



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

**CONDITIONAL USE PERMIT**

A Conditional Use Permit is for a use listed among those permitted in any given zone, but authorized only after a conditional use permit has been granted. The intent of the conditional use permit review process is to evaluate the particular characteristics and location of certain uses relative to the development and design standards established in this title. The review shall determine if the development proposal should be permitted after weighing the public benefit and the need for the use with the potential impacts that the use may cause.

**REVIEW PROCESS – TYPE IV LAND USE REVIEW**

Type IV reviews require discretion and may be actions of broad public interest. Decisions on Type IV reviews are only taken after an open record public hearing. Type IV reviews require a pre-application meeting, letter of complete application, notice of application mailing and posting, a 30-day public comment period, public hearing, notice of decision, and the decision is made by the Hearing Examiner or Design Commission.

**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 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:

Conditional Use Permit:

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
- Steep Slope
- None

**WATERCOURSES**

- Type F
- Type Np
- Type Ns
- Piped
- Unknown

**WETLANDS**

- Category I
- Category II
- Category III
- 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. 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. Criteria Compliance Narrative.** Detail how the application meets the review criteria for Conditional Use Permits in [MICC 19.06.110](#). Refer to the [Code Compliance Matrix](#) Tip Sheet for preparing the narrative.  
The Criteria Compliance Narrative must also include detailed demonstration that the application meets all applicable criteria outlined in the code for the proposed use.
- 5. Critical Areas Study(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by critical areas.
- 6. Transportation Concurrency Application or Certificate.** Submit prior to, or concurrent with, any development proposal that will result in the creation of one or more net new vehicle trips during peak hours.
- 7. Title Report.** Less than 30 days old.
- 8. Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary.
- 9. Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary, if applicable.
- 10. Development Plan Set.** Refer to the [Land Use Application Plan Set Guide](#) for preparing plans.
- 11. SEPA Checklist.** A SEPA Checklist and separate SEPA Review Application is required unless 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.
- 12. 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.
- 13. 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 *Susan DaPro* Date *1/23/2024*  
*Charr, Encounter Church*