
CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org



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.
- need 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 R-15 (single family)
COUNTY ASSESSOR PARCEL #'S 257730-0021		PARCEL SIZE (SQ. FT.) 17634
PROPERTY OWNER (required) Ross Murray	ADDRESS (required) 7475 NE 14th St. MEDINA, WA 98039	CELL/OFFICE (required) E-MAIL (required) F.ROSSMURRAY@OUTLOOK.COM
PROJECT CONTACT NAME RICHARD FLAKE	ADDRESS 7421 214th AVE. E. BONNEY LAKE, WA 98039	CELL/OFFICE 253.359.4039 E-MAIL RICHARD@RFARCHITECTURE.COM
TENANT NAME NA @ this time	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

4/27/23
 DATE

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

ADU 304' ABOVE GARAGE WITH ENTRANCE TO EAST.

ATTACH RESPONSE TO DECISION CRITERIA IF APPLICABLE

CHECK TYPE OF LAND USE APPROVAL REQUESTED:

CRITICAL AREAS	ENVIRONMENTAL REVIEW (SEPA)	SUBDIVISION
<input type="checkbox"/> Critical Area Review 1	<input type="checkbox"/> SEPA Review	<input type="checkbox"/> Short Plat- Preliminary
<input type="checkbox"/> Critical Area Review 2	<input type="checkbox"/> Environmental Impact Statement	<input type="checkbox"/> Short Plat- Alteration
		<input type="checkbox"/> Short Plat- Final Plat
		<input type="checkbox"/> Long Plat- Preliminary
		<input type="checkbox"/> Long Plat- Alteration
		<input type="checkbox"/> Long Plat- Final Plat
		<input type="checkbox"/> Lot Line Revision
DESIGN REVIEW	LEGISLATIVE	
<input type="checkbox"/> Design Review – Signs	<input type="checkbox"/> Code Amendment	
<input type="checkbox"/> Design Review – Code Official	<input type="checkbox"/> Comprehensive Plan Docket Application	
<input type="checkbox"/> Design Commission Study Session	<input type="checkbox"/> Comprehensive Plan Application (If Docketed)	
<input type="checkbox"/> Design Commission Review – Exterior Alteration	<input type="checkbox"/> Rezone	
<input type="checkbox"/> Design Commission Review – Major New Construction		
	OTHER LAND USE	
	<input checked="" type="checkbox"/> Accessory Dwelling Unit	
	<input type="checkbox"/> Code Interpretation Request	
	<input type="checkbox"/> Conditional Use (CUP)	
	<input type="checkbox"/> Noise Exception Type I - IV	
	<input type="checkbox"/> Other Permit/Services Not Listed	
DEVIATIONS	SHORELINE MANAGEMENT	WIRELESS COMMUNICATION FACILITIES
<input type="checkbox"/> Deviations to Antenna Standards – Code Official	<input type="checkbox"/> Shoreline Exemption	<input type="checkbox"/> New Wireless Communication Facility
<input type="checkbox"/> Deviations to Antenna Standards – Design Commission	<input type="checkbox"/> Shoreline Substantial Development Permit	<input type="checkbox"/> Wireless Communications Facilities- 6409 Exemption
<input type="checkbox"/> Public Agency Exception	<input type="checkbox"/> Shoreline Variance	<input type="checkbox"/> Small Cell Deployment
<input type="checkbox"/> Reasonable Use Exception	<input type="checkbox"/> Shoreline Conditional Use Permit	<input type="checkbox"/> Height Variance
<input type="checkbox"/> Variance	<input type="checkbox"/> Shoreline Permit Revision	
<input type="checkbox"/> Seasonal Development Limitation Waiver – Wet Season Construction Approval		

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 304 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.



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 4803 Forest Ave SE, MI 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 Bellevue, WA





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City of Mercer Island
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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: F. Ross MURRAY
7675 NE 145^T
Address: MEDINA, WA 98059

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

1. The address of my property is 4803 FOREST AVE SE 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.
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SIGNED: [Signature]
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DATE: 9/23/2021

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[Signature]

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Residing at Bellevue, WA

