



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

DESIGN REVIEW – CODE OFFICIAL

Design review is the process by which the City reviews the design of proposed development to ensure compliance with either design standards for the Town Center design ([MICC 19.11](#)), or for zones outside the Town Center ([MICC 19.12](#)). Development of property owned by the City, single family home development, and development of wireless communication facilities is not subject to design review ([MICC 19.16](#)). Any development that does not qualify as major new construction ([MICC 19.15](#) and [19.16](#)) is considered a minor exterior modification and subject to administrative design review. The code official has the authority to determine if a minor exterior modification is not significant and does not require formal design review.

REVIEW PROCESS – TYPE II LAND USE REVIEW

Type II reviews are based on clear, objective and nondiscretionary standards or standards that require the application of professional expertise on technical issues. Type II reviews require public notification of application and the decision is made by the Code Official. Type II reviews do not require a pre-application meeting, letter of complete application, notice of application mailing and posting, public comment period, public hearing, or notice of decision.

PRE-APPLICATION MEETING– Recommended, but not required.

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:

Design Review – Code Official

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.** Recommended
- 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 Administrative Design Review in [MICC 19.15.220](#). Refer to the [Code Compliance Matrix Tip Sheet](#) for preparing the narrative.
- 5. Title Report.** Less than 30 days old. Unless waived by the code official.
- 6. Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary.
- 7. Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary, if applicable.
- 8. Development Plan Set.** Refer to the [Land Use Application Plan Set Guide](#) for preparing plans.
- 9. 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.
- 10. Critical Areas Study(s).** Critical Areas Studies prepared by a qualified professional, if the site is constrained by critical areas.
- 11. Arborist Report.** Unless waived by the city arborist. Arborist reports should be prepared by a qualified arborist.
- 12. SEPA Checklist.** A SEPA Checklist and separate SEPA Review permit is required unless the project is categorically exempt per the criteria in [WAC 197-11-800](#).
- 13. 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.
- 14. 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



Revised 1/2025

Date