

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org



REVISION/DEFERRED SUBMITTAL FORM

Site Address 7450 N Mercer Way

Permit Number 1904-048

CONTACT INFORMATION

Name: Craig Stillwell / Stillwell Hanson Architects

Phone Number: 206-297-1504

Email Address: craig@stillwellhanson.com

Description of revision:

Driveway and parking area have been reconfigured.
 New retaining wall & exterior stair along west property line.
 No change to building footprint.

Check all boxes that apply

<input checked="" type="checkbox"/>	This is a revision to an already issued permit.				
<input type="checkbox"/>	This is a revision or modification to a plan currently in review.				
<input type="checkbox"/>	This is a deferred submittal to an already issued permit.				
<input type="checkbox"/>	The Proposed Change Increases or Decreases the Project Valuation.				
	Updated Valuation is Now:				
<input type="checkbox"/>	Changes to Building Footprint*	<input type="checkbox"/>	Trees Retained/Removed	<input type="checkbox"/>	Stormwater Revision
<input type="checkbox"/>	Add/Reduce Floor Area*	<input type="checkbox"/>	Changes to Tree Protection	<input type="checkbox"/>	Sewer Revision
<input type="checkbox"/>	Framing Changes	<input checked="" type="checkbox"/>	Site Plan Changes*	<input type="checkbox"/>	Water Revision
<input type="checkbox"/>	Structural Changes	<input checked="" type="checkbox"/>	Changes to Hardscape*	<input checked="" type="checkbox"/>	Rockery/Retaining Wall
<input type="checkbox"/>	Other				

* include updated Site Development Worksheet w/ submittal

Instructions:

1. Consider how the revision impacts the architectural, structural and civil plan sets.
 - a. Updated all affected plan sheets and cloud changes.
 - b. Merge updated plan sheets into a single pdf file.
 - c. Bookmark each sheet with sheet number and description. Ie: A1 – Site Plan
2. On page two of this form, list each sheet number that has changes and briefly describe those changes. Provide additional sheets if necessary.
3. Review associated City Forms and update as needed. Ie: an updated Site Development Worksheet or Residential Fire Area Square Footage Calculation may be required.
4. Upload this form along with the revised plans, and any relevant forms or supplemental documents to the File Transfer Site. See instructions for the upload on page two.

FTP SITE INSTRUCTIONS

- A. Please upload to the File Transfer Site <https://sftp.mercergov.org> (user name: guest, password: eplan)
- B. Click on the inbox to open
- C. Create a new folder (use your permit number or project address as the folder name)
- D. Click on your new folder to open
- E. Upload the files into the new folder

Indicate each sheet number that has changes and briefly describe changes that were made:

Sheet #	A-1.1	Site Plan - Reconfigured driveway & parking area. New retaining wall
Sheet #		and lower stair along west property line.
Sheet #	A-1.3	Zoning Diagrams (Detail #2) impervious coverage revised.
Sheet #	A-3.2	Exterior Elevations (Detail #1) west elevation revised
Sheet #	SUP-01	Enlarged Site Plan & Misc Details (new sheet)
Sheet #	C-1of2	Civil Site Improvement Plan - Updated to reflect site plan changes
Sheet #	C-2of2	TESC & SWPP Plan - Updated to reflect site plan changes
Sheet #		
Sheet #		
Sheet #		
Sheet #		
Sheet #		
Sheet #		

ALL CHANGES TO PLANS MUST BE INDICATED WITH CLOUDS