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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 CONDITIONAL USE PERMIT

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### PURPOSE

A Conditional Use Permit 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 Hearing Examiner with notification of an open record hearing. 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

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 land use approval and/or development proposal shall demonstrate that the proposed development 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 development, including any anticipated future phases, and briefly describe how the project complies with applicable criteria.
4. **Title Report.** Less than 30 days old.
5. **Development Plan Set.** Please refer to the Land Use Application- Plan Set Guide in preparing plans.
6. **Critical Areas Study(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by critical areas.
7. **Arborist Report.** Arborist reports prepared by a qualified arborist.
8. **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.
9. **Transportation Concurrency Application or Certificate.** Submit 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.
10. **Fees.** Payment of required fees.