

# 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 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, MP 4.28 to 5.89 Parcel # N/A  
Project Description Replace anchor cables on the I-90 floating bridges.

**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 checked="" 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 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 <b>required</b>	
<ul style="list-style-type: none"> <li>A. Design Review Design Commission</li> <li>B. Preliminary Long Plat or Short Plat</li> <li>C. Reasonable Use Exception</li> <li>D. Shoreline Approval</li> <li>E. Conditional Use Permit</li> <li>F. Long plat and short plat alteration and vacations</li> <li>G. Wireless communication facilities height variance</li> </ul>	<ul style="list-style-type: none"> <li>H. Major Building Projects</li> <li>I. Critical Area Review 2</li> <li>J. Variance</li> <li>K. Development code interpretations</li> <li>L. SEPA threshold determination</li> <li>M. New and modified wireless (non-6409) eligible facility</li> <li>N. Any new development within a landslide hazard area</li> </ul>

Pre-App meetings are <b>recommended</b>	
<ul style="list-style-type: none"> <li>A. Design Review Code Official</li> <li>B. Shoreline exemption</li> <li>C. Wireless Communication Facility 6409</li> </ul>	<ul style="list-style-type: none"> <li>D. Lot line revision</li> <li>E. Critical Area Review 1</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**