

# 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 \_\_\_\_\_ Owner Address \_\_\_\_\_

Owner Email \_\_\_\_\_ Owner Phone \_\_\_\_\_

Project Address \_\_\_\_\_ Parcel # \_\_\_\_\_

Project Description \_\_\_\_\_

Will you be expanding the building footprint by 500 square feet or more? YES  \_\_\_\_\_ 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)? \_\_\_\_\_  
\_\_\_\_\_

### PROJECT CONTACT

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

*\*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 \_\_\_\_\_

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# INTAKE SCREENING INFORMATION

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## WHAT IS AN INTAKE SCREENING?

An Intake Screening is a completeness check for Building and Site Development permit applications. Applications are screened by a Land Use Planner, a Development Engineer (civil), the City Arborist, a Building Plans Examiner, and the Fire Marshal. It is an opportunity to find out if there is anything significant missing from your submittal and to identify issues that may cause a delay in the processing of the application. All Intake Screenings are now conducted electronically. (Ref. MICC 19.09.010)

## DO I NEED AN INTAKE SCREENING?

City Staff conduct intake screenings for the following types of projects:

- A. New Single-Family Residences or Demo/Rebuilds**
- B. Substantial Residential Addition/Remodel Projects:**
  - Projects that net  $\geq$  500 square feet of additional impervious surface;
  - Projects that result in  $\geq$  500 square feet additional footprint;
  - Projects that alter more than 40% of the existing exterior wall;
  - Upper level addition projects with a valuation greater than \$100,000
- C. Projects that require stormwater improvements:**
  - Projects that net  $\geq$  500 square feet additional impervious surface
  - Projects with a land disturbing activity of 7,000 sq. ft or greater
  - Projects that result in  $\geq$  2,000 sq. ft of new plus replaced hard surface area
- D. Projects that alter a critical area or critical area buffer such as:**
  - A steep slope, wetland, or watercourse.
- E. New Commercial Buildings and Large Commercial Tenant Improvements**
- F. Site Development/Plat Improvement Permits**

## WHAT IS THE SCREENING PROCESS?

1. Applicant initiates the Intake Screening by submitting Intake Screening Request Form, paying the fee, then uploading all required submittal documents to the Mercer Island File Transfer Site.
2. City Staff review the electronic submittal for completeness. Each of the five review disciplines will determine if enough information has been provided to complete the first plan review.
3. An Intake Screening Packet with the screening results is provided to the applicant via email. If the application is incomplete, the Intake Packet will detail the information required to complete the submittal.

## SUBMITTAL INSTRUCTIONS

- A.** Review [Submittal requirements](#) on the City website. Prepare your plans, forms, and documents
- B.** Please upload to the File Transfer Site <https://sftp.mercergov.org> (**user name:** guest, **password:** eplan)
- C.** Click on the inbox to open
- D.** Create a new folder (use your permit number or project address as the folder name)
- E.** Click on your new folder to open
- F.** Upload the files into the new folder

## NEED A PRE-APPLICATION MEETING WITH CITY STAFF?

Applicants are encouraged to set up a Pre-Application Meeting prior to their Intake Screening. This is an opportunity to meet with staff in-person to discuss your project. Understanding the City's residential development standards, stormwater, tree protection, and fire access requirements early on can avoid costly re-design delays later in the project. For more information see our [Pre-Application Meeting Request Form](#).

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