

## COMMUNITY PLANNING & DEVELOPMENT

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## SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS

A Shoreline Substantial Development Permit is used to obtain approval for proposals including uses that are listed as permitted in the City's Shoreline Master Program (SMP, located in MICC 19.07.110), and which do not fall under one of the permit exemptions allowed by state law in WAC 173-27-040.

Shoreline Substantial Development Permits review proposals for compliance with the standards in the SMP. If construction authorization is required, separate permits must be obtained.

### 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 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 has the burden of demonstrating that the proposed development complies with the applicable regulations and decision criteria.

1. **Completed pre-application meeting**
2. **Development Application Sheet.** 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. Please state how the project is categorically exempt from SEPA per WAC 197-11-800 or if SEPA is required.
4. **Development Plan Set.** Please refer to the [Land Use Application - Plan Set Guide](#) in preparing plans. Please also show:
  - a. Existing vegetation and trees within 50 feet of the Ordinary High Water Mark;
  - b. Existing structures and flatwork within 50 feet of the Ordinary High Water Mark including but not limited to: patios, walkways, retaining walls, stairs, etc.;
  - c. Lateral lines and setbacks,
  - d. Shoreline planting plan (if required by code for the proposed scope of work),
  - e. 0-25- and 25-50-foot shoreline setbacks and % of hardscape and lot coverage (if development occurs landward of the OHWM),
  - f. Dock width
  - g. Percentage of proposed structural and decking repair/replacement.

5. **No Net Loss Report.** A report prepared by a qualified professional demonstrating the proposal will cause not net loss of ecological function.
6. **SEPA Checklist.** A SEPA checklist is required, unless the project is categorically exempt. Please refer to WAC 197-11-800 and consult with a planner if you are unsure if the project is exempt.
7. **Fees.** Payment of required fees.
8. **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.