# 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 CONTACT INFORMATION						Permit Number	
Name:							
Phone Number:							
Email Address:							
Description of revision:							
Check all boxes that apply							
	This is a revision to an already issued permit.						
	This is a revision or modification to a plan currently in review.						
	This is a deferred su	nis is a deferred submittal to an already issued permit.					
	The Proposed Change Increases or Decreases the Project Valuation.						
	Updated Valua			•			
	Changes to Building	Footprint*		Trees Retained/Removed		Stormwater Revision	
				Changes to Tree Protection		Sewer Revision	
	Framing Changes			Site Plan Changes*		Water Revision	
				Changes to Hardscape*		Rockery/Retaining Wall	
	Other			·			

#### 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. le: 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.

<sup>\*</sup> include updated Site Development Worksheet w/ submittal

## **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 e	ach sheet number that has changes and briefly describe changes that were made:
Sheet #	
Shoot #	

**ALL CHANGES TO PLANS MUST BE INDICATED WITH CLOUDS**