

Mercer Island City Code Criteria Compliance Matrix
Chapter 19.08 MICC Subdivisions

Project Name: Premium Homes of Mercer Island Short Subdivision **Date:** 1-31-23
City File Number **SUB22-006**

Directions: Please complete the code compliance matrix to identify conformity with city codes, standards, and policies. This will be required as part of the initial application. The code compliance matrix shall include specific details and examples about how the proposed development is consistent with Chapter 19.08 MICC. The applicant bears the burden of proof to ensure the application and associated materials are consistent with local laws, rules, and standards. The purpose of the code compliance matrix is to provide guidance to developers on the requirements for the development of property. This is a tool to ensure the proposed development is consistent with the requirements of Chapter 19.08 MICC, a guide and reference for developers to ensure all requirements are accounted for in application submittals, and a tool for staff to seamlessly review proposals and to enhance the quality and speed of the review process.

M.I.C.C. Code	How the proposed development meets the provisions of the M.I.C.C.	City Review/Notes
MICC 19.08.020 Application procedures and requirements for long and short subdivisions.		
A. Applications for short subdivisions or alterations or vacation thereof shall be reviewed by the code official. Applications for long subdivisions or alteration or vacation thereof shall be reviewed by the hearing examiner, who shall make recommendations to the city council.	The short plat is under review with the City.	

<p>B. Applicants shall prepare a concept sketch of the proposal for the preapplication meeting required under MICC 19.15.060.</p>	<p>A conceptual site plan was prepared for the preapplication meeting (PRE20-018).</p>	
<p>C. Preliminary application contents. In addition to any documents, information, or studies required under chapter 19.07 MICC, Environment, chapter 19.10 MICC, Trees, or any other chapter of this title, an application for a long subdivision or short subdivision shall include the documents set forth below and any other document or information deemed necessary by the code official upon notice to the applicant. All documents shall be in the form specified by the code official and shall contain such information as deemed necessary by the code official. The applicant shall submit the number of copies of each document specified by the code official.</p>	<p>The required documents were submitted to the City for review. The application submittal has been deemed complete by the City.</p>	

<p>1. Development application cover form. The development application cover form shall be signed by all current property owners listed on the plat certificate, and shall list the legal parcel numbers of all property involved in the project.</p>	<p>The signed development application was submitted.</p>	
<p>2. Long subdivision or short subdivision plans. The applicant shall provide copies of fully dimensioned plans of the project prepared by a Washington registered civil engineer or land surveyor, meeting the requirements of chapter 19.07 MICC, Environment, and containing any other information deemed necessary by the code official. The city engineer may waive the requirement that an engineer or surveyor prepare the plans for a short subdivision. The submitted plans shall identify the proposed building pad location for each proposed lot pursuant to MICC 19.09.090.</p>	<p>A survey prepared by a register land surveyor was used to generate the fully dimensioned plans prepared by a registered civil engineer.</p>	

<p>3. Plat certificate. Applicant shall provide a plat certificate issued by a qualified title insurance company not more than 30 days before filing of the application showing the ownership and title of all parties interested in the plat. If the plat certificate references any recorded documents (i.e., easements, dedications, covenants, etc.), copies of those documents shall also be provided.</p>	<p>The initial submittal included a title report no older than 30 days provided by First American Title</p>	
<p>4. Legal documents. Applicants shall provide copies of each of the following documents (if applicable):</p>		
<p>a. Proposed restrictive covenants.</p>	<p>Restrictive Covenants are not proposed at this time.</p>	
<p>b. Draft deeds to the city for any land to be dedicated.</p>	<p>No dedication is required at this time.</p>	
<p>c. Proposed easements.</p>	<p>Proposed easements are included on the preliminary short plat map prepared by the surveyor.</p>	
<p>5. Project narrative. Applicants shall provide a clear and concise written description and summary of the proposed project.</p>	<p>A project narrative was included in the initial submittal</p>	

6. Neighborhood detail map. Applicants shall provide copies of a map drawn at a scale specified by the code official showing the location of the subject site relative to the property boundaries of the surrounding parcels within approximately 1,000 feet, or approximately 2,500 feet for properties over four acres. The map shall identify the subject site with a darker perimeter line than that of the surrounding properties.

A vicinity map was provided on the civil plans with the initial submittal.

7. Topography map. The applicant shall provide copies of a topographical map showing the existing land contours using vertical intervals of not more than two feet, completed and signed by a Washington licensed surveyor. For any existing buildings, the map shall show the finished floor elevations of each floor of the building. Critical slopes exceeding 30 percent must be labeled and delineated by a clearly visible hatching.

A topographic surveyor prepared by Informed Land Surveying which included the required items listed, was included in the initial submittal.

8. Detailed grading plan. If the grade differential on the site of the proposed project will exceed 24 inches and/or if the amount of earth to be disturbed exceeds 50 cubic yards, the applicant shall provide copies of a detailed grading plan drawn by a Washington licensed engineer.

A grading plan prepared by a G2 Civil was submitted.

9. Street profiles. The applicant shall provide copies of a street profile showing the profiles and grades of each street, together with typical cross sections indicating:

Profile and section of the proposed access road is provided in the civil plans prepared by G2 Civil.

- a. Width of pavement;
- b. Location and width of sidewalks, trails, bike lanes, ditches, swales, etc.; and

The width of pavement is included on the street section.

The section contains the necessary information.

- c. Location of any utility mains.

There are no utility mains in the proposed access.

10. Geotechnical report. The applicant shall provide a geotechnical report meeting the requirements of chapter 19.07 MICC, Critical lands. This requirement may be waived by the city engineer under the criteria set out in MICC 19.07.010.

A geotechnical report has been submitted.

11. Utility plan. Conceptual plan showing the locations of existing and proposed utilities.

D. Preliminary application procedure.

1. Findings of fact. All preliminary approvals or denials of long subdivisions or short subdivisions shall be accompanied by written findings of fact demonstrating that:

a. The project does or does not make appropriate provisions for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school;

A utility plan is included in the civil plans.

The proposal makes appropriate provisions for public health, safety and welfare by following the development and zoning regulations per MICC and being reviewed by professional engineers (civil, geotechnical, structural). Any work within the public ways will be restored to existing conditions or better. The proposal will provide sewer, water, and storm conveyance to the new lots. There are no schools within one mile of the site.

<p>b. The public use and interest will or will not be served by approval of the project; and</p>	<p>housing stock in the City of Mercer Island in a manner that is consistent with applicable development regulations, including the zoning requirements for such restrictions as lot size and access.</p>	
<p>c. The project does or does not conform to applicable zoning and land use regulations.</p>	<p>The project conforms to the applicable zoning and land use regulations by meeting the allowable lot size, access, setbacks, and by maintaining the existing use as single-family residential.</p>	
<p>2. Short subdivisions. The code official shall grant preliminary approval for a short subdivision if the application is in proper form and the project complies with the design standards set out in MICC 19.08.030, the comprehensive plan, and other applicable development standards.</p>	<p>The short subdivision is under review by the City and will not be approved by the code official until review is complete.</p>	
<p>3. Long subdivisions.</p>	<p>N/A</p>	
<p>a. At an open record hearing, the hearing examiner shall review the proposed long subdivision for its conformance with the requirements of MICC 19.08.030, the comprehensive plan, and other applicable development standards.</p>	<p>N/A</p>	
<p>b. The hearing examiner shall make written findings of fact and conclusions.</p>	<p>N/A</p>	

4. Conditions for preliminary approval. As a condition of preliminary approval of a project, the hearing examiner in the case of a long subdivision, or the code official in the case of a short subdivision, may require the installation of plat improvements as provided in MICC 19.08.040, which shall be conditions precedent to final approval of the subdivision.

5. Construction limitations.

a. No construction, tree removal, grading, installation of utilities on land within a proposed long or short subdivision shall be allowed prior to preliminary approval of the long or short subdivision and until the applicant has secured the permits required under the Mercer Island City Code. Following preliminary approval, tree removal, grading, and installation of utilities shall be the minimum necessary to allow for final plat approval of the long or short subdivision.

Conditions of approval will be followed once issued.	
There was some unpermitted work on the property that has since been resolved under CE20-0057. The permit for Lot 1 construction has been approved and issued (2104-090). No other work unrelated to Lot 1's construction shall occur until the short plat is approved. Once the short plat is approved only the work required for final approval will be performed.	

b. An existing lot, created through the final plat approval of a long or short subdivision, shall be a condition precedent for determination of complete application for a building permit to construct a new single-family dwelling.

The building permits application for Lots 2 and 3 will not be deemed complete until the final short plat is approved.	
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