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# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | [www.mercergov.org](http://www.mercergov.org)



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## APPLICATION FOR CODE AMENDMENT

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### PURPOSE

A code amendment is a legislative action (sometimes known as a zoning text revision), which involves the creation, amendment, or implementation of policy or law by ordinance. In contrast to a land use approval or permit, 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 public hearing and normally require review by the Planning Commission and the City Council.

A State Environmental Policy Act (SEPA) review 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:

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 – 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.

**Please note:** pre-application meetings are held on Tuesdays, by appointment. To schedule a meeting, submit the meeting request form and the pre-application meeting fee (see fee schedule). Meetings must be scheduled at least one week in advance. Applicants are required to upload a project narrative, a list of questions/discussion points, and preliminary plans to the Mercer Island File Transfer Site one week ahead of the scheduled meeting date.

### SUBMITTAL REQUIREMENTS

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 code amendment shall demonstrate that the proposed amendment complies with the applicable regulations and decision criteria.

1. **Completed pre-application.**
2. **Development Application Sheet.** Application form must be fully filled out and signed.
3. **Project Narrative.** The project narrative should describe the proposed code amendment, including any anticipated future phases, and briefly describe how the proposed code amendment implements, and complies with, the Growth Management Act (RCW 36.70A) and the Mercer Island Comprehensive Plan.
4. **Title Report.** Less than 30 days old. Required if the proposed amendment affects a single property.
5. **SEPA Checklist.** A SEPA checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.
6. **Fees.** Payment of required fees.
7. **Vicinity Map.** If applicable