

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: (206) 275-7605 | www.mercerisland.gov

PRE-APPLICATION MEETING REQUEST FORM

WHY WOULD I BE REQUIRED OR FIND IT USEFUL TO HAVE A PRE-APPLICATION MEETING?

- REQUIRED:** Before an application can be submitted for certain land use projects, a Pre-Application Meeting is **required** by City Code. (Refer to page 2 for the lists of types of permits that are **required** to have a pre-application meeting)
- USEFUL:** Pre-Application meetings are *recommended* during the feasibility phase and prior to conceptual project design, and any time a property owner or designer would like feedback from Community Planning & Development Staff. Pre-application meetings increase certainty, result in more complete application submittals, and reduce review timeframes.

At the end of the pre-application meeting, you will receive a set of written comments and notes that summarizes the issues and questions discussed.

WHAT QUESTIONS DO I HAVE ABOUT MY PROJECT? WHO CAN ANSWER THEM AT THE PRE-APPLICATION?

Types of Questions:	Review Discipline
<ul style="list-style-type: none"> Development Standards: Setbacks, Building Height, Lot Coverage, Gross Floor Area, Hardscape Land Uses: New uses or changes of uses on a site or in a building Shorelines: Development on or near Lake Washington Subdivisions Critical Areas: Watercourses, Wetlands, Geologically Hazardous Areas Design Review: Projects in the Town Center or non-single family elsewhere SEPA Review Wireless Communication Facilities 	Land Use Planning
<ul style="list-style-type: none"> Access and Traffic Stormwater Utilities: Water and sewer Improvements in public rights of way Grading and erosion control Construction site management 	Civil Engineering/ Storm/Utilities
<ul style="list-style-type: none"> Building codes Energy code Geotechnical analysis Changes to occupancy or use 	Building/Structural Engineering
<ul style="list-style-type: none"> Fire sprinkler Fire alarm Emergency vehicle access/circulation Storage of hazardous materials 	Fire Marshall
<ul style="list-style-type: none"> Tree preservation and removal Tree protection during construction Street trees Tree pruning 	City Arborist

PROPERTY INFORMATION:

Site Address	4667 FOREST AVE. SE.	Parcel No.	257730-0021
Property Owner Information:			
Name	ROSS MURRAY	Phone	
Address	7025 NE 14 th ST MEDINA 98039	Email	F.ROSSMURRAY@OUTLOOK.COM

Project Contact Information:

Name	RICHARD FLAKE	Phone	253-359-4039
Address	7421 21 st AVE. E. BONNEY LAKE 98391	Email	RICHARD@RFARCHITECTURE.COM

PROJECT INFORMATION

Provide Brief Project Description:

FOR ATTACHED SOAP # ADU

IDENTIFY MEETING TOPICS

<input type="checkbox"/> FEASIBILITY STUDY	<input type="checkbox"/> BUILDING PERMITS	<input type="checkbox"/> A CRITICAL AREA	<input type="checkbox"/> SHORELINE PERMITS
<input type="checkbox"/> SUBDIVISIONS	<input type="checkbox"/> LOT LINE REVISIONS	<input type="checkbox"/> DESIGN REVIEW	<input type="checkbox"/> SEPA
<input checked="" type="checkbox"/> ACCESSORY DWELLING UNITS	<input type="checkbox"/> WIRELESS COMMUNICATIONS FACILITIES	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> OTHER

WHICH REVIEW DISCIPLINES NEED ATTEND THE PRE-APPLICATION MEETING?

Based on the types of questions that you have (refer to "types of questions" section on page one), identify all review disciplines that are required/requested for attendance at the pre-application meeting. If you want feedback from a specific review discipline, you must check the box below to ensure a staff member from that review team will attend your meeting.

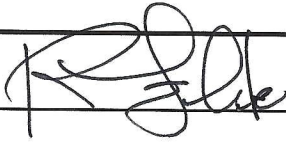
<input checked="" type="checkbox"/> LAND USE PLANNING	<input type="checkbox"/> FIRE MARSHALL
<input type="checkbox"/> CIVIL ENGINEERING/STORM/UTILITIES	<input type="checkbox"/> CITY ARBORIST
<input type="checkbox"/> BUILDING/STRUCTURAL ENGINEERING	

WHAT TYPE OF PRE-APPLICATION MEETING DO I NEED? If you are unsure of your selection, please email City Staff at epermittech@mercerisland.gov for assistance

If you checked <u>two (2) or less</u> review disciplines above, then you need a Type 1 Pre-Application Meeting.	If you checked <u>three (3) or more</u> review disciplines above, then you need a Type 2 Pre-Application Meeting.
<input checked="" type="checkbox"/> Type 1 Pre-Application Meeting	<input type="checkbox"/> Type 2 Pre-Application Meeting
A Type 1 meeting is required prior to submittal of the following application types:	A Type 2 meeting is required prior to the submittal of the following application types:
* Development code interpretations	* Conditional Use Permit
* Shoreline Substantial Development Permit	* Critical Area Review 2
* Wireless communication facilities height variance	* Design Commission Review
* SEPA Threshold Determination	* Plat alteration and vacations
A Type 1 meeting is recommended as part of feasibility or prior to conceptual design.	* New and modified wireless (non-6409) eligible facility
Note that if you select a Type 1 meeting, only the two reviewers that you selected above will review the application materials and attend the pre-application meeting. Other review disciplines will not be in attendance.	* Reasonable Use Exception
	* Variance
	A Type 2 meeting is recommended as part of feasibility or prior to conceptual design.

uploaded separately to the Permit Submittal Portal, with the appropriate permit application form and documents. Additional information about application requirements can be found here: <https://www.mercerisland.gov/cpd/page/how-upload-your-submittal>

Signature



Date

4/28/2023

HOW DO I SUBMIT MY PRE-APPLICATION?

Step 1:

Prepare Submittal Documents Include required forms and documents described here:

- THIS PRE-APPLICATION MEETING REQUEST FORM (REQUIRED)
- YOUR QUESTIONS FOR THE REVIEWERS (REQUIRED) *ALLOWED?*
- PROJECT NARRATIVE (REQUIRED)
- PRELIMINARY PLANS (REQUIRED)
- [TREE INVENTORY AND REPLACEMENT SUBMITTAL WORKSHEET](#) (REQUIRED, UNLESS WAIVED BY CITY ARBORIST)
- ARBORIST REPORT (AS NEEDED)

Step 2:

Upload Documents to the [Mercer Island Permit Submittal Portal](#).

1. To Log On:

- a. Navigate to the portal here: <https://liquidfiles.mercergov.org/filedrop/PermitSubmittals>
- b. Enter your email address
- c. Click the blue "Authenticate" button
- d. Check your email. You will have an email from smtplrelay@mercergov.org that will contain your "Secure Token."
- e. Enter the "Secure Token" and click the blue "Verify" button.

2. To Upload:

- a. Fill in your project Address or Parcel Number
- b. Leave the Permit No. field blank (a PRE-APP Number will be assigned after you submit)
- c. Click the green "Add Files" button or drag files over to the "Drop Files Here" box.
- d. Once files are added, click the blue "Send" button
- e. You will receive email confirmation that the upload is complete. Check your spam folder if you do not see the email.

Step 3: Upon Receipt of all Required Documents, City Staff will contact you with the date and time of the scheduled meeting and provide instructions for fee payment. The meeting will be scheduled for the next available Tuesday. Meetings are currently held virtually, via Microsoft Teams video conference.

WHAT ARE THE FEES FOR MY PRE-APPLICATION?

Type 1 Pre-Application Meeting:

\$954 minimum fee, plus charges for any staff time spent on the pre-application over 6 hours. Any additional staff time is charged at a rate of \$159/hour.

Type 2 Pre-Application Meeting:

\$1,908 minimum fee, plus charges for any staff time spent on the pre-application over 12 hours. Any additional staff time is charged at a rate of \$159/hour.

Please Note: Fees will continue to accrue, post pre-application meeting, in situations where the applicant requests follow up or has additional questions that require additional staff time. Fees will be assessed at the hourly staff rate in place at the time of accrual and invoiced via email.

APRIL 27th/23

Murray Residence ADU Project Narrative

The proposed new single family residence incorporates an ADU attached above our proposed garage. The size is 804 s.f. & the entrance via concrete steps to the east elevation. These steps respect our front yard required setback.

The overall bulk of this proposed unit is well masked under our traditional roof form with strategically placed and proportioned gable end dormers to compliment our proposed shingle style home.

The goal was to integrate this unit sensibly & to respectfully to our building massing to not appear as an addition. We feel we have accomplished this goal.