



Application for Code Amendment

A **Code Amendment** is a Legislative Action, which involves the creation, amendment or implementation of policy or law by ordinance. In contrast to the other types of actions, legislative actions apply to large geographic areas and are of interest to many property owners and citizens. Legislative actions are only taken after an **open record hearing**. The Planning Commission will hold a **Public Meeting** to obtain comments from the public on a proposed Code Amendment prior to making recommendation to the City Council at an **Open Record Hearing**. Public notice for a Legislative Action before the City Council shall be publication in the local newspaper of general circulation within the City, and mailings to registered property owners within three hundred (300) feet from the site and posting of the site with a sign as provided by the City.

A review under the State Environmental Policy Act (SEPA) is required for any code amendment proposed. The applicant shall submit a completed SEPA checklist. City staff will review the environmental checklist and the proposal's likely environmental impacts and issue a threshold determination.

PRE-APPLICATION: Applicants 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 correspondences by the applicant 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 if applicable.

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 personally provide a written determination to the applicant stating the inadequacies of the application. If the applicant fails to provide the required information within 90 days, 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: **see Development Application**
- SEPA Environmental Checklist,
- Fee: Residential, single family **see Development Application for fees**
Non-single family use
\$200.00 fee for sign posting, refundable upon return of sign
- Application Form
- Criteria Sheet
- Vicinity Map, if applicable

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.

A **Criteria Sheet** describes the requested change that is required. If possible, you should identify (by section number) the existing provisions of the Code, which would be changed and how it is consistent with the Mercer Island Comprehensive Plan.

