



## CITY OF MERCER ISLAND, DEVELOPMENT SERVICES GROUP

9611 S.E. 36 ST., MERCER ISLAND, WA 98040 (206) 275-7605 FAX: (206) 275-7725  
WWW.MERCERGOV.ORG

# Application for Conditional Use Permit Non-Commercial

---

**A Conditional Use Permit Non Commercial** is for a use listed among those permitted in any given zone but authorized only after a conditional use permit has been granted. The decision authority is the Planning Commission, with notification of an **open record hearing**, as outlined in MICC, Section 19.15.020(G)(3). The decision will be made following mailing of a public notice to residents within 300 feet of the property and posting of the site with a City furnished sign in a location that is visible to the public right-of-way.

**PRE-APPLICATION:** Applicants for development permits are encouraged to participate in informal meetings with City staff. Call Development Services Staff to schedule a pre-application meeting. Meetings with the staff provide an opportunity to discuss the proposal in concept terms, identify the applicable City requirements and the project review process. Meetings or correspondence with the neighborhood serve the purpose of informing the neighborhood of the project proposal prior to the formal notice provided by the City.

**APPLICATION:** All applications for permits or actions by the City shall be submitted on forms provided by the Development Services Group. An application shall contain all information required by the applicable development regulations, and shall include the following general information.

1. A verified statement by the applicant that the property is the subject of the application, is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the property.
2. A legal description of the site and parcel number.

**DETERMINATION OF COMPLETENESS:** An application is not accepted by the City for submission unless the application has been determined to be complete. If upon review, the City determines that the application information provided is incomplete, within twenty-eight (28) days after receiving a permit application, the City shall mail or provide in person a written determination to the applicant stating that the application is complete or that the application is incomplete and what is necessary to make the application complete. If the applicant fails to provide the required information within 90 days of the determination of incompleteness, the application shall lapse. The applicant may request a refund the application fee minus the City's cost of determining the completeness of the application.

## FILING REQUIREMENTS

- Filing Fee:
- SEPA Environmental Checklist  
(if applicable--see #2 below)
- Fee: Residential, single family use
- Non-Single family use
- \$200 sign deposit, refundable upon return of sign
- Application Form
- Criteria Sheet
- Site Survey (see#1, below for site survey requirements)
- Vicinity Map
- Photographs are recommended

**See Development  
Application  
for fees**

The City's decision on your request will be based on certain criteria contained in the Mercer Island Unified Land Development Code. It is the applicant's responsibility to show the City that these criteria are satisfied. To assist you, a "**criteria sheet**" has been included. This sheet lists the criteria as questions for you to answer.

1. **SITE SURVEY** showing the exact dimensions of the property to an appropriate engineer's scale (1"=50', etc.), all existing and proposed buildings or improvements and their setbacks, tree and ground cover, adjoining streets, watercourses, access points, fencing, and any other information that will illustrate your proposal must be included with the application. A floor plan and building elevations showing conditions and proposed changes should be submitted. Site plans should be done in ink or blue-lined on quality unruled paper. **Two (2) foot contours and a profile (cross section)** must be shown on each site plan.
2. An **Environmental Checklist** is required, unless your proposal is exempt from this requirement. The checklist is available at the Development Services Group counter. Development Services Group personnel can assist you in determining if your proposal is exempt.

**CRITERIA FOR APPROVAL OF A CONDITIONAL USE PERMIT  
MERCER ISLAND UNIFIED LAND DEVELOPMENT CODE – TITLE 19.15.020**

Your answers to the following questions will be used in the decision on your application. Please respond fully to all of the following questions (attach extra sheets, if necessary).

1. The permit is consistent with the regulations applicable to the zone in which the lot is located;

---

---

---

---

---

---

---

2. The proposed use is determined to be acceptable in terms of size and location of site, nature of the proposed uses, character of surrounding development, traffic capacities of adjacent streets, environmental factors, size of proposed buildings, and density;

---

---

---

---

---

---

---

3. The use is consistent with policies and provisions of the comprehensive plan; and,

---

---

---

---

---

---

---

4. Conditions shall be attached to the permit assuring that the use is compatible with other existing and potential uses within the same general area and that the use shall not constitute a nuisance.

---

---

---

---

---

---

---