



City of Mercer Island

Development Services Group

9611 SE 36th Street, Mercer Island, WA 98040
 (206) 275-7605 www.mercergov.org

Submittal Checklist for Design Review*

*Please see the handout for Design Review of Signs or Wireless Communications Facilities, if applicable.

MICC 19.15.040(F)(1)(b) states that no building permit or other required permit shall be issued by the city for any major new construction or minor exterior modification of any regulated improvement without prior approval of the Design Commission or Code Official as authorized by MCC 19.15.010(E).

For projects required to be reviewed by the Design Commission, please see the handout entitled "Typical Design Commission Process For Major New Construction"

The following are required to be submitted for Design Review applications (per MICC 19.15.040.F.2.c.ii). Unless noted otherwise, 14 copies are necessary for Design Commission Submittal.		Submittal	N/A	Staff Use
1.	Development Application			
2.	Site survey			
3.	Vicinity maps			
4.	Site plans			
5.	Architectural plans – including elevations, sections, roof plans			
6.	Renderings and/or models			
7.	Landscaping plan			
8.	Tree Plan – Trees may be shown either on the site plan or on a separate Tree Plan. Must show the location, diameter and species of significant trees (conifers > 6 feet tall or deciduous trees > 6 inches in diameter at 4 ½ feet above the ground), including trees on site and in adjacent rights of way. Clearly designate all eagle perch/nest trees. Draw an "X" through trees to be removed and note tree protection fencing for trees near construction activities.			
9.	Parking plan			
10.	Photographic examples of colors and materials of the proposed project			
12.	Site photographs of the existing condition			
13.	SEPA checklist - Exemption depends on proposal (check with Planner and WAC 197-11-800(25))			
14.	Traffic study			
15.	Pedestrian and vehicle circulation plans			
16.	Written narrative describing the project proposal and detailing how the project is meeting the applicable design objectives and standards established in Mercer Island City Code 19.11 or 19.12			
17.	Submittal of lighting and sign master plans may be deferred to final design review			
18.	All other information deemed necessary by DSG staff to determine if the proposal complies with Mercer Island City Code.			
19.	Application fee - Dependent on project value and if subject to SEPA review (see fee schedule). Public Notice sign deposit fee can be submitted at application time.			

Note: this process is only to receive design review approval. A separate process and fee are necessary in order to receive a building permit.