



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

**PLAT ALTERATION AND VACATION**

The purpose of a Plat Alteration and Vacation is to alter, amend, change, or correct a previously filed or recorded map, plat, or plan (e.g. a short subdivision or long subdivision).

Vacations of long subdivisions shall be governed by [RCW 58.17.212](#). Alterations to long subdivisions shall be governed by [RCW 58.17.215](#). All public hearings for both vacations and alterations of long subdivisions shall be before the hearing examiner, which shall make recommendations as to the vacation or alteration to the city council.

Vacations and alterations of short subdivisions shall be reviewed by the code official and shall comply with the requirements of [Chapter 19.08 MICC](#) for the creation of short subdivisions unless those requirements are waived by the code official. Vacations and alterations of short subdivisions that involve a public dedication shall be governed by [MICC 19.08.010\(F\)](#).

**REVIEW PROCESS – TYPE III OR IV LAND USE REVIEW**

Short Plat Alterations and Vacations – Type III reviews require the exercise of discretion about nontechnical issues. Type III reviews require a pre-application meeting, letter of complete application, notice of application mailing and posting, a 30-day public comment period, notice of decision, and the decision is made by the Code Official. Type III reviews do not require a public hearing.

Long Plat Alterations and Vacations – Type IV reviews require discretion and may be actions of broad public interest. Decisions on Type IV reviews are only taken after an open record public hearing. Type IV reviews require a pre-application meeting, letter of complete application, notice of application mailing and posting, a 30-day public comment period, public hearing, notice of decision, and the decision is made by the Hearing Examiner or Design Commission.

**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 – Alteration

OR

Long Plat – Alteration

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

## 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 in [MICC 19.08](#), Subdivisions. 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. Critical Area Study.** A Critical Area Study prepared by a qualified professional is required if the site is constrained by critical areas.
- 10. Arborist Report.** An Arborist Report is required unless waived by the City Arborist. Arborist Reports must be prepared by a qualified professional.

- 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. 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