island development code set forth in [MICC 19.01.010](#);
- The proposed reclassification is an extension of an existing zone, or a logical transition between zones;
- The proposed reclassification does not constitute an illegal site-specific rezoning;
- The proposed reclassification is compatible with surrounding zones and land uses; and
- The proposed reclassification does not adversely affect public health, safety, and welfare.

- ☐ **4. Comprehensive Plan Amendment Approval or Completed Application.** If a comprehensive plan amendment is required in order to satisfy [MICC 19.15.240\(C\)\(1\)](#), approval of the comprehensive plan amendment is required prior to or concurrent with the granting of an approval of the rezone. Refer to the [Comprehensive Plan Amendment Application](#) for submittal requirements.
- ☐ **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. SEPA Checklist.** A SEPA Checklist and separate SEPA Review application is required. City staff will review the checklist and the proposal's likely environmental impacts and issue a threshold determination.
- ☐ **9. Vicinity Map.** A Vicinity Map of the subject property or defined area is required, unless the proposal is for a city-wide amendment.
- ☐ **10. 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