



**COMMUNITY PLANNING & DEVELOPMENT**

206.275.7605  
www.mercerisland.gov/cpd

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

**CODE OFFICIAL DESIGN REVIEW**

Design review is the process by which the City reviews the design of proposed development to ensure compliance with the design standards for the Town Center in Mercer Island City Code (MICC) 19.11, or zones outside the Town Center in MICC 19.12. Development of property owned by the City, single-family dwellings, middle housing dwellings, accessory dwelling units, and the buildings, structures and uses accessory thereto, and wireless communication facilities are not subject to design review. Any development that does not qualify as major new construction is considered a minor exterior modification and is subject to code official (administrative) design review. The code official has the authority to determine if a minor exterior modification is significant and requires 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 a letter of complete application, public notification of application, and the decision is made by the Code Official. Type II reviews do not require a pre-application meeting, notice of application mailing and posting, public comment period, public hearing, or notice of decision.

**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. Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases.
- 3. Code Compliance Matrix.** Detail how the application meets the review criteria for design standards for development within the Town Center in [MICC 19.11](#) or outside the Town Center in [MICC 19.12](#). Refer to the [Code Compliance Matrix Tip Sheet](#) for preparing the narrative.
- 4. Title Report.** Less than 30 days old. Required unless waived by the code official.
- 5. 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.
- 6. Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary. Required unless waived by the code official.
- 7. Development Plan Set.** Refer to the [Land Use Application Plan Set Guide](#) for preparing plans.
- 8. Parking Plan.** A Parking Plan is required unless the proposed development does not alter the existing parking lot design, or does not exceed the threshold for remodels in [MICC 19.11.130](#) for development in the Town Center.

- 9. Critical Area Study(s).** 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.
- 10. 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.
- 11. Transportation Concurrency Certificate or Application.** 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.
- 12. 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.
- 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**