

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040
PHONE: 206.275.7605 | www.mercerisland.gov/cpd



FINAL PLAT APPROVAL OF A LONG SUBDIVISION SUBMITTAL REQUIREMENTS

After approval of a long subdivision preliminary plat by the City Council, the final plat is how the City approves the final plan for division of land into five or more lots, or the land to be divided is 4 acres or more. Once the preliminary plat for a long subdivision has been approved by the City Council the applicant has five years to submit a final plat meeting all requirements of [MICC 19.08](#).

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 shall demonstrate that the proposed development complies with the applicable regulations and decision criteria.

1. **Completed site improvements.** Prior to application for final plat, site improvements shall be completed to the satisfaction of the City Engineer or designee.
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 conditions of approval.
4. **Title Report.** Less than 30 days old.
5. **Transportation Concurrency Application or Certificate.** Submit prior to, or concurrent with, any development proposal that will result in the creation of one or more net new vehicle trips during peak hours.
6. **Fees.** Payment of required fees.
7. **Hold Harmless.** The owner of property for which a development proposal is submitted, except a public right-of-way or the site of a permanent public facility, shall file an agreement approved by the city and recorded with the King County records and elections division prior to the issuance of any development permit. Said agreement shall be in a form approved by the city attorney, shall hold harmless and indemnify the city and its employees from and against any liability for damages to persons or property as the result of construction or other action undertaken by the applicant on the subject property, and shall run with the land for a period of at least three years from completion of the work and be binding on the applicant and his/her successors and assigns.