**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 (PRE2X-XXX)

*An Intake Screening is required in addition to a Pre-Application Meeting. A Pre-Application Meeting does not replace the required Intake Screening. This meeting is to provide guidance and information include prior to formal submittal.*

## Summary:

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| --- | --- | --- | --- | --- | --- |
| Site Location: | Click to enter Address | | **Parcel Number** |  | |
| Lot Size: | Click to enter | | **Zoning:** | Select Zone | |
| Brief Project Description: | Click to enter Project Description | | **Documents Provided:** | **Click to enter Documents** | |
| Applicant Information: | | | | | |
| Name: | | | Email: | | Phone: |
| **Click to enter** **Name** | | | Click to enter Email | | **Phone** |
| Second Pre-application Meeting Required: | | **Choose an option** | **Click for explanation if necessary** | | |

## Applicant Questions:

1. (*List applicant questions and City’s response. Responses can refer to information provided in the notes below*.)

**Staff Response**:

## Review Comments:

### Fire Comments:

Fire Contact: [Jeromy.Hicks@mercerisland.gov](mailto:Jeromy.Hicks@mercerisland.gov) or 206-275-7966.

1. Sprinkler information
   1. All New Single Family require a minimum of a 13D sprinkler system.
2. Hydrant and fire flow information
   1. The fire flow at the home meets requirements
   2. Distance to hydrant meets requirements.
3. Access road (2015 IFC Appendix D)
   1. Turn Around. Code requires a turnaround for any access road that exceeds 150 feet. If you are unable to provide this, cite reasons and provide a code alternate for review.
   2. Width. All access roads up to 500 feet in length are required to be 20 feet in width.
   3. Slope. Slope appears to exceed 10%. If you are unable to provide this, cite reasons and provide a code alternative for review.

For additional information please refer to this helpful webpage: <https://www.mercerisland.gov/cpd/page/fire-permits-and-prevention-information>

### Tree Comments:

Tree Contact: [John.Kenney@mercerisland.gov](mailto:John.Kenney@mercerisland.gov) or 206-275-7713.

1. Please refer to [MICC 19.10](http://www.codepublishing.com/WA/MercerIsland/#!/MercerIsland19/MercerIsland1910.html) for our tree code.
2. 30% of trees with a diameter of 10 inches or greater is required; additionally, development must be designed to minimize tree removal.
3. Replacement is required for any trees that are removed, according to the replacement ratios in MICC 19.10.070.
4. Tree protection (typically at tree dripline) of retained trees will be required
5. Sequential (phased) tree removal may be required (only remove trees necessary at each step of the review process)

For shoreline development, please provide the following:

1. Please illustrate existing trees (type, diameter, driplines) located near the proposed development.
2. If there is a recent building permit for an addition or new house: if the property has a required shoreline planting plan per MICC 19.07.110(E)(9)(d), please illustrate the existing shoreline plantings and integrate the proposed vegetation with this project. (E)(9)(d) requires all development adding over 500sf of GFA or impervious surface requires a native shoreline vegetation plan.
3. Please provide a tree protection plan for all development that will impact regulated trees.

For additional information please refer to this helpful webpage: [[https://www.mercerisland.gov/cpd/page/tree-permits](http://www.mercergov.org/Page.asp?NavID=2636)](https://www.mercerisland.gov/cpd/page/tree-permits)

### Civil Engineering Comments:

Civil Contact: [Ruji.Ding@mercerisland.gov](mailto:Ruji.Ding@mercerisland.gov) or 206-275-7703.

1. Please refer to [MICC Title 15](http://www.codepublishing.com/WA/MercerIsland/#!/MercerIsland15/MercerIsland15.html) for our Water, Sewers, and Public Utilities code.

For more information on Stormwater Permits please visit here: <https://www.mercerisland.gov/cpd/page/stormwater-permits>

### Building Comments:

Building Contact: [xxxxxx.xxxxx@mercerisland.gov](mailto:xxxxxx.xxxxx@mercerisland.gov) or 206-275-77##.

Mapping and Design Criteria: Complete information on codes adopted by Mercer Island and available City mapping is available here: <https://www.mercerisland.gov/cpd/page/codes-design-criteria-research>

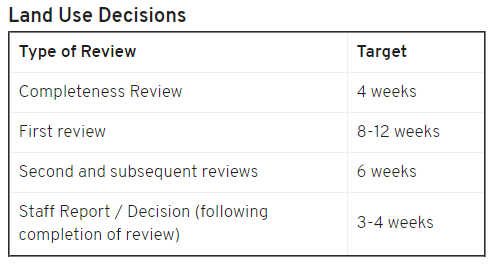
Mercer Island City Code 19.07.160 requires a geotechnical engineer’s assessment of certain types of work if located within a mapped geologic hazard area. Please review city mapping to determine if landslide hazards, seismic hazards, or erosion hazards are mapped on the property.

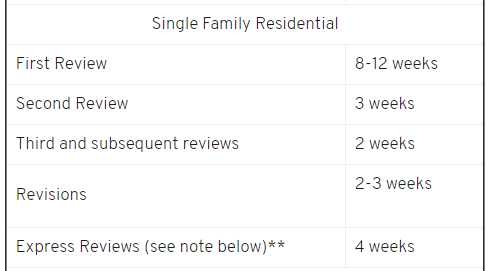
ASCE-7 wind design for structures involves topographic and exposure effects. The City has mapping available for accepted values to be used in design. Please refer to the link above for design criteria.

### Planning Comments:

Planning Contact: Choose an Email or PHONE.

1. Residential Zoning Standards:
   1. Yards
      1. Front yard: 20 feet
      2. Rear yard: 25 feet
      3. Side yards:
         1. Requirements based on lot width: (15 feet total; no side yard less than five feet -***OR-*** Total side yards must be at least 17% of the lot width; no side yard less than 33% of the total side yard requirement. *(Pick one of the following, delete the other)*
         2. Variable Side Yard Depth Requirement: (*delete if subject site is under 6,000 sq ft*)
            1. Variable Side Yard Depth Requirements apply to interior lot lines only.
            2. A minimum side yard of 7.5 feet is required for 1) nongabled roof ends where the height is more than 15 feet; or 2) gabled roof ends more than 18 feet. Both measurements are taken from existing or finished grade, whichever is lower, to the top of the gabled roof end adjoining the side yard.
            3. A minimum side yard of 10 feet is required for single-family dwellings with a height of more than 25 feet measured from the existing or finished grade, whichever is lower, to the top of the exterior wall facade adjoining the side yard.
      4. Eaves may only protrude up to 18 inches into yards; note that no protrusion is allowed within *minimum* side yard setbacks.
      5. No eave and minor building element protrusion is allowed into the minimum side yard setback established by either the requirements based on lot width or Variable Side Yard Depth Requirement. (MICC 19.02.020(C)(3)).
   2. Height:
      1. 30 feet maximum above the Average Building Elevation (ABE) to the highest point of the roof.
      2. 30 feet on the furthest downhill extent of the proposed building to the top of the exterior wall façade supporting the roof framing, rafters, trusses, etc.
   3. Lot Coverage:
      1. Calculated by totaling the following:
         1. All drivable surfaces (driveway, parking pad, turn-arounds, etc. regardless the material type; e.g. pervious driveway counts towards lot coverage)
         2. Roof line (includes eaves and covered decks)
      2. Lot Coverage is limited to a percentage of net lot area; this percentage varies between 20-40% depending on the slope of the lot. Lot slope is calculated by subtracting the lowest existing elevation from the highest existing elevation and dividing the resulting number by the shortest horizontal distance between these two points.
      3. Allowed a maximum of 9% of the lot area can be hardscape (*Update to the lesser of 755 square feet or 12% of the net lot area for lots under 8,400 sq ft of net lot area*.)
         1. Hardscape includes: patios, uncovered steps, walkways, decks, retaining walls, rockeries, and other hardened surfaces other than drivable surfaces or roofs.
         2. Hardscape improvements can be within the maximum lot coverage allowance. That is, if the proposed lot coverage is less than the maximum lot coverage, the difference between the maximum and proposed areas can be used for hardscape.
   4. Gross Floor Area:
      1. Gross Floor Area includes:
         1. The main building, including but not limited to attached accessory buildings.
         2. All garages and covered parking areas, and detached accessory buildings with a gross floor area over 120 square feet.
         3. That portion of a basement which projects above the lower of existing grade or finished grade as defined and calculated in Appendix B of this development code.
         4. Staircases.
         5. Decks that are attached to the second or third level of a single-family dwelling and are covered by a roof. For the purposes of calculating the gross floor area of covered decks, the entire deck area covered by the roof shall be accounted for as floor area, provided an 18-inch eave extending beyond the edge of the deck shall not be included in the gross floor area.
         6. Space under stairways or stairwells that is used, for example, as a closet or storage space if that space meets the definition of “Floor.”
      2. Maximum is (*Numeric cap based on zone -OR- 40%, depending on lot size*)
      3. Based on ceiling height, additional GFA may be applied
         1. The gross floor area shall be **150 percent** of the floor area of that portion of a room(s) with a ceiling **height of 12 feet to 16 feet**, measured from the floor surface to the ceiling.
         2. The gross floor area shall be **200 percent** of the floor area of that portion of a room(s) with a ceiling height of **more than 16 feet**, measured from the floor surface to the ceiling.
         3. Staircases shall be counted as a single floor for the first two stories accessed by the staircase. For each additional story above two stories, the staircase shall count as a single floor area. For example, a staircase with a 10-foot by 10-foot dimension that accesses three stories shall be accounted as 200 square feet (100 square feet for the first two stories, and 100 square feet for the third story).
      4. Second or third level covered decks count towards GFA, only uncovered or covered decks on the main level don’t count towards GFA
2. Critical area constraints (on and off-site)
   1. (*List mapped critical areas*)
   2. (*List applicable code standards for each*)
   3. Critical area study
   4. Geotechnical reports must address the criteria in MICC 19.07.160, which include an analysis documenting that the subject property, neighboring properties, and other critical areas will not be adversely impacted. A statement of risk must also be provided. Please review this code section for full details.
3. Shoreline
   1. Development is limited within 50 feet of the Ordinary High Water Mark (OHWM): 10% lot coverage and impervious surface is allowed within 0-25 feet of OHWM and 30% is allowed within 25-50 feet from the OHWM).
   2. No structures are allowed within 25 of the OHWM.
   3. During building permit application, apply for a Shoreline Substantial Development Permit, or a Shoreline Exemption Permit demonstrating that the proposed development meets one of the criteria in [WAC 173-27-040](https://apps.leg.wa.gov/wac/default.aspx?cite=173-27-040) for developments exempt from substantial development permit requirement. Include a signed and notarized Shoreline Exemption Affidavit with the Shoreline Exemption Permit application.
4. State Environmental Policy Act (SEPA) Review
   1. The proposed scope of work requires SEPA review/is exempt pursuant to WAC 197-11-800. *(select required or exempt; if exempt, fill in exemption)*
   2. If the scope of work changes, SEPA Review may be required. Please refer to WAC 197-11-800 or consult with planning staff to SEPA requirements.
   3. If wetlands or watercourses are found on site (i.e. lands covered by water), SEPA Review will likely be required.
5. Underlying Plat limits
   1. Conditions
   2. Covenants
   3. Easements
6. Non-conforming issues / items
   1. *(Fill in applicable standards from MICC 19.01.050)*
7. Easement:
   1. (*Check GIS for mapped easements*)
   2. Vehicular Access Easements. No structures shall be constructed on or over any vehicular access easement. A minimum five-foot yard setback from the edge of any easement that affords or could afford vehicular access to a property is required for all structures; provided, that improvements such as gates, fences, rockeries, retaining walls and landscaping may be installed within the five-foot yard setback so long as such improvements do not interfere with emergency vehicle access or sight distance for vehicles and pedestrians.
   3. Utility and Other Easements. No structure shall be constructed on or over any easement for water, sewer, storm drainage, utilities, trail or other public purposes unless it is permitted within the language of the easement or is mutually agreed in writing between the grantee and grantor of the easement.
   4. Since multiple property owners share an interest in the easement, all parties with an interest must agree to the change. *(If applicable)*
8. Impact fees (*transportation, school, parks – how much, when are they paid*)
   1. Future construction on the vacant/new lot(s) resulting from the proposed subdivision will need to pay transportation, school, and park impact fees.
   2. Current rates are:
      1. Transportation
      2. School
      3. Parks
   3. Note that fees are due at the time they are assessed--they do not vest to the time of complete subdivision or building permit application.
9. Transportation Concurrency: Please apply for a transportation concurrency certificate at the same time as the subdivision/design review/building permit. (Where new lots are being created or there is a change in use.)
10. Vesting: Please see the standards in MICC 19.15.170.
11. Application fees
    1. Deposit due at time of application
    2. Review time is billed hourly against the deposit; additional fees may be requested if additional review time is required.
    3. When third-party technical review is required (e.g. geotechnical, wetland, watercourse etc.), this is billed separately, in addition to staff review time.
12. Land Use Application Process and Estimated Timeline:
    1. Required land use approvals
       1. Describe options and the required land use approvals for each option
    2. Prompt for consolidated review
    3. Summary of procedural steps
       1. Pre-Application meeting
       2. Submit application electronically
       3. Application Completeness Check
       4. Notice of Application (incl. public notice via sign on site, mailing, notice in bulletin) beginning 30-day comment period; review begins
       5. Review comments may be sent out if needed
       6. Design Commission study session (*if required*)
       7. Public hearing (*if required*)
       8. Notice of Decision
       9. Appeal period
       10. Final Plat review and recording (*if required*)
    4. Land use approvals are valid for a period of X years from the date of approval. (*Fill in years based on* [MICC 19.15.150](https://mercerisland.municipal.codes/MICC/19.15.150))





For more information on Land Use and Planning please refer to this useful webpage: <https://www.mercerisland.gov/cpd/page/land-use-application-forms-and-submittal-requirements>

### Pre-Application Fees:

The minimum fee for the pre-application meeting must be paid to initiate the pre-application process. If staff time exceeds the minimum hours allotted, the applicant will be invoiced via email for additional staff hours at the current hourly rate. Note: All involved staff members track time spent researching and preparing, attending the meeting, corresponding, responding to questions pre and post meeting, and/or on any other activity related to the pre-application process for the project. Applicants who continue to discuss the meeting with staff should expect to be invoiced for additional staff time.

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| **2023 Pre-application Fees** | |
| **Type 1 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. | **Type 2 Pre-Application Meeting:**  $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.* | |
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Regards

NAME

TITLE

Community Planning & Development

City of Mercer Island