



COMMUNITY PLANNING & DEVELOPMENT

206.275.7605
www.mercerisland.gov/cpd

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

SHORELINE EXEMPTION

A Shoreline Exemption is a confirmation provided by the City that a given scope of work within the shoreline jurisdiction meets the criteria of one of the exemptions listed in [WAC 173-27-040](#), and is therefore exempt from needing a Shoreline Substantial Development Permit.

REVIEW PROCESS – TYPE I LAND USE REVIEW

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

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 the proposed use in [MICC 19.13.050](#). Refer to the [Code Compliance Matrix Tip Sheet](#) for preparing the narrative.
The Criteria Compliance Narrative must also include detailed documentation that the proposal meets one of the exemption criteria in [WAC 173-27-040](#). Exemptions shall be construed narrowly. Only those developments that meet the precise terms of one or more of the listed exemptions may be granted exemption from the substantial development permit process.
- 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. JARPA Form.**
- 9. Shoreline Exemption Affidavit.** A Shoreline Exemption Affidavit is required to be signed, notarized, and recorded with the King County Recorder’s Office for any exemption meeting the criteria of [WAC 173-27-040\(2\)\(g\)](#).

- 10. Critical Areas 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 permit may be required.
- 11. No Net Loss Report.** A report prepared by a qualified professional demonstrating the proposal will not result in a net loss of ecological function per MICC [19.13.020\(C\)](#), unless waived by the code official.
- 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. Sewer Lake Line Affidavit.** When the proposed work will alter the lakebed, a sewer lake line affidavit is required. The sewer lake line location must be shown and labeled on the plans. The label should include how the line was located and the date.
- 14. 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.
- 15. 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** 2/19/2026