



**COMMUNITY PLANNING & DEVELOPMENT**

206.275.7605  
www.mercerisland.gov/cpd

| CITY USE ONLY  |  |
|----------------|--|
| Date Received: |  |
| Received By:   |  |

**DEVELOPMENT APPLICATION**

A Development Application form is required to be completed for any land use project within the City of Mercer Island. Additional supplemental information for each specific land use permit requested is required. See below for land use permits and associated permit forms.

**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. All Type III and IV land use reviews require a pre-application meeting – for example: short and long subdivisions, lot line revisions, shoreline permits, variances, conditional use permits, 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, regardless of review type. For more information on the Pre-Application Meeting process, please refer to the [Pre-Application Meeting Request Form](#).

**FEES**

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 Designation (if located within 200 feet of Lake Washington):

Urban Residential

Urban Park

**CRITICAL AREAS**

**GEOLOGICALLY HAZARDOUS AREAS**

- Potential Landslide Hazard
- Erosion Hazard
- Seismic Hazard

**WATERCOURSES**

- Type F
- Type Np
- Type Ns

**WETLANDS**

- Category I
- Category II
- Category III

Steep Slope  
 None

Piped  
 None

Category IV  
 None

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**APPLICANT/REPRESENTATIVE INFORMATION**  Same as Property Owner

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**DECLARATION:** I HEREBY STATE THAT I AM THE OWNER OF THE SUBJECT PROPERTY OR I HAVE BEEN AUTHORIZED BY THE OWNER(S) OF THE SUBJECT PROPERTY TO REPRESENT THIS APPLICATION AND THAT THE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**SIGNATURE**

**DATE**

**PROPOSED APPLICATION(S) AND CLEAR DESCRIPTION OF PROPOSAL**

Please use additional paper if needed.

## REQUESTED LAND USE APPROVALS (check all that apply)

| CRITICAL AREAS   | ENVIRONMENTAL REVIEW  | SUBDIVISIONS  |
|--|---|---|
| <input type="checkbox"/> Critical Area Review 1  | <input type="checkbox"/> SEPA Review                              | <input type="checkbox"/> Short Plat – Preliminary                         |
| <input type="checkbox"/> Critical Area Review 2  | <input type="checkbox"/> Environmental Impact Statement           | <input type="checkbox"/> Short Plat – Alteration                          |
| DESIGN REVIEW  | LEGISLATIVE   | <input type="checkbox"/> Short Plat – Final Plat                          |
| <input type="checkbox"/> Design Review – Sign  | <input type="checkbox"/> Code Amendment                           | <input type="checkbox"/> Long Plat – Preliminary                          |
| <input type="checkbox"/> Design Review – Code Official   | <input type="checkbox"/> Docket Application/Suggestion            | <input type="checkbox"/> Long Plat – Alteration                           |
| <input type="checkbox"/> Hearing Examiner Design Review – Exterior Alteration                        | <input type="checkbox"/> Comprehensive Plan Amendment Application | <input type="checkbox"/> Long Plat – Final Plat                           |
| <input type="checkbox"/> Hearing Examiner Design Review – Major New Construction                     | <input type="checkbox"/> Rezone                                   | <input type="checkbox"/> Lot Line Revision                                |
| DEVIATIONS   | OTHER LAND USE  | <input type="checkbox"/> Unit Lot Subdivision                             |
| <input type="checkbox"/> Deviations to Antenna Standards – Code Official                             | <input type="checkbox"/> Accessory Dwelling Unit                  | WIRELESS COMMUNICATION FACILITIES   |
| <input type="checkbox"/> Deviations to Antenna Standards – Hearing Examiner                          | <input type="checkbox"/> Code Interpretation Request              | <input type="checkbox"/> New Wireless Communication Facility              |
| <input type="checkbox"/> Public Agency Exception   | <input type="checkbox"/> Conditional Use Permit                   | <input type="checkbox"/> Wireless Communication Facility – 6409 Exemption |
| <input type="checkbox"/> Reasonable Use Exception  | <input type="checkbox"/> Noise Exception Type I – IV              | <input type="checkbox"/> Small Cell Deployment                            |
| <input type="checkbox"/> Variance  | <input type="checkbox"/> Temporary Use Permit                     | <input type="checkbox"/> Height Variance                                  |
| <input type="checkbox"/> Seasonable Development Limitation Waiver – Wet Season Construction Approval | <input type="checkbox"/> Commerce on Public Property              |   |
| SHORELINE MANAGEMENT   | <input type="checkbox"/> Other Permit/Services Not Listed         |   |
| <input type="checkbox"/> Shoreline Exemption   |   |   |
| <input type="checkbox"/> Shoreline Substantial Development Permit                                    |   |   |
| <input type="checkbox"/> Shoreline Variance  |   |   |
| <input type="checkbox"/> Shoreline Conditional Use Permit  |   |   |
| <input type="checkbox"/> Shoreline Permit Revision   |   |   |

## LAND USE APPLICATION SUBMITTAL REQUIREMENTS

Each Land Use Application requested above must be accompanied by the appropriate land use application form and supplemental materials. Refer to the [City of Mercer Island Permit Forms](http://www.mercerisland.gov) webpage for a complete list of all land use application forms and submittal requirements.