



COMMUNITY PLANNING & DEVELOPMENT

206.275.7605

www.mercerisland.gov/cpd

CITY USE ONLY

PROJECT NO.	RECEIPT NO.	FEE
Date Received:		
Received By:		

LONG SUBDIVISION – PRELIMINARY APPROVAL

A Long Plat (or Long Subdivision) is any subdivision of five (5) or more lots. The Long 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 the public health, safety, welfare, and aesthetics, and provide for adequate public services and infrastructure.

REVIEW PROCESS – TYPE IV LAND USE REVIEW

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 in some cases, Ecology.

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. **Code Compliance Matrix.** Detail how the application meets the review criteria for Long Subdivisions 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. Required unless waived by the code official.
- ☐ 6. **Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary. Required only if the Title Report does not clearly show ownership or authority to develop the property. Required unless waived by the code official.
- ☐ 7. **Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary. Required unless waived by the code official.
- ☐ 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. **Optional: Concurrent Review Form.** Provide a completed [Concurrent Review Form](#) if consolidated review for two or more land use applications is requested. Refer to [MICC 19.15.030\(F\)](#) for land use application reviews that may be consolidated.

- ☐ **11. Transportation Concurrency Certificate or Application.** Submit a Transportation Concurrency 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(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by a critical area and if the proposed scope of work results in an alteration to a critical area. A separate Critical Area Review 2 may be required.
- ☐ **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. Preliminary Stormwater Drainage Plan.**
- ☐ **21. SEPA Checklist.** A SEPA Checklist and separate SEPA Review Application is required, unless the project is categorically exempt per [WAC 197-11-800](#).
- ☐ **22. Fees.** Payment of required fees. Refer to the City of Mercer Island [Fee Schedule](#) for current permit 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