

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

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PRE-APPLICATION MEETING REQUEST FORM

WHY WOULD I BE REQUIRED OR FIND IT USEFUL TO HAVE A PRE-APPLICATION MEETING?

- REQUIRED:** Before an application can be submitted for certain land use projects, a Pre-Application Meeting is **required** by code (Refer to page 2 for the lists of types of permits that are **required** to have a pre-application meeting)
- 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.

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. **PRE-APPLICATION MEETINGS INCREASE CERTAINTY, RESULT IN MORE COMPLETE APPLICATION SUBMITTALS, AND REDUCE REVIEW TIMEFRAMES.**

WHAT QUESTIONS DO I HAVE ABOUT MY PROJECT? WHO CAN ANSWER THEM AT THE PRE-APPLICATION?

Types of Questions:		Review Discipline
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Access and Traffic Stormwater Utilities: Water and sewer 	<ul style="list-style-type: none"> Improvements in public rights of way Grading and erosion control Construction site management 	Engineering
<ul style="list-style-type: none"> Building codes Energy code 	<ul style="list-style-type: none"> Geotechnical analysis Changes to occupancy or use 	Building
<ul style="list-style-type: none"> Sprinklering Fire alarms 	<ul style="list-style-type: none"> Emergency vehicle access/circulation Storage of hazardous materials 	Fire Marshall
<ul style="list-style-type: none"> Tree preservation and removal Tree protection during construction 	<ul style="list-style-type: none"> 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:			
IDENTIFY PROJECT TYPE (IF KNOWN):			
<input type="checkbox"/> FEASIBILITY STUDY	<input type="checkbox"/> BUILDING PERMIT	<input type="checkbox"/> CRITICAL AREA REVIEW	<input type="checkbox"/> SHORELINE PERMIT
<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> LOT LINE REVISION	<input type="checkbox"/> DESIGN REVIEW	<input type="checkbox"/> SEPA
<input type="checkbox"/> ACCESSORY DWELLING UNIT	<input type="checkbox"/> WIRELESS COMMUNICATIONS FACILITY	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> UNKNOWN
<input type="checkbox"/> OTHER(S):			
WHICH REVIEW DISCIPLINES NEED ATTEND THE PRE-APPLICATION MEETING?			
Based on the types of questions that you have (refer to "types of questions" section on page one), <u>identify all review disciplines</u> that are required/requested for attendance at the pre-application meeting:			
<input type="checkbox"/> LAND USE PLANNING		<input type="checkbox"/> FIRE MARSHALL	
<input type="checkbox"/> ENGINEERING		<input type="checkbox"/> CITY ARBORIST	
<input type="checkbox"/> BUILDING			
WHAT TYPE OF PRE-APPLICATION MEETING DO I NEED?			
<p>If you checked <u>two (2) or less</u> review disciplines above, then you need a Type 1 Pre-Application Meeting.</p> <p><input type="checkbox"/> Type 1 Pre-Application Meeting</p> <p>A Type 1 meeting is required prior to submittal of the following application types:</p> <ul style="list-style-type: none"> • Development code interpretations • Shoreline Substantial Development Permit • Wireless communication facilities height variance • SEPA Threshold Determination <p>A Type 1 meeting is recommended as part of feasibility or prior to conceptual design.</p> <p>Note that if you select a Type 1 meeting, only the two reviewers that you selected above will review the application materials and attend the pre-application meeting. If you want feedback from a specific review discipline, you must check the appropriate box in the section above and select the correct pre-application type.</p>		<p>If you checked <u>three (3) or more</u> review disciplines above, then you need a Type 2 Pre-Application Meeting.</p> <p><input type="checkbox"/> Type 2 Pre-Application Meeting</p> <p>A Type 2 meeting is required prior to the submittal of the following application types:</p> <ul style="list-style-type: none"> • Conditional Use Permit • Critical Area Review 2 • Design Commission Review • Plat alteration and vacations • New and modified wireless (non-6409) eligible facility • Long Plat or Short Plat • Reasonable Use Exception • Variance <p>A Type 2 meeting is recommended as part of feasibility or prior to conceptual design.</p> <p>All reviewers selected above will review the application materials and attend the pre-application meeting. If you want feedback from a specific review discipline, you must check the appropriate box in the section above and select the correct pre-application type.</p>	
Note: If you are unsure of your selection, please email City Staff at epermittech@mercerisland.gov for assistance			
SIGNATURE OF OWNER OR REPRESENTATIVE:		DATE:	

HOW DO I SUBMIT MY PRE-APPLICATION?

Step One: 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 REPLACEMENT SUBMITTAL WORKSHEET](#) (REQUIRED, UNLESS WAIVED BY CITY ARBORIST)
- ARBORIST REPORT (AS NEEDED)

Step Two: Upload Documents to the [Mercer Island File Transfer Site](#). Using the instructions below Submit your plans, forms, and supplemental documents online at <https://sftp.mercergov.org>.

Here are the instructions for how to submit your forms:

1. **Log in with the following credentials:**
 - a. Username: guest
 - b. Password: eplan

2. **Create a Folder and Upload Your Documents:**
 - a. Click the word "Inbox" (not the checkbox) in the main field of the screen.
 - b. Click the "Add folder" icon in the gray band at the top of the screen to create a new folder for your project.
 - c. Name the folder with the following format and click the Add Folder button: "PROJECT ADDRESS" (i.e. 9611 SE 36th St).
 - d. Click your folder name (not the checkbox) to select/open your folder.
 - e. Click the "Upload" icon in the gray band at the top of the screen.
 - f. Add your files, then click on the teal "Upload" button.

3. Note: You can upload 5 files at a time. If you have more than 5 files, you can click the "Upload" icon multiple times. Alternately you can add files to a zip file, and upload the zip file.

If you need more detailed instructions on how to upload or create a folder use our [submittal instructions](#) or visit our [Electronic Plan Review](#) page.

Step Three: Upon Receipt of all Required Submittal 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.

WHAT ARE THE FEES FOR MY PRE-APPLICATION?

Type 1 Pre-Application Meeting:

\$900 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 \$150/hour.

Type 2 Pre-Application Meeting:

\$1,800 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 \$150/hour.