

# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040  
PHONE: 206.275.7605 | [www.mercerisland.gov](http://www.mercerisland.gov)



## INTAKE SCREENING REQUEST FORM

### TO INITIATE AN INTAKE SCREENING

**Step One:** Upload all Application Submittal Documents (including this form) to the [Mercer Island File Transfer Site](#).

Detailed instructions for the upload are available on the next page.

**Step Two:** Upon Receipt of the Submittal Documents, City Staff will schedule the Screening and Request the Intake Screening deposit of \$726.00, via email. The deposit covers 5 hours of staff time, if additional time is required more fees will be requested. If less than 5 hours of staff time are used on your Screening, you will be issued a refund for the remaining deposit.

### PROJECT INFORMATION

Name of Owner LUIGI PONTES Owner Address 13845 NW GARGANY ST.  
PORTLAND, OR 97229  
Owner Email 241459@gmail.com Owner Phone 312 375 1687  
Project Address NO ADDRESS VACANT LOT Parcel # 5315100417  
Project Description Build New Home on Vacant lot

Will you be expanding the building footprint by 500 square feet or more? YES  2,750 sq. ft NO

Will there be a net increase of the impervious surface by 500 square feet or more? YES  NO

Will you be altering within a critical area or buffer? YES  NO

Will you be modifying more than 40% of the existing exterior wall? N/A YES  NO

Are you applying concurrently for a Land Use action? YES  NO

If so what is your project #(s) and type(s)? \_\_\_\_\_

### PROJECT CONTACT

Name GARY UPPER Phone 425 281 2706

Email gary@jaymorehomes.com

*\*Please note that there are no longer in-person Intake screenings\**

SIGNATURE OF OWNER OR REPRESENTATIVE

### FOR CITY USE ONLY

FEE PAID \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ PERMIT # \_\_\_\_\_

WEEK OF SCHEDULED SCREENING \_\_\_\_\_