

# 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 Fee of \$750 via email. Note – this is the minimum fee for an Intake Screening. Additional fee will be requested at the hourly staff rate if staff time exceeds the minimum hours set forth in the Fee Schedule.

### PROJECT INFORMATION

Name of Owner Jay & Julie Ross Owner Address 227 Ordas Pl SE, Renton, WA 98059

Owner Email jules2377@hotmail.com Owner Phone 2537207700

Project Address 4040 Island Crest Way Parcel # 5450300045

Project Description New SFR

Will the building footprint expand by 500 square feet or more? YES  \_\_\_\_\_ sq. ft NO

Will impervious surface increase by 500 square feet or more (net) on the project site? YES  NO

Does your project alter a critical area or critical area buffer such as a wetland, watercourse, steep slope hazard, potential slide hazard, or seismic hazard? Check the Environmental Layers found on our [Online Map Portal](#) to see if your project is located near a mapped critical area. YES  NO

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

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

If so what type(s) of Land Use Approval(s) and what is/are your project #(s)? \_\_\_\_\_

### PROJECT CONTACT

Name Gary Upper Phone 4252812706

Email gary@jaymarchomes.com

*\*There are no longer meetings associated with Intake Screenings. All comments will be delivered via email\**

SIGNATURE OF OWNER OR REPRESENTATIVE

### FOR CITY USE ONLY

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

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