CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT
9611 SE 36TH STREET | MERCER ISLAND, WA 98040
PHONE: (206) 275-7605 | www.mercerisland.gov

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

SHORT SUBDIVISION – FINAL APPROVAL

After the code official grants preliminary approval for a short subdivision and all conditions of preliminary approval and installation of any required plat improvements are completed, the applicant may submit for final approval of the short subdivision. Once the short subdivision has received preliminary approval, the applicant has **five years** to submit a final plat that meets all requirements of Chapter 19.08 Mercer Island City Code (MICC), Subdivision Regulations. A short plat that is not recorded within five years after its preliminary approval shall expire, becoming null and void.

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

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:

- Short Plat – Final Plat

Refer to the City of Mercer Island Fee Schedule for current permit fees.

PROPERTY INFORMATION

Property Address:	4001 W Mercer Way
Parcel Number(s):	362350-0365
Gross Lot Area(s):	31,500
Net Lot Area(s):	31,500
Zone:	R-15

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

☐ Urban Residential
☐ Urban Park

CRITICAL AREAS ON PROPERTY

GEOLOGICALLY HAZARDOUS AREAS	WATERCOURSES	WETLANDS
☐ Potential Landslide Hazard	☐ Type F	☐ Category I
☐ Erosion Hazard	☐ Type Np	☐ Category II
☐ Seismic Hazard	☐ Type Ns	☐ Category III
☐ Steep Slope	☐ Piped	☐ Category IV
☒ None	☐ Unknown	☐ 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. **Completed Site Improvements.** Prior to application for final plat, site improvements shall be completed to the satisfaction of the City Engineer or designee.

☒ 3. **Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases.

☒ 4. **Conditions Compliance Narrative.** Detail how the application meets the Conditions of Preliminary Approval for the preliminary long plat. Refer to the Code Compliance Matrix Tip Sheet for preparing the narrative.

☒ 5. **Title Report.** Less than 30 days old.

N/A 6. **Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary.

N/A 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. **Transportation Concurrency Certificate.** A Transportation Concurrency Certificate is required for any development proposal that will result in the creation of one or more net new vehicle trips during peak hours.

☒ 10. **Lot Closure Calculations.** Complete field calculations and computations noted for the plat and detailed of all distances, angles, and calculations with information on the error of closure.

☒ 11. **Hold Harmless.** The owner of property for which a development proposal is submitted, except a public right-of-way or the site of a permanent public facility, shall file an agreement approved by the City and recorded with the King County Recorder's Office prior to the issuance of any development permit. Said agreement shall be in a form approved by the city attorney, shall hold harmless and indemnify the city and its employees from and against any liability for damages to persons or property as the result of construction or other action undertaken by the applicant on the subject property, and shall run with the land for a period of at least three years from completion of the work and be binding on the appilcant and their successors and assigns.

☐ 12. **Fees.** Payment of required fees.
($7,040 fee to be paid when added to the permit and requested by the City.)

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 co-manager AW Property Group, LLC

Date September 26, 2025