
COMMUNITY PLANNING & DEVELOPMENT

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VARIANCE

SUBMITTAL REQUIREMENTS

A variance is a land use approval that is used to obtain approval for relief from specific bulk, dimensional or performance standards established by Title 19 of the Mercer Island City Code (MICC) where there are extraordinary circumstances relating to the physical character or configuration of property such that the strict implementation of the regulations will impose unnecessary hardships on the applicant. Variances cannot be used to allow a use that is not otherwise allowed by the MICC.

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

1. **Completed pre-application.**
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.
4. **Title Report.** Less than 30 days old.
5. **Development Plan Set.** Please refer to the [Land Use Application - Plan Set Guide](#) in preparing plans.
6. **Critical Areas Study(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by critical areas.
7. **Arborist Report.** Unless waived by the city arborist. Arborist reports should be prepared by a qualified arborist.
8. **SEPA Checklist.** A SEPA checklist is required, unless the project is categorically exempt. Consult with a planner if you are unsure if the project is exempt.
9. **Fees.** Payment of required fees.