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?

1. **REQUIRED**: Before an application can be submitted for certain land use projects, a Pre-Application Meeting is **required** by code. See MICC 19.15 for procedural requirements related to your land use application type.
2. **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?

Types of Questions:		Review Discipline
• 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	• 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	**Land Use Planning**
• Access and Traffic • Stormwater • Utilities: Water and sewer	• Improvements in public rights of way • Grading and erosion control • Construction site management	**Civil Engineering/ Storm/Utilities**
• Building codes • Energy code	• Geotechnical analysis • Changes to occupancy or use	**Building/Structural Engineering**
• Fire sprinkler • Fire alarm	• Emergency vehicle access/circulation • Storage of hazardous materials	**Fire Marshall**
• Tree preservation and removal • Tree protection during construction	• Street trees • Tree pruning	**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:

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IDENTIFY MEETING TOPICS

☐ FEASIBILITY STUDY	☐ BUILDING PERMITS	☐ A CRITICAL AREA	☐ SHORELINE PERMITS
☐ SUBDIVISIONS	☐ LOT LINE REVISIONS	☐ DESIGN REVIEW	☐ SEPA
☐ ACCESSORY DWELLING UNITS	☐ WIRELESS COMMUNICATIONS FACILITIES	☐ VARIANCE	☐ OTHER

WHAT ARE THE FEES ASOCCIATED WITHT MY PRE-APPLICATION MEETING?

The fee for a pre-application meeting is $2028 plus an additional hourly fee for related staff time in excess of 12 hours. Additional staff time is charged at a rate of $169/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.

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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 *Milton Orellana*   **Date**

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 REPLACMENT 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.