



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

DESIGN COMMISSION – STUDY SESSION

An applicant for a project that will require design review and approval by the Design Commission shall meet with the Design Commission in a study session to discuss project concepts before plans are fully

REVIEW PROCESS

The study session will be open to the public. This is where the applicant will gather feedback from the Design Commission on the proposed development to incorporate into the full design review application.

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:

Design Commission Study Session

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

WATERCOURSES

Type F

Type Np

Type Ns

WETLANDS

Category I

Category II

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. Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases.
- 3. Topics of Discussion Narrative.** A list of topics and questions the applicant would like to discuss with the design commission.
- 4. Criteria Compliance Narrative.** Detail how the application meets the review criteria for Design Commission Design Review in [MICC 19.15.220](#) and chapter [19.11](#) and/or [19.12](#) MICC. Refer to the [Code Compliance Matrix Tip Sheet](#) for preparing the narrative.
- 5. Development Plan Set.** Refer to the [Land Use Application Plan Set Guide](#) for preparing plans.
- 6. Traffic Study.** A Traffic Study is required if the development proposal will result in the creation of 10 or more net new vehicle trips during peak hours.
- 7. Parking Plan.** A Parking Plan is required unless the proposed development does not alter the existing parking lot design, or does not exceed the threshold for remodels in [MICC 19.11.130](#) for development in the Town Center.
- 8. Site Photographs.**
- 9. Photographic examples of existing and proposed colors and materials.**
- 10. Lighting and sign master plans.**
- 11. 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