



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

SHORT SUBDIVISION – PRELIMINARY APPROVAL

A Short Plat (or Short Subdivision) is any subdivision of four (4) or less lots, containing four acres or less. The purpose of a Short Plat application review is to ensure that a proposed land division is designed and developed in accordance with the City of Mercer Island’s adopted rules and standards. The proposal must be consistent with the protection of health, safety, welfare, and aesthetics, and provide for adequate public services and infrastructure.

REVIEW PROCESS – TYPE III LAND USE REVIEW

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.

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 – Preliminary

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 for Short Plats in MICC 19.08.010, MICC 19.08.020, MICC 19.08.030, MICC 19.08.040, and MICC 19.08.050. 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. Plat Certificate.** A Plat Certificate issued by a qualified title insurance company not more than 30 days before filing of the application showing the ownership and title of all parties interested in the plat.
- 10. 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.
- 11. Transportation Concurrence Certificate.** Submit a Transportation Concurrence Certificate prior to, or concurrent with, any development proposal that will result in the creation of one or more net new vehicle trips during peak hours.
- 12. Critical Area Study.** Provide a Critical Area Study prepared by a qualified professional if the site is constrained by critical areas.
- 13. Arborist Report.** Submit an Arborist Report prepared by a qualified professional meeting the standards in Chapter 19.10 MICC.
- 14. Legal Documents.** Copies of proposed restrictive covenants, draft deeds to the City for any land to be dedicated, and/or proposed easements, as applicable.
- 15. Neighborhood Detail Map.** A map drawn to scale showing the location of the subject site relative to the property boundaries of the surrounding parcels within approximately 1,000 feet, identifying the subject site with a darker perimeter line than the surrounding properties.
- 16. Topography Map.** A topographical map showing the existing land contours using vertical intervals of not more than two feet, completed and signed by a Washington licensed surveyor.

Critical slopes exceeding 30 percent must be labeled and delineated by a clearly visible hatching.

- 17. Detailed Grading Plan.** If the grade differential on the site of the proposed project will exceed 24 inches and/or if the amount of earth to be disturbed exceeds 50 cubic yards, provide copies of a detailed grading plan drawn by a Washington licensed engineer.
- 18. Geotechnical Report.** A geotechnical report meeting the requirements of Chapter 19.07 MICC. This requirement may be combined with the Critical Area Study if the site is constrained by critical areas.
- 19. Utility Plan.** Conceptual plan showing the locations of existing and proposed utilities.
- 20. SEPA Checklist.** A SEPA Checklist and separate SEPA Review Application is required, unless the project is categorically exempt per WAC 197-11-800.
- 21. 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