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

Permit Submittals Portal.

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 \$847 via email.

PROJECT INFORMATION				
Name of Owner	Owner Address			
Owner Email	Owner Phone			
Project Address	Parcel #			
Project Description				
Will the building footprint expand b	y 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 \square NO \square 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 <u>Online Map Portal</u> 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? If so what type(s) of Land Use Approval(s) and what is/are your project #(s)?			YES 🗆	NO 🗆
PROJECT CONTACT				
Name Phone				
Email				
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 ≥ 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 <u>Online Map Portal</u> 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 <u>Submittal Requirement and Forms</u> on the City website. Prepare plans, forms, and documents.
- B. Navigate to the portal and authenticate: https://liquidfiles.mercergov.org/filedrop/PermitSubmittals
- **C.** Fill in your project Address or Parcel Number
- D. Leave the Permit No. field blank (an intake screening mumber will be assigned after you submit)
- E. Click the green "Add Files" button or drag files over to the "Drop Files Here" box.
- **F.** Once files are added, click the blue "Send" button
- **G.** You will receive email confirmation that the upload is complete. (Check your spam folder, as needed)

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.