

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

USE FOR LAND USE PROJECTS AND INFORMATIONAL MEETINGS

TO INITIATE A PRE-APPLICATION MEETING

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 Contract you to Schedule the Meeting and Request the Meeting deposit of \$726.00, via email. The meeting will be scheduled for the next available Tuesday. The deposit covers 5 hours of staff time, if additional time is required more fees will be requested. If less than 5 hours of staff time are used on your Meeting, you will be issued a refund for the remaining deposit.

PROJECT INFORMATION

Name of Owner ROSS MURRAY Owner Address 4803 FOREST AVE. SE.

Owner Email F.ROSSMURRAY@COM Owner Phone 206.660.2950

Project Address 4803 FOREST AVE SE. Parcel # 251730

Project Description THE ENCLOSED SPACE ABOVE 3CAR GARAGE IS TO BE AN ADU/STUDIO WITH W/SIDE ENTRANCE PER OUR MASTER SITE PLAN

Project Type

| | | |
|---|--|---|
| <input type="checkbox"/> CRITICAL AREAS DETERMINATION | <input type="checkbox"/> DESIGN REVIEW | <input type="checkbox"/> DEVIATIONS |
| <input checked="" type="checkbox"/> FEASIBILITY STUDY | <input type="checkbox"/> LOT LINE REVISION | <input type="checkbox"/> SHORELINE PERMIT |
| <input type="checkbox"/> SUBDIVISION | <input type="checkbox"/> VARIANCES | <input checked="" type="checkbox"/> OTHER |

Identify topics you would like to discuss by checking the boxes below

| | | |
|---|--|--|
| <input checked="" type="checkbox"/> ZONING/DESIGN STANDARDS | <input type="checkbox"/> ENVIRONMENTAL/CRITICAL AREAS | <input type="checkbox"/> STORMWATER/DRAINAGE |
| <input type="checkbox"/> FIRE AND ACCESS REQUIREMENTS | <input checked="" type="checkbox"/> BUILDING CODE/STRUCTURAL | <input type="checkbox"/> CLEARING/GRADING |
| <input type="checkbox"/> UTILITIES | <input type="checkbox"/> TREES | <input type="checkbox"/> GEOTECHNICAL |
| | | <input type="checkbox"/> TRANSPORTATION |

PROJECT CONTACT

Name RICHARD FLARE / RF ARCH Phone 253.359.4039

Email RICHARD@RFARCHITECTURE.COM

SIGNATURE OF OWNER OR REPRESENTATIVE 

FOR CITY USE

FEE PAID \$ _____ DATE PAID _____ PRE-APP # _____

SCHEDULED MEETING DATE _____ SCHEDULED TIME _____

PRE-APPLICATION MEETING INFORMATION

WHAT IS A PRE-APP MEETING?

A Pre-Application Meeting is an opportunity to discuss a potential development project in the early stages of the planning process. It is an opportunity to get feedback from staff on a conceptual plan, prior to preparation of permit application submittal documents. Meetings are held on Tuesdays, by appointment. Fifty minutes is allocated for the meeting.

DO I NEED A PREAPPLICATION MEETING?

Pre-Application meetings are required by code prior to submitting an application for certain land use projects and recommended for others as outlined below. They are recommended during the feasibility stage of project development, or any time an applicant is looking for feedback from Community Planning & Development Staff. They are also required when more than 15 minutes of staff time is needed to discuss requirements related to a potential development project.

Pre-App meetings are **required**

| | |
|---|--|
| A. Design Review Design Commission | H. Major Building Projects |
| B. Preliminary Long Plat or Short Plat | I. Critical Area Review 2 |
| C. Reasonable Use Exception | J. Variance |
| D. Shoreline Approval | K. Development code interpretations |
| E. Conditional Use Permit | L. SEPA threshold determination |
| F. Long plat and short plat alteration and vacations | M. New and modified wireless (non-6409) eligible facility |
| G. Wireless communication facilities height variance | N. Any new development within a landslide hazard area |

Pre-App meetings are **recommended**

| | |
|--|----------------------------------|
| A. Design Review Code Official | D. Lot line revision |
| B. Shoreline exemption | E. Critical Area Review 1 |
| C. Wireless Communication Facility 6409 | |

SUBMITTAL REQUIREMENTS

Review the application forms and handouts that relate to your application type. Provide as much of the required documentation as possible to receive feedback from Community Planning and Development Staff.

| Required | Required as Needed |
|--|---------------------------|
| A. Project Narrative B. List of Questions / Discussion Points C. Preliminary Plans D. Tree Inventory and Replacement Submittal Worksheet (unless waived by City Arborist) | A. Arborist Report |

SUBMITTAL INSTRUCTIONS/REQUIREMENTS

- A.** Please upload required documents to the File Transfer Site <https://sftp.mercergov.org> (username: guest, password: eplan)
- B.** Click on the inbox to open
- C.** Create a new folder (use your Pre-App number or project address as the folder name)
- D.** Click on your new folder to open
- E.** Upload the files into the new folder

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ACCESSORY DWELLING UNITS - SUBMITTAL REQUIREMENTS

PURPOSE

An accessory dwelling unit (ADU) is a habitable living unit added to, created with in, or detached from a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking and sanitation. Either the main house, or the ADU must be occupied by the property owner. For more details on the regulations and process, please refer to the ADU Tip Sheet.

PRE-APPLICATION MEETING

A pre-application meeting is used to determine whether a land use project is ready for review, to review the land use application process, and to provide an opportunity for initial feedback on a proposed application. Some land use applications require a pre-application – in particular: short and long subdivisions, lot line revisions, shoreline permits, variances, and critical area determinations. The City strongly recommends that all land use applications use the pre-application process to allow for feedback by City staff.

Please note: pre-application meetings are held on Tuesdays, by appointment. To schedule a meeting, submit the meeting request form and the pre-application meeting fee (see fee schedule). Meetings must be scheduled at least one week in advance. Applicants are required to upload a project narrative, a list of questions/discussion points, and preliminary plans to the Mercer Island File Transfer Site one week ahead of the scheduled meeting date.

SUBMITTAL REQUIREMENTS

In addition to the items listed below, the code official may require the submission of any documentation reasonably necessary for review and approval of the land use application. An applicant for a land use approval and/or development proposal shall demonstrate that the proposed development complies with the applicable regulations and decision criteria.

1. **Completed pre-application.** Recommended.
2. **Development Application Sheet.** Application form must be fully filled out and signed.
3. **Project Narrative.** The project narrative should describe the proposed development, including any anticipated future phases, and briefly describe how the project complies with applicable criteria.
4. **Development Plan Set.** Please refer to the Land Use Application- Plan Set Guide in preparing plans.
5. **Fees.** Payment of required fees.
6. **ADU Affidavit.** Submit a recorded document of the Affidavit in Support of Accessory Dwelling Unit Permit.

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CITY USE ONLY

PROJECT# RECEIPT # FEE

Date Received:

Received By:

DEVELOPMENT APPLICATION

| | | | |
|--|--|---|--|
| STREET ADDRESS/LOCATION 4803 FOREST AVE. SE. | | ZONE R1D | |
| COUNTY ASSESSOR PARCEL #'S 257730-0021 | | PARCEL SIZE (SQ. FT.) 17634 # | |
| PROPERTY OWNER (required) ROSS MURRAY | ADDRESS (required) 4803 FOREST AVE. SE. | CELL/OFFICE (required) 206 600 2956 | E-MAIL (required) F.ROSSMURRAY@GMAIL.COM |
| PROJECT CONTACT NAME RICHARD FLAKE | ADDRESS 7421 214th AVE. E. BONNEY LAKE, WA 98391 | CELL/OFFICE 253-359-4039 | E-MAIL RICHARD@RFARCHITECTURE.COM |
| TENANT NAME NA | ADDRESS NA | CELL PHONE NA | E-MAIL NA |

DECLARATION: I HEREBY STATE THAT I AM THE OWNER OF THE SUBJECT PROPERTY OR I HAVE BEEN AUTHORIZED BY THE OWNER(S) OF THE SUBJECT PROPERTY TO REPRESENT THIS APPLICATION, AND THAT THE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

1/29/21
DATE

PROPOSED APPLICATION(S) AND CLEAR DESCRIPTION OF PROPOSAL (PLEASE USE ADDITIONAL PAPER IF NEEDED):

SPACE ENCLOSED ABOVE ATTACHED 3 CAR GARAGE IS PROPOSED TO BE A STUDIO AND 710# WHICH INCURS NO ADDITIONAL SITE DISTURBANCE, NO IMPACT TO PARKING AND THE ORIGINAL FAR CALLS IN CLUES THIS SPACE, MEET SYS AS WELL AS STRUCTURAL & ENERGY.

ATTACH RESPONSE TO DECISION CRITERIA IF APPLICABLE

CHECK TYPE OF LAND USE APPROVAL REQUESTED:

| APPEALS | DEVIATIONS | SUBDIVISION SHORT PLAT |
|--|---|---|
| <input checked="" type="checkbox"/> Building | <input type="checkbox"/> Changes to Antenna requirements | <input type="checkbox"/> Short Plat- Two Lots |
| <input checked="" type="checkbox"/> Code Interpretation | <input type="checkbox"/> Changes to Open Space | <input type="checkbox"/> Short Plat- Three Lots |
| <input checked="" type="checkbox"/> Land use | <input type="checkbox"/> Seasonal Development Limitation Waiver | <input type="checkbox"/> Short Plat- Four Lots |
| <input type="checkbox"/> Right-of-Way Use | | <input type="checkbox"/> Short Plat- Deviation of Acreage Limitation |
| CRITICAL AREAS | ENVIRONMENTAL REVIEW (SEPA) | SHORT PLAT- Amendment |
| <input type="checkbox"/> Critical Area Review 1 (Hourly Rate 2hr Min) | <input type="checkbox"/> SEPA Review (checklist)- Minor | <input type="checkbox"/> Short Plat- Final Plat |
| <input type="checkbox"/> Critical Area Review 2 (Determination) | <input type="checkbox"/> SEPA review (checklist)- Major | OTHER LAND USE |
| <input type="checkbox"/> Reasonable Use Exception | <input type="checkbox"/> Environmental Impact Statement | <input type="checkbox"/> Accessory Dwelling Unit |
| DESIGN REVIEW | SHORELINE MANAGEMENT | <input type="checkbox"/> Code Interpretation Request |
| <input type="checkbox"/> Pre Design Meeting | <input type="checkbox"/> Exemption | <input type="checkbox"/> Comprehensive Plan Amendment (CPA) |
| <input type="checkbox"/> Design Review (Code Official) | <input type="checkbox"/> Permit Revision | <input type="checkbox"/> Conditional Use (CUP) |
| <input type="checkbox"/> Design Commission Study Session | <input type="checkbox"/> Shoreline Variance | <input type="checkbox"/> Lot Line Revision |
| <input type="checkbox"/> Design Review- Design Commission- Exterior Alteration | <input type="checkbox"/> Shoreline Conditional Use Permit | <input type="checkbox"/> Noise Exception |
| <input type="checkbox"/> Design Review- Design Commission- New Building | <input type="checkbox"/> Substantial Development Permit | <input type="checkbox"/> Reclassification of Property (Rezoning) |
| WIRELESS COMMUNICATION FACILITIES | SUBDIVISION LONG PLAT | <input type="checkbox"/> Transportation Concurrence (see supplemental application form) |
| <input type="checkbox"/> Wireless Communications Facilities- 6409 Exemption | <input type="checkbox"/> Long Plat- Preliminary | <input type="checkbox"/> Planning Services (not associated with a permit or review) |
| <input type="checkbox"/> New Wireless Communication Facility | <input type="checkbox"/> Long Plat- Alteration | <input type="checkbox"/> Zoning Code Text Amendment |
| | <input type="checkbox"/> Long Plat- Final Plat | <input type="checkbox"/> Request for letter |
| | VARIANCES (Plus Hearing Examiner Fee) | <input type="checkbox"/> Temporary Commerce on Public Property |
| | <input type="checkbox"/> Variance | |

9/27/21

Murray Residence - ADU Narrative

The proposed portion of the Murray Residence is to include a 714 sq ADU, which is attached to the primary structure. It is located above our garage and is contained within our roof structure which has 3 primary gable dormers & two shed roof dormers. The entry is not located to the front (east side) so not on our front elevation. Our proposed ridge elevation is below the code allowed max. bldg hgt. And the FAR calculations for the primary residence included this space. Lastly, the primary residence plans, (civil, structural, energy, mech, & landscape plans, were inclusive of this space as well.

Thanks, Richard
RF Architecture



WHEN RECORDED SUBMIT A COPY TO:
Community Planning & Development
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040
(206) 275-7605

KING COUNTY DEPARTMENT OF RECORDS AND ELECTIONS

AFFIDAVIT OF:

Affidavit In Support Of Accessory
Dwelling Unit Permit

Name: KIM H. MURRAY
7675 NE 14TH
Address: MEDINA 98039

I, KIM H MURRAY, am over the age of 21 years, and make the statements herein of actual knowledge.

1. The address of my property is 2803 Forest Ave SE, ME 98040 and we are applying for a permit to build an accessory dwelling unit at this address.
2. I own this property and I and/or someone in my immediate family will make my/their legal residence in the principal dwelling or accessory dwelling unit and actually reside in such dwelling for more than six (6) months per year.
3. I understand that either the property owner or an immediate family member of the owner will occupy the principal dwelling unit or accessory dwelling unit for more than 6 months per year. If this requirement is not met, the accessory dwelling unit will lose its permitted status.
4. I will notify my prospective purchasers of the limitations of Mercer Island's Accessory Dwelling Unit regulations.
5. I will notify King County Department of Records and Elections if the accessory dwelling unit is removed from this property.
6. I understand that the City may require the removal of the accessory dwelling unit if any of the requirements for the accessory dwelling unit are violated.
7. I agree to have this document recorded with the King County Department of Records at my expense, and supply a copy to the City of Mercer Island.

I declare under penalty of perjury that the foregoing is true and correct.

SIGNED: [Signature] DATE: 09/23/2021
Property Owner(s)

STATE OF WASHINGTON)
) ss
COUNTY OF KING)

On this 23 day of Sept, 2021, before me the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared before me and to me know to be the individuals described in and executed the foregoing instrument, and acknowledged that they signed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this 23 day of Sept, 2021
[Signature]

NOTARY PUBLIC in and for the State of Washington
Residing at Belleve, WA

