



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

**LOT LINE REVISION**

A Lot Line Revision (LLR) is an adjustment of boundary lines between existing lots that does not create any additional lots and which does not reduce the area of any existing lot to the point that it fails to meet minimum development code requirements for area and dimensions. A LLR can also be used to consolidate two or more lots into a single lot through the removal of shared lot lines.

**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:

Lot Line Revision

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

Urban Residential

Urban Park

## CRITICAL AREAS ON PROPERTY

### GEOLOGICALLY HAZARDOUS AREAS

- Potential Landslide Hazard
- Erosion Hazard
- Seismic Hazard
- Steep Slope
- None

### WATERCOURSES

- Type F
- Type Np
- Type Ns
- Piped
- Unknown

### WETLANDS

- Category I
- Category II
- Category III
- Category IV
- Unknown

## PROPOSED LOT INFORMATION

Lot 1 Zone	_____	Lot 2 Zone	_____
Existing Lot 1 Net Area (sf)	_____	Existing Lot 2 Net Area (sf)	_____
Proposed Lot 1 Net Area (sf)	_____	Proposed Lot 2 Net Area (sf)	_____
Proposed Lot 1 Width	_____	Proposed Lot 2 Width	_____
Proposed Lot 1 Depth	_____	Proposed Lot 2 Depth	_____

\*For 3 or more lots, provide lot calculations on a separate sheet

## 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. Pre-Application Meeting.** [Pre-Application Meetings](#) are required for Type III & IV Land Use Permit Applications.
- 3. Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases.
- 4. Criteria Compliance Narrative.** Detail how the application meets the review criteria for Lot Line Revisions in [MICC 19.08.070](#). Refer to the [Code Compliance Matrix](#) Tip Sheet for preparing the narrative.
- 5. Title Report.** Less than 30 days old.
- 6. Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary.
- 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. Concurrent Review Form.** Provide a completed [Concurrent Review Form](#) if the applicant wishes to request consolidated review for two or more land use applications. Refer to [MICC 19.15.030\(F\)](#) for land use application reviews that may be consolidated.
- 10. Critical Area Study.** A Critical Area Study prepared by a qualified professional if the site is constrained by critical areas.
- 11. SEPA Checklist.** A SEPA Checklist and separate SEPA Review Application is required unless the project is categorically exempt per [WAC 197-11-800](#).

- 12. Lot Closure Calculations for Each Lot.** Provide a copy of the lot closure calculations prepared by a professional land surveyor.
- 13. Fees.** Payment of required 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

*Christine Dickinson*

03/19/2025