

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 Fee of \$795 via email.

PROJECT INFORMATION

Name of Owner ANGELA & JEREMY RAQUEPAU Owner Address SAME

Owner Email AMGRIBBLE00@GMAIL.COM Owner Phone 206-730-2000

Project Address 9110 SE 58th STREET Parcel # 2287000120

Project Description TWO STORY ADDITION & REMODEL (PRE 23-007)

- Will the building footprint expand by 500 square feet or more? YES 366 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. 1994-1011 = 4834
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)? NA

PROJECT CONTACT

Name RICHARD FLAKE Phone 253.359.4039

Email RICHARD@RFARCHITECTURE.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 _____

INTAKE SCREENING INFORMATION

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 wetland, watercourse or a geologic hazard (steep slope, potential slide 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.
- 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 Requirement and Forms](#) on the City website. Prepare 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 word "Inbox" (not the checkbox) to open the Inbox
- D.** Click the "Add Folder" icon to create a new folder for your project (use your permit number or project address as the folder name)
- E.** Click on your new folder name (not the checkbox) to open it
- F.** Click the "Upload" icon, browse to add your files, then click the Upload button.

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](#).

DO I NEED A LICENSED SURVEY FOR A PROJECT?

Although site boundary and topographic information are always required, a licensed survey may or may not be required for your project. Use the chart below as a guideline for determining if a licensed survey will be required by starting with question #1 and continuing down the page. **This chart is intended to be a guideline only – for specific determination on whether or not a survey will be required for your project contact a planner.**

1 Will this project create more than 120 square feet of either new impervious surface or new gross floor area?

Yes Go to Question #2

No Go to question #4

2 Is the slope of the lot close to one of the thresholds for determining lot coverage? (13=15% or 28=30%, 48=50% slope)

Lot Slope	Allowed Lot Coverage
Less than 15%	No more than 40%
15% - 30%	No more than 35%
31% - 50%	No more than 30%
Greater than 50%	No more than 20%

Yes Topographic survey limited to information necessary to determine lot slope typically required unless project meets the lower coverage limit.

No Go to Question #3

3 Does the site contain critical lands, such as:

- critical slopes (12-foot elevation rise in any 30 foot run)
- streams or wetlands
- shorelines
- geologically hazardous areas

Yes Topographic survey typically required for all developments on sites that contain critical areas.

No Go to Question #4

4 Will the height of the proposed building or portion of the building be within 2 feet of the maximum allowable height? (30' from average building elevation to top of structure and 30' on downhill side to top of wall framing)

Yes Topographic survey typically required.

No Go to Question #5

5 Will there be any construction within 2 feet of a required setback line?

Front Yard = 20 feet
 Rear Yard = 25 feet
 Side Yards = Sum of side yards must be 15 feet (or 17% of the width of the lot, if lot is wider than 90 feet), no side yard can be less than 33% the total side yard width.

Yes Survey of Property Line required only for the property lines that are near the construction. However, no survey is typically required if undisturbed and uncontested property corners are present.

No Typically no survey required if existing undisturbed property corners are present.

If you still have any questions about whether or not a survey is required or why this chart says that you need a survey, please contact Development Services Group Planning line (206) 275-7729.