



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



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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: 6424 E Mercer Way, Mercer Isl. WA 98040

Parcel Number(s): 3024059045

Gross Lot Area(s): 10,560 ft²

Net Lot Area(s): 10,560 ft²

Zone: R-15

Shoreline Designation (if located within 200 feet of Lake Washington): Urban Residential Urban Park

CRITICAL AREAS

GEOLOGICALLY HAZARDOUS AREAS	WATERCOURSES	WETLANDS
<input type="checkbox"/> Potential Landslide Hazard	<input type="checkbox"/> Type F	<input type="checkbox"/> Category I
<input type="checkbox"/> Erosion Hazard	<input type="checkbox"/> Type Np	<input type="checkbox"/> Category II
<input type="checkbox"/> Seismic Hazard	<input type="checkbox"/> Type Ns	<input type="checkbox"/> Category III

Steep Slope
 None

Piped
 None

Category IV
 None

PROPERTY OWNER INFORMATION

Name: _____ Company (if applicable): _____

Linda and George Ojemann

Phone: 206-909-7832 Email: ljgojemann@gmail.com

Address: 6424 E Mercer Way

APPLICANT/REPRESENTATIVE INFORMATION Same as Property Owner

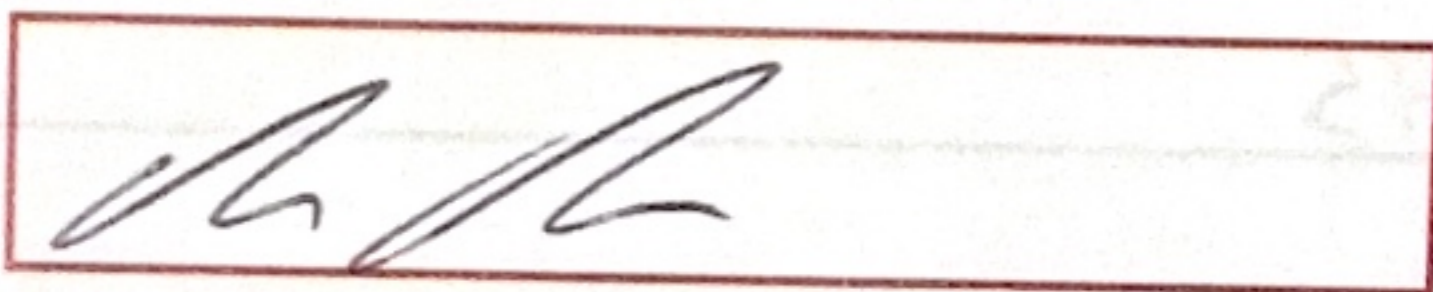
Name: _____ Company (if applicable): _____

Ryan Murphy The Dawey Tree Expert Company

Phone: 425-568-3959 Email: Ryan.Murphy@Dawey.com

Address: 8622 S 222nd St. Kent, WA, 98031

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.



4/20/2026

SIGNATURE

DATE

PROPOSED APPLICATION(S) AND CLEAR DESCRIPTION OF PROPOSAL

Please use additional paper if needed.

Removal of hazard tree - Big leaf maple, split trunk within striking distance of Residence. This tree is deemed as an imminent hazard and has already been removed. It is within 200 ft. of a shoreline.

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 checked="" 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](#) webpage for a complete list of all land use application forms and submittal requirements.