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
USE FOR LAND USE PROJECTS AND INFORMATIONAL MEETINGS

TO INITIATE A PRE-APPLICATION MEETING

Step One: Upload all Application Submittal Documents (including this form) to the Mercer Island File Transfer Site. Detailed instructions for the upload are available on the next page.

Step Two: Upon Receipt of the Submittal Documents, City Staff will Contact you to Schedule the Meeting and provide instructions for fee payment. The meeting will be scheduled for the next available Tuesday.

PROJECT INFORMATION

Name of Owner Design Built Homes

Owner Address 11400 SE 8th Street, suite 415

Owner Email todd@luxurydbh.com

Owner Phone 206.909.8187

Project Address 4719 86th Ave SE

Parcel # 7598100420, 7598100421

Project Description New 3-Lot Shortplat

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 Phil McCullough

Phone 206-818-4577

Email phil@mccullougharchitects.com

SIGNATURE OF OWNER OR REPRESENTATIVE *A Philip McCullough*

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