



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

HOME BUSINESS PERMIT

A Home Business is an accessory use to the residential use and subject to the conditions in [MICC 19.02.010\(A\)\(5\)](#). A home business may make those improvements to the home business that are normally allowed for single-family residences.

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, letter of complete application, 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.

PRE APPLICATION MEETING Recommended, but not required.

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:
 Other Permit / Services Not Listed
 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

WATERCOURSES

Type F

Type Np

WETLANDS

Category I

Category II

- Seismic Hazard
- Steep Slope
- None

- Type Ns
- Piped
- Unknown

- Category III
- Category IV
- 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. 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 Home Businesses in [MICC 19.02.010\(A\)\(5\)](#). 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. 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