Plat Alteration and Vacation Requirements

A. PURPOSE

The purpose of the application is to alter, amend, change, or correct a previously filed or recorded map, plat, or plan (such as a lot line revision, short subdivision, or long subdivision) in compliance with State Law, and the Mercer Island City Code (MICC).

B. APPLICATION MATERIALS

☐ Include pre-application meeting notes. A pre-application meeting is required per (MICC 19.08.010(G) and 19.08.020)

☐ Attach existing recorded plat map, 4 full size copies, and one reduced (11" x 17") (per MICC 19.08.010(G), 19.08.020(D) and 19.08.020(D)(2))

☐ Attach proposed plat map, 4 full size copies, and one reduced (11" x 17") with the following information (per MICC 19.08.010(G), 19.08.020(D), 19.08.020(D)(2) and WAC 332-130-050(3)(c)):

- A title or heading identifying the document as an alteration, amendment, change, or correction to a previously filed or recorded map, plat, or plan along with, when applicable, a cross-reference to the volume and page and auditor's file number of the altered document;

- Indexing data as required by WAC 332-130-050(1)(a)(iv) which states:

  “The following indexing information on the first sheet of multiple sheets:

  (A) The section-township-range and quarter-quarter(s) of the section in which the surveyed parcel lies, except that if the parcel lies in a portion of the section officially identified by terminology other than aliquot parts, such as government lot, donation land claim, homestead entry survey, townsite, tract, and Indian or military reservation, then also identify that official subdivisional tract and call out the corresponding approximate quarter-quarter(s) based on projections of the aliquot parts. A graphic representation of the section divided into quarter-quarters may be used with the quarter-quarter(s) in which the surveyed parcel lies clearly marked;

  (B) Additionally, if appropriate, the lot(s) and block(s) and the name and/or number of the filed or recorded subdivision plat or short plat with the related recording data.”

- A prominent note itemizing the change(s) to the original document. Each item shall explicitly state what the change is and where the change is located on the original;
☐ Include project narrative, with a clear description of proposed changes (per MICC 19.08.010(G), 19.08.020(D), 19.08.020(D)(5).

☐ Attach neighborhood detail map (per MICC 19.08.010(G), 19.08.020(D)(6).

☐ Attach plat certificates of applicable property owners (per MICC 19.08.010(G), 19.08.020(D)(3) and RCW 58.17.215)

☐ Attach signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the portion to be altered (per 19.08.020(D)(1) and RCW 58.17.215).

☐ Attach any proposed restrictive covenants. Relative covenants must be indicated/provided and if the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof (per MICC 19. RCW 58.17.215).

☐ Include lot closure calculations, if proposing any changes to the lots in the case of a vacation.

☐ Complete Development Application (see Development Application for fee)

☐ Application Fees (see Development Application for fee)

C. CRITERIA FOR APPROVAL OF AN ALTERATION OF A PLAT:

Long Plats
Vacations and alterations of Long Plats shall be governed by RCW 58.17.212. A public hearing is required for the alteration of a Long Plat, which shall be before the Planning Commission, who shall make recommendations to the City Council (per MICC 19.08.020(F)).

Short Plats
Vacations and alterations of Short Plats shall comply with the requirements of Chapter 19.08 of the Mercer Island City Code and for the requirements for the creation of short subdivision, unless those requirements are waived by the Code Official (per MICC 19.08.020(G)).