
CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

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FINAL PLAT APPROVAL FOR SHORT PLAT OR LOT LINE REVISION/CONSOLIDATION - SUBMITTAL REQUIREMENTS

PURPOSE

After the code official grants preliminary approval for a short subdivision or lot line revision/consolidation and all conditions of preliminary approval and installation of any required plat improvements are completed the applicant may submit for final approval of the short subdivision or lot line revision/consolidation. Once the preliminary plat for a short subdivision or lot line has been approved the applicant has **one year** to submit a final plat which meets all requirements of the Mercer Island City Code Chapter 19.08 – Subdivision Regulations. A short plat or lot line revision/consolidation that has not been recorded within one year after its preliminary approval shall expire, becoming null and void.

This handout is a general guide to the Mercer Island City Code Subdivision Regulations contained in Chapter 19.08.

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 site improvements.** Prior to application for final plat, site improvements shall be completed to the satisfaction of the City Engineer or designee.
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 conditions of approval.
4. **Title Report.** Less than 30 days old.
5. **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.
6. **Final Plat.** Please refer to the development plan set “tip sheet” in preparing plans.
7. **Fees.** Payment of required fees.