CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org

PRE-APPLICATION MEETING REQUEST FORM
USE FOR LAND USE PROJECTS AND INFORMATIONAL MEETINGS

TO INITIATE A PRE-APPLICATION MEETING

Step One: **Submit this Form and Pay the Pre-Application Meeting Fee of $523.24**
Payment can be made at the permit counter or via mail:
Mercer Island City Hall, ATTN: PERMITTING, 9611 SE 36th St, Mercer Island, WA 98040.

Step Two: **Upload all Required Documents to the Mercer Island File Transfer Site**
Submittal Requirements and instructions for the upload are available on the next page.

Step Three: **Upon Receipt of Payment and Required Documents, City Staff will schedule the Meeting.**
Your meeting will be scheduled a minimum of 7 to 10 business days after receipt of complete application on the next available Tuesday.

PROJECT INFORMATION

Name of Owner Washington State DOT   **Owner Address** 15700 Dayton Avenue N, Shoreline, WA 98133

Owner Email tayloli@wsdot.wa.gov   **Owner Phone** Office: 206-440-4549 Cell: 916-207-2023

Project Address Interstate 90, Milepost 5.80 to 5.98 (Sec2, T24N, R4E)   **Parcel #** N/A

Project Description Replace the east approach modular expansion joint of the I-90 Homer Hadley East Approach.

Project Type

☐ CRITICAL AREAS DETERMINATION   ☐ DESIGN REVIEW   ☐ DEVIATIONS

☐ FEASIBILITY STUDY   ☐ LOT LINE REVISION   ☐ SHORELINE PERMIT

☐ SUBDIVISION   ☑ VARIANCES   ☐ OTHER

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

☐ ZONING/DESIGN STANDARDS   ☐ ENVIRONMENTAL/CRITICAL AREAS   ☐ STORMWATER/DRAINAGE

☐ FIRE AND ACCESS REQUIREMENTS ☐ BUILDING CODE/STRUCTURAL   ☐ CLEARING/GRADING

☐ UTILITIES   ☐ TREES   ☐ GEOTECHNICAL   ☐ TRANSPORTATION

PROJECT CONTACT

Name Lindsay Taylor   **Phone** Office: 206-440-4549 Cell: 916-207-2023

Email tayloli@wsdot.wa.gov

SIGNATURE OF OWNER OR REPRESENTATIVE *Lindsay Taylor*

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
- **F.** **Please bring hard copies of all documents to the meeting**