

COMMUNITY PLANNING & DEVELOPMENT

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FINAL PLAT APPROVAL FOR SHORT PLAT SUBMITTAL REQUIREMENTS

After the code official grants preliminary approval for a short subdivision and all conditions of preliminary approval and installation of any required plat improvements are completed, the applicant may submit for final approval of the short subdivision. Once the short subdivision has received preliminary approval, the applicant has **five years** to submit a final plat that meets all requirements of the Mercer Island City Code (MICC) [Chapter 19.08](#) – Subdivision Regulations. A short plat that is not recorded within five years after its preliminary approval shall expire, becoming null and void.

This handout is a general guide to the Subdivision Regulations contained in MICC [Chapter 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 (MICC [19.08.050](#)).

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.** 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 the conditions of the preliminary approval.
4. **Title Report.** Less than 30 days old.
5. **Transportation Concurrency Application or Certificate.** Submit [Transportation Concurrency Application](#) 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. **Lot Closure Calculations.** Complete field calculations and computations noted for the plat and details of all distances, angles, and calculations with information on the error of closure.
7. **Final Plat.** Refer to the [Land Use Application – Plan Set Guide](#) when preparing plans.
8. **Fees.** Payment of required fees.