

# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040  
PHONE: 206.275.7605 | [www.mercergov.org](http://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 36<sup>th</sup> 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 \_\_\_\_\_ Owner Address \_\_\_\_\_

Owner Email \_\_\_\_\_ Owner Phone \_\_\_\_\_

Project Address \_\_\_\_\_ Parcel # \_\_\_\_\_

Project Description \_\_\_\_\_

- Project Type**
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> CRITICAL AREAS DETERMINATION | <input type="checkbox"/> DESIGN REVIEW     | <input type="checkbox"/> DEVIATIONS       |
| <input type="checkbox"/> FEASIBILITY STUDY            | <input type="checkbox"/> LOT LINE REVISION | <input type="checkbox"/> SHORELINE PERMIT |
| <input type="checkbox"/> SUBDIVISION                  | <input type="checkbox"/> VARIANCES         | <input type="checkbox"/> OTHER            |

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

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ZONING/DESIGN STANDARDS      | <input type="checkbox"/> ENVIRONMENTAL/CRITICAL AREAS | <input type="checkbox"/> STORMWATER/DRAINAGE |
| <input type="checkbox"/> FIRE AND ACCESS REQUIREMENTS | <input type="checkbox"/> BUILDING CODE/STRUCTURAL     | <input type="checkbox"/> CLEARING/GRADING    |
| <input type="checkbox"/> UTILITIES                    | <input type="checkbox"/> TREES                        | <input type="checkbox"/> GEOTECHNICAL        |
|   |   | <input type="checkbox"/> TRANSPORTATION      |

### PROJECT CONTACT

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

SIGNATURE OF OWNER OR REPRESENTATIVE \_\_\_\_\_

### 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 <b>required</b> prior to submitting an application for the following land use projects:	Pre-App meetings are <b>recommended</b> prior to submitting an application for the following projects:
<ul style="list-style-type: none"> <li>A. Critical Areas Determination</li> <li>B. Design Review – Major and Minor</li> <li>C. Long Plat (5 or more lots)</li> <li>D. Reasonable Use Exception</li> <li>E. Shoreline Conditional Use Permit</li> <li>F. Shoreline Substantial Development Permit</li> <li>G. Shoreline Variance</li> <li>H. Short Plat (4 or less lots)</li> <li>I. Variance</li> </ul>	<ul style="list-style-type: none"> <li>A. Conditional Use Permit</li> <li>B. State Environmental Policy Act</li> <li>C. Wireless Communication Facility</li> <li>D. Substantial Building Projects</li> </ul>

## 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
<ul style="list-style-type: none"> <li>A. Project Narrative</li> <li>B. List of Questions / Discussion Points</li> <li>C. Preliminary Plans</li> <li>D. Tree Inventory and Replacement Submittal Worksheet (unless waived by City Arborist)</li> </ul>	<ul style="list-style-type: none"> <li>A. Arborist Report</li> </ul>

## 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**