

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: (206) 275-7605 | www.mercerisland.gov



Inspection Requests: www.mybuildingpermit.com or VM (206) 275-7730

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

PUBLIC EASEMENT MODIFICATION/EXTINGUISHMENT APPLICATION

SITE ADDRESS:	APPLICATION TYPE: (PLEASE CHECK BOX) <input type="checkbox"/> MODIFICATION <input type="checkbox"/> EXTINGUISHMENT
MAILING ADDRESS:	PARCEL ID #
LIST ALL OWNERS AND SPECIFY THE OWNERSHIP TYPE (E.G., INDIVIDUAL, HUSBAND AND WIFE, CORPORATION, COMPANY, LLC, ETC.):	PHONE: EMAIL:
PERMIT CONTACT NAME AND ADDRESS: <input type="checkbox"/> SAME AS OWNER	PHONE: EMAIL:
FULL LEGAL DESCRIPTION: (ATTACH ADDITIONAL SHEETS IF NECESSARY OR COPY OF TITLE REPORT)	
DESCRIPTION:	

APPLICATION PROCEDURE

This is an application for consideration only. The City Council is the decision authority for approval of the public easement modification and, or extinguishment application.

1. The applicant submits a formal request along with all required documents listed below.
2. The applicant pays a minimum 5-hour review fee at the time of application. Additional fees may apply if minimum exceeds.
3. City reviews the application and documents.
4. City determines if the submitted documents are sufficient or additional documents required.
5. City staff prepares the agenda bill for City Council consideration.
6. City Council makes the final decision.

SUBMITTAL REQUIREMENTS

In addition to the items listed below, city staff may request any additional documentation deemed necessary during the review process.

1. A letter making the request, providing background on the easement(s), the reason for the request, and the benefit to the City.
2. Survey drawings showing the locations and limits of the existing public easements.
3. The legal descriptions of the existing public easements.
4. The recorded public easement documents.
5. The reasons and needs for modification/extinguishment of the existing public easement.
6. The benefits to the City for modifying/extinguishing the existing public easements.
7. If the request is for modifications to an existing public easement, provide exhibits and legal descriptions (stamped by the land surveyor) of the proposed modified public easements formatted for recording with King County.
8. Any other relevant documents as requested by City staff.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be met whether specified herein or not. The approval of an agreement does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.



 Signature of Owner/Authorized Agent

 Date

 Printed Name of Owner/Authorized Agent