
CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

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REZONE (RECLASSIFICATION OF PROPERTY) – SUBMITTAL REQUIREMENTS

PURPOSE

The means by which property owners may change the zoning of property to allow a new or different land use which conforms with the Mercer Island Comprehensive Plan. Following mailing of a notice to all residents within 300 feet of the property, publishing the notice in the local newspaper, and posting on-site if this is a site specific rezone, the Commission holds a public meeting and makes a recommendation on the application to the City Council. The Council holds a public hearing and makes the final decision on a rezone.

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.

Please note: pre-application meetings are held on Tuesdays, by appointment. To schedule a meeting, submit the meeting request form and the pre-application meeting fee (see fee schedule). Meetings must be scheduled at least one week in advance. Applicants are required to upload a project narrative, a list of questions/discussion points, and preliminary plans to the Mercer Island File Transfer Site one week ahead of the scheduled meeting date.

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 rezone, including any anticipated future phases, and briefly describe how the proposed rezone implements, and complies with, the Growth Management Act (RCW 36.70A), the Mercer Island Comprehensive Plan, and Chapter 19.15 of the Mercer Island City Code.
4. **Title Report.** Less than 30 days old.
5. **Critical Areas Study(s).** Critical areas studies prepared by a qualified professional.
6. **Arborist Report.** Arborist reports prepared by a qualified arborist.
7. **SEPA Checklist.** A SEPA checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.
8. **Fees.** Payment of required fees.