

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | 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 JAYMARK EMERALD, LLC Owner Address 7525 SE 24th ST #407

Owner Email gary@jaymarhomes.com Owner Phone MERCER ISLAND, WA 98040
425-281-2706

Project Address 6575 SE 30th St. Parcel # 2174500800

Project Description DEMO/REBUILD

Will you be expanding the building footprint by 500 square feet or more? YES 4116 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? YES NO

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

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

PROJECT CONTACT

Name GARY UPPER Phone 425-281-2706

Email gary@jaymarhomes.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 _____