

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

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WEEKLY BULLETIN FREQUENTLY ASKED QUESTIONS

IF I OBJECT TO THE PROPOSED WORK, HOW CAN I COMMENT?

There are criteria in the MICC for which the application is reviewed. If the proposal meets the criteria required by City Code, the City must approve the permit. If the proposal does not meet the criteria, the applicant is notified and has the option to revise the proposed design. If you provide comments within the specified comment period, they will be forwarded to the appropriate reviewer, and you will become a party of record. Written comments can specifically address how the proposed work does not meet one or more of the criteria listed in the Applicable Development Regulations. The City will accept public comments at any time prior to the closing of the record of an open record predecision hearing, if any, or if no open record predecision hearing is provided, prior to the decision on the project land use review.

WHAT ARE THE CRITERIA FOR APPROVAL OF A PERMIT?

The criteria for review of a permit are found within the Mercer Island City Code and are listed in the Applicable Development Regulations section of the bulletin. Here is a link to the City Code. Please feel free to call or email the staff contact listed on the front of the notice, and we will be happy to discuss the review process in more detail.

WILL THERE BE A PUBLIC HEARING ON THIS APPLICATION?

Public Hearings are only required for Type 4 permits. For a list of Type 4 (IV) permits, please refer to MICC 19.15.030 Table A. The public bulletin for each project will state under the Public Hearing section if a hearing is required.

WHO CAN I CONTACT TO GET MORE INFORMATION?

The contact information for the planner assigned to each specific project is listed on the bottom of the first page of each notice. You can call or email the planner assigned to the project using the provided contact information. You can also call the "Planner helpline" for zoning related questions at 206-275-7729. Additional resources available on-line include:

<http://www.mercergov.org/>: Staff directory, city regulations, and additional information about permits

<http://www.mybuildingpermit.com>: Follow the status of a specific permit by address or permit number

[Mercer Island Map Portal](#): A tool to search for site-specific information

I WANT TO ACCESS AND REVIEW SPECIFIC PROJECT DOCUMENTS.

Please click on the associated link under "Project Documents" on each Public Notice to access the folder with the project documents associated with the application. The project documents available through this link contain most, but may not contain all the publicly available information for each project. For example, when a project is updated with a different project design, older designs may be removed from the public folder to avoid confusion. Each folder will be updated when there is a project revision.

I WANT TO LEARN MORE ABOUT SEPA**What is SEPA?**

SEPA is an acronym for the State Environmental Policy Act and is a review that is intended to act as a “safety net” in protecting the environment. Following SEPA review, the City must issue a determination of Significance, Non Significance, or a Mitigated Determination of Non Significance. Applicants for a SEPA review must complete a SEPA [checklist](#), and may need to prepare additional mitigation to avoid a “probable significant impact” to the environment.

When is a project SEPA exempt?

The state Department of Ecology establishes categorical exemptions to SEPA review, which are generally described here: [WAC 197-11-800](#). For example, a shoreline dock may be SEPA exempt if the dock was legally established and normal maintenance and repair is proposed. However, SEPA is required if the dock will expand or if a new dock is being built.

Where can I find more information?

Please check out the Washington State Department of Ecology SEPA [website](#) and the SEPA [handbook](#). Another useful page is the SEPA form templates found [here](#).

I APPRECIATE RECEIVING THESE NOTICES. HOW DO I AUTOMATICALLY GET A COPY OF ALL PUBLIC NOTICE OF APPLICATIONS AND DECISIONS?

Simply send us an e-mail request and we will email a link to any future notice of applications and decisions that are published in the city’s Weekly Permit Bulletin. Currently, the request can be sent to andrea.larson@mercerisland.gov.

I WOULD LIKE TO SEARCH PERMIT RECORDS ONLINE.

Not all land use review actions are required to be posted in the weekly permit bulletin. Those land use review actions that are not listed in this bulletin can be searched online using the Mercer Island Online Permit Record Map or www.mybuildingpermit.com. Please follow these instructions for searching online records.

Mercer Island Online Permit Record Map

The link below will direct you to the Mercer Island Online Permit Record Map. The permit data displayed on the web map is pulled directly from the City’s electronic permit data, meaning the permit information shown is updated as new applications are entered into the system. Instructions for using the search features on the map can be viewed by clicking the information button on the map.

The information button is at the bottom of the map and looks like this:



Mercer Island Online Permit Record Map: <LINK>

MyBuildingPermit.com Project Search

Online permit records can be searched at <https://permitsearch.mybuildingpermit.com/>. Searching online permit records only takes the following steps:

1. Select “Mercer Island” from the jurisdiction dropdown menu.
2. Click on the “Project Info” tab at the top of the search page.
3. The “Project Name/Description” field is optional. It can be left blank unless searching for a specific project.
4. Select the permit type you would like to search for from the “Permit Type” dropdown. For example, tree removal permits are listed under the “Tree” type.
5. The “Permit Status” field can narrow searches by the status. This field is optional. “Permit Status” can be left blank unless searching for a specific project.
6. Use the “Date Type” to limit your search to permits either “applied”, “issued”, or “finalized”. Use the “Applied” option to search for permits that are still in review. Use the “Issued” option to see permits that have been issued; these permits have been approved. The “Finalized” option will show permits that have had a final inspection and approval. Please note: not all permits will be finalized, only those requiring a final inspection will be finalized. For example, tree removal permits don’t always require a final inspection and so may not show up as finalized.
7. Use the “From” and “To” fields to define the dates you want to search between.
8. After the search is conducted, results will display below the search fields. You have the option of downloading the records to an Excel spreadsheet.

The screenshot shows the 'Permit/Application Status Search' interface. It includes a search form with the following fields and steps:

- Step 1:** Jurisdiction dropdown menu set to 'Mercer Island'.
- Step 2:** Search by tabs: Permit #, Project Info (selected), Location, and People.
- Step 3:** Project Name/Description (partial match) input field.
- Step 4:** Permit Type dropdown menu set to 'TREE'.
- Step 5:** Permit Status dropdown menu set to '-- Select Statuses --'.
- Step 6:** Date Type dropdown menu set to 'Issued'.
- Step 7:** From and To date input fields set to 01/05/2022 and 01/12/2022 respectively.
- Step 8:** Search results table with an 'Export to Excel' button.

The search results table is as follows:

| Permit # | Description | Address | Type | Status | Applied Date |
|------------|----------------------------------|------------------------|------|--------|--------------|
| ▶ 2109-169 | REMOVE 1 TREE rpl w 2 trees/r... | 4126 100TH AVE SE | TREE | ACTIVE | 09/22/2021 |
| ▶ 2112-066 | Remove 1 Tree rpl w 3 Trees | 8937 SE 56TH ST | TREE | ACTIVE | 12/07/2021 |
| ▶ 2112-118 | REMOVE 1 TREE rpl w 2 Trees | 4215 HOLLY LN | TREE | ACTIVE | 12/13/2021 |
| ▶ 2112-251 | REMOVE 6 TREES rpl w 8 restor... | 3606 GALLAGHER HILL RD | TREE | ACTIVE | 12/29/2021 |

Total: 4 records