

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: (206) 275-7605 | www.mercerisland.gov



CITY USE ONLY

PROJECT NO.

RECEIPT NO.

FEE

Date Received:

Received By:

TEMPORARY USE PERMIT APPLICATION

Temporary uses or structures are allowed to occupy private property for a limited time only. Refer to Mercer Island City Code (MICC) 19.06.130 for temporary use requirements and exceptions.

REVIEW PROCESS – TYPE I LAND USE REVIEW

Type I reviews are based on clear, objective and nondiscretionary standards or standards that require the application of professional expertise on technical issues. Type I review decisions are made by the Code Official. Type I reviews do not require a public notice of application, pre-application meeting, letter of complete application, notice of application mailing and posting, public comment period, public hearing, or notice of decision.

PRE-APPLICATION MEETING – Recommended, but not required.

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 meeting – 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](#).

FEES

Fees applicable to this project: Hourly Review Fees Apply

Refer to the City of Mercer Island [Fee Schedule](#) for current permit fees.

PROPERTY INFORMATION

Property Address:

Parcel Number(s):

Gross Lot Area(s):

Net Lot Area(s):

Zone:

Shoreline Environment Designation
(if located within 200 feet of Lake Washington):

☐

Urban Residential

☐

Urban Park

CRITICAL AREAS ON PROPERTY

GEOLOGICALLY HAZARDOUS AREAS

☐

Potential Landslide Hazard

☐

Erosion Hazard

☐

Seismic Hazard

WATERCOURSES

☐

Type F

☐

Type Np

☐

Type Ns

WETLANDS

☐

Category I

☐

Category II

☐

Category III

☐ Steep Slope
☐ None

☐ Piped
☐ Unknown

☐ Category IV
☐ Unknown

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. The project narrative should include the following:
- A detailed description of the request, including the use and any associated temporary structures
 - The requested time period the use or structure will operate or occupy the site.
- ☐ **3. Criteria Compliance Narrative.** Detail how the application meets the review criteria for Accessory Dwelling Units in MICC 19.06.130. Refer to the [Code Compliance Matrix](#) Tip Sheet for preparing the narrative.
- ☐ **4. Site Plan.** The site plan should indicate where on the property the temporary use or structure will be located.
- ☐ **5. Concurrent Review Form.** Provide a completed [Concurrent Review Form](#) if the applicant wishes to request consolidated review for two or more land use applications. Refer to [MICC 19.15.030\(F\)](#) for land use application reviews that may be consolidated.
- ☐ **6. Fees.** Payment of required 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