

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 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 	Land Use Planning
<ul style="list-style-type: none"> 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 	
<ul style="list-style-type: none"> Access and Traffic Stormwater Utilities: Water and sewer 	Civil Engineering/ Storm/Utilities
<ul style="list-style-type: none"> Building codes Energy code 	Building/Structural Engineering
<ul style="list-style-type: none"> Fire sprinkler Fire alarm 	Fire Marshall
<ul style="list-style-type: none"> Tree preservation and removal Tree protection during construction 	City Arborist

PROPERTY INFORMATION:

Site Address	Parcel No
Property Owner Information:	
Name	Phone
Address	Email
Project Contact Information	
Name	Phone
Address	Email

PROJECT INFORMATION

Provide Brief Project Description:

2 story addition to an existing SFR.

IDENTIFY MEETING TOPICS

<input type="checkbox"/> FEASIBILITY STUDY	<input checked="" type="checkbox"/> BUILDING PERMITS	<input checked="" 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 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.

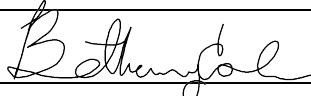
<input checked="" type="checkbox"/> LAND USE PLANNING	<input checked="" type="checkbox"/> FIRE MARSHALL
<input checked="" type="checkbox"/> CIVIL ENGINEERING/STORM/UTILITIES	<input type="checkbox"/> CITY ARBORIST
<input type="checkbox"/> BUILDING/STRUCTURAL ENGINEERING	

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 type="checkbox"/> Type 1 Pre-Application Meeting	<input checked="" 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.

I, the undersigned, understand that this is a request for a meeting and that this is not a permit application. Permit and Land Use Applications must be uploaded separately to the Permit Submittals 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-apply>

Signature  Date 2/3/23

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)
- 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 smtp.relay@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:	Type 2 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.	\$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.