



COMMUNITY PLANNING & DEVELOPMENT

206.275.7605
www.mercerisland.gov/cpd

CITY USE ONLY		
PROJECT NO.	RECEIPT NO.	FEE
Date Received:		
Received By:		

CRITICAL AREA REVIEW 2

The purpose of Critical Area Review 2 is to review critical area studies and mitigation plans in support of proposed buffer averaging and reduction of wetland or watercourse buffers. Critical Area Review 2 is also used to review alterations to geologically hazardous areas. Any work within geologically hazardous areas, wetlands, watercourses, and/or their associated buffers, requires a Critical Area Review 2 unless the activity meets the criteria in [MICC 19.07.130](#), Modifications, or [MICC 19.07.120](#), Exemptions.

Critical Area Review 2 applications are often reviewed by third-party peer reviewers, per [MICC 19.07.050](#).

REVIEW PROCESS – TYPE III LAND USE REVIEW

Type III reviews require the exercise of discretion about nontechnical issues. Type III reviews require a pre-application meeting, letter of complete application, notice of application mailing and posting, a 30-day public comment period, notice of decision, and the decision is made by the Code Official. Type III reviews do not require a public hearing.

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. Pre-Application Meeting.** [Pre-Application Meetings](#) are required for Type III & IV Land Use Permit Applications.
- 3. Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases.
- 4. Code Compliance Matrix.** 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 [MICC 19.07.190](#). Refer to the [Code Compliance Matrix Tip Sheet](#) for preparing the narrative.
- 5. Title Report.** Less than 30 days old. Required unless waived by the code official.
- 6. Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary. Required only if the Title Report does not clearly show ownership or authority to develop the property. Required unless waived by the code official.
- 7. Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary. Required unless waived by the code official.
- 8. Development Plan Set.** Refer to the [Land Use Application Plan Set Guide](#) for preparing plans.
- 9. Optional: Concurrent Review Form.** Provide a completed [Concurrent Review Form](#) if consolidated review for two or more land use applications is requested. Refer to [MICC 19.15.030\(F\)](#) for land use application reviews that may be consolidated.

- 10. Critical Area Study.** Critical areas studies prepared by a qualified professional, if the site is constrained by a critical area and if the proposed scope of work results in an alteration to a critical area. A separate Critical Area Review 2 may be required.
- 11. 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.
- 12. SEPA Checklist.** A SEPA Checklist and separate SEPA Review application is required, unless categorically exempt pursuant to [WAC 197-11-800](#). City staff will review the checklist and the proposal’s likely environmental impacts and issue a threshold determination.
- 13. Fees.** Payment of required fees. Refer to the City of Mercer Island [Fee Schedule](#) for current permit 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