



March 13, 2026

Attn: Chris Luthi **Responses in RED below**
4737 37th Ave SW
Seattle, WA 98126
Via: Email

RE: **CAO25-026** Request for Information 2; 3427 72nd PL SE, Mercer Island, WA 98040

Dear Chris,

The City of Mercer Island Community Planning and Development Department has completed a review for compliance with the zoning code, Title 19 of the Mercer Island City Code (MICC) for the above Critical Area Review 2 application. The application is **INCOMPLETE**. The following materials must be provided before we continue processing of the application:

1. **Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases. **uploaded**
2. **Criteria Compliance Narrative.** Detail how the application meets the review criteria for Critical Area Review 2 in MICC 19.07.090, MICC 19.07.160, MICC 19.07.170, MICC 19.07.180 and/or MICC19.07.190. Refer to the Code Compliance Matrix Tip Sheet for preparing the narrative.
3. **Title Report.** Less than 30 days old. **uploaded**
4. **Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary. **uploaded**
5. **Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary, if applicable. **uploaded**
6. **Disclosure and Notice on Title.** A Disclosure and Notice on Title recorded with the King County Recorder's Office consistent with MICC 19.07.070 disclosing the presence of critical areas on the development proposal site and any mapped or identifiable critical areas within the distance equal to the largest potential required buffer applicable to the development proposal on the development proposal site. **uploaded**

Madelyn Nelson

Madelyn Nelson, Assistant Planner
City of Mercer Island Community Planning and Development
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Responding and Resubmitting: [Click for More Detailed Instructions](#)

1. Reply to all review comments within the correction letter.
2. Update your drawings, and any necessary supplemental documents or forms.
3. Upload updated drawings to the [Mercer Island Permit Submittal Portal](#).

Having Trouble? Please Review the Following:

[Accessing, Reviewing, and Responding to MlePlan Comments](#)

[Troubleshooting MlePlan](#)

[MlePlan Overview](#)

Thank you for your participation in the MlePlan review process.