

**From:** [Holly Mercier](#)  
**To:** [Below, Matthew](#)  
**Cc:** [Lacson, Justin](#)  
**Subject:** RE: Mercer Island Permit Forms  
**Date:** Tuesday, August 11, 2020 4:35:34 PM  
**Attachments:** [image001.png](#)  
[Plat Improvements v2018.docx](#)

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Hi Matt,

Yes – we use that application form for all of the permit types listed.

I’m attaching a submittal requirements document that related to site development permits that might be helpful. It speaks more directly to plat improvement projects, but it might be an okay starting point, depending on what you are working on. We don’t have anything like this specifically for grading permits.

If it makes sense to pull together a pre-application meeting with staff to make sure things are headed the right direction, we should talk about that.

Let me know if there is something more specific you might need. We are currently working on website updates, so you may not find everything you need there!

Thanks,  
Holly

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**From:** Below, Matt <matthew.below@soundtransit.org>  
**Sent:** Tuesday, August 11, 2020 2:28 PM  
**To:** Holly Mercier <holly.mercier@mercergov.org>  
**Cc:** Lacson, Justin <Justin.Lacson@soundtransit.org>  
**Subject:** Mercer Island Permit Forms

Hello Holly,

I hope you are doing well. I wanted to let you know that Sound Transit is planning to begin submitting permit application packages for the Transit Interchange project at the end of August 2020. I have a few questions regarding the permit application materials and hope you may be able to assist. From my understanding, the attached permit application form is used for a number of permits listed, including Site Development, Clear + Grade, and Building permits. Can you confirm this? Also, are there application checklists available for each of the Site Development, Clear + Grade, and Building permits? I was unable to find any checklists on the city’s website pertaining to permits

aside from the Tree Permit Checklist, but may not be looking in the correct place. Thanks in advance for your help with this.

Matt

**Matt Below**

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# CITY OF MERCER ISLAND

## DEVELOPMENT SERVICES GROUP

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | [www.mercergov.org](http://www.mercergov.org)

Inspection Requests: Online: [www.MyBuildingPermits.com](http://www.MyBuildingPermits.com) VM: 206.275.7730

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## SUBMITTAL REQUIREMENTS FOR SITE DEVELOPMENT/PLAT IMPROVEMENT

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The Plat Improvement process involves the review and approval of detailed engineering drawings and information related to an approved preliminary plat such as grading, roadways, sewer, water, other utilities, and storm drainage improvements. The plat improvement plans shall be prepared by a Washington State licensed engineer. These improvements shall be constructed in accordance with City Standards and requirements of the City Engineer. The applicant/developer shall construct all plat improvements prior to recording of the final plat and prior to the issuance of a building permit.

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### APPLICATION ACCEPTANCE

Applications and plan submittal packages shall be uploaded to the City's "cloud" site following the MIEPlan process. Refer to our [Electronic Plan Review](#) page for more information.

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### FEES

Plan review and inspection related to the improvements will be charged at the current hourly rate. An initial application fee deposit based on an estimate of 10 hours of combined engineering review and construction inspection will be required with the permit application. See current Fee Schedule for hourly rate. Services performed by outside consultants retained by the City to evaluate any phase of site development/plat design or construction shall be charged to the developer at actual cost.

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### REVIEW PROCESS

An intake screening meeting is required for this review process. Once plans have been accepted and are determined by City staff to be sufficiently complete during the intake meeting, the city will proceed with formal review of the plans.

**Note:** The applicant/agent bears the responsibility for the accuracy and completeness of all information provided with or affecting the submittal materials. Incomplete applications will result in delays.

<b>APPLICATION SUBMITTAL MATERIALS</b>	
<b>Document Description</b>	
	Approved Preliminary Plat
	Preliminary Plat Conditions of Approval
	Geotechnical Report (when applicable)
	Stormwater Site Plan/Drainage Report complying with Chapter 15.09 MICC
	Provide an arborist's report (when applicable) meeting the requirements of Chapter 19.10 MICC.
	Construction Management Plan (when applicable) addressing:
	Proposed construction schedule – major activities and their duration (begin and end dates)
	Proposed hauling/transportation routes
	Plan for how neighbors within 300 feet of the site will be informed of project, significant work activities impacting the right of way, noisy work, deliveries, mass-hauling, and project schedule.
	Measures to minimize dust, traffic impacts, erosion, mud, noise and other impacts
	Construction staging, storage, and parking.
	Location of construction crew parking.
	Photographs/video of site frontage and all streets within ¼ mile of the site to document documenting the existing condition of pavement, trees, and other improvements
	Plans - General requirements for all engineering plan sets are:

<b>General requirements for all engineering plan sets:</b>	
	Cover Sheet or first sheet showing:
	Vicinity map and North arrow
	Datum and benchmark reference
	Developer's name, address and telephone number
	Legend
	Legal Description of the property
	Address and parcel number of the property
	A narrative description of the proposed project
	22" x 34" minimum sheet size
	Graphic scale of 1" = 20' (horizontal and 1" = 5' (vertical) for all improvements
	Property limits of the site with dimensions (length and bearing of boundaries)
	Existing topography in 2 foot contour intervals (screened) set to the City of Mercer Island datum and survey points
	General notes and details of the constructions
	Show all regulated trees with size, species, and locations shown. Comply with Chapter 19.10 MICC regarding tree protection. Design all improvements to avoid trees to the maximum extent practicable.
	Professional engineers stamp, dated and signed by a civil engineer licensed in Washington State.
	The Applicant has the option of merging plans in the following combinations:
	Water and Sewer Plan
	Storm and Road Plan
	Clearing, Grading and Temporary Erosion Control Plan
	Existing and new improvements unrelated to the subject of the plan should be shown "screened". Further combination of plans require prior authorization by the Senior Development Engineer.

## PLAN REQUIREMENTS

### Detailed Utilities Plan and Profile

- Existing topography, limits of existing pavement and existing structures (screened).
- Existing and future easements indicating private or public grantees.
- Construction referenced off the construction centerline of the access road (station and offset)
- Detailed plan of sanitary sewer construction including:
  - Size, length, slope and type of sewer pipes
  - Location and design of stub outs for all proposed lots
  - Typical trench backfill section
  - Public sewer mains shall include a profile of the construction
  - Connection to existing sewer system (the existing sewer system shall be surveyed)
  - Finished floor elevation(s) of all structures, existing and proposed (if known).
- Detailed plan of water main construction including:
  - Location of new and existing water meters with meter sizes and service line size from meter to public main
  - Location and detail of all proposed fire hydrants
  - Abandonment of all existing water services
  - Connection to existing water main
  - Location, size, length, and type of pipe as well as specific callouts for size and type of fittings, adapters, appurtenances, and blocking
  - Public water main extension shall include a profile
- Construction centerline intersection with the public road (if applicable) referenced from the public right of way centerline establishment or other City monumentation.

### Detailed Clearing and Grading Plan

- Dimensions of all property lines, easements, and abutting streets
- Show all existing underground and above ground features proposed for removal.
- Location and dimensions of all on-site structures and the location of any structures within twenty five feet (25') of the subject property or which may be affected by the proposed work.
- Accurate existing contour lines drawn at two foot (2') or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within twenty-five feet (25') of the site, (screened).
- Location of any watercourses, including natural drainage systems, perennial and intermittent streams and the presence of bordering vegetation, delineate watercourse corridor.
- Location of all critical slope areas and the ten foot (10') setback from the top and toe of the critical slope.
- Setback areas and any areas not to be disturbed.
- Finished contours drawn at two foot (2') intervals as a result of proposed site grading.
- Location of all significant trees (size & species), **clearly indicate whether they are to be removed or saved.**
- Limits of clearing and grading
- Location of temporary soil stockpiles
- General notes addressing the following (may be listed on cover sheet):
  - Area in square feet of the entire property (when applicable)
  - Cubic yards of earthwork to be added, removed and relocated
  - Type and location of fill origin, and destination of any soil to be removed from site, including

	the foundation areas, and
<input type="checkbox"/>	Finished floor elevation(s) of all structures, existing and proposed (if known).
<b>Temporary Erosion/Sediment Control</b>	
<input type="checkbox"/>	Plans should comply with Chapter 15.09 MICC. Off-site measures may be required to mitigate existing on-site problems or to prevent new problems from occurring. Plans must be site specific, prepared and stamped by a State of Washington licensed civil engineer.
	<b>Note:</b> A Department of Ecology Construction General Permit is required for projects creating more than 1 acre of land disturbance or projects less than one acre that are part of a larger common plan of development or sale.
<b>Site Restoration Plan</b>	
<input type="checkbox"/>	Plans showing the actions the contractor will implement to restore any and all portions of the site required to be left in, or returned to, and permanently maintained by the property owner in appropriate vegetation and/or ground cover. The plan shall contain a commitment to complete the restoration within a reasonable time period as specified after any site improvement work has been completed. The applicant shall specify terrain, vegetation, and trees, which will restore the site.
<b>Storm Drainage Control Plan</b>	
<input type="checkbox"/>	Designs shall comply with Chapter 15.09 MICC. For more information see <a href="http://www.mercergov.org/Page.asp?NavID=2680">http://www.mercergov.org/Page.asp?NavID=2680</a> .
<input type="checkbox"/>	Provide a Stormwater Site Plan/Report
<input type="checkbox"/>	Existing and proposed storm systems specifying all pipe (type, size, length, and slope).
<input type="checkbox"/>	Existing and proposed drainage structures (catch basin type, size, rim and invert elevations).
<input type="checkbox"/>	Show the drainage stub outs (location and invert elevations) for all proposed lots.
<input type="checkbox"/>	Provide treatment of runoff from the street and any other pollution generating impervious surfaces (PGIS) in accordance with Chapter 15.09 MICC.
<input type="checkbox"/>	Flow control and water quality BMPs shall be designed in compliance with Chapter 15.09 MICC.
<b>Roadway Improvement Plans and Profiles</b>	
<input type="checkbox"/>	<b>Private Roads:</b>
<input type="checkbox"/>	Limits of new and existing access easement.
<input type="checkbox"/>	Construction centerline referenced to the public right of way centerline or other City monumentation.
<input type="checkbox"/>	Horizontal and vertical alignment of the road. Indicate how alignment of the new road will match existing Public Street with a relatively level landing that provides adequate sight distance for safe ingress and egress.
<input type="checkbox"/>	New roadway construction referenced to the construction centerline (station and offset).
<input type="checkbox"/>	Typical road section showing pavement (thickness, type), top and base course (size, type and thickness), subgrade compaction, transverse pavement slope, typical cut/fill side slope grades to catch point with the existing grade, easement limits relative to road centerline.
<input type="checkbox"/>	<b>Public Roads:</b>
<input type="checkbox"/>	Limits of new and existing roadway in the right of way.
<input type="checkbox"/>	Construction centerline referenced to the section breakdown, public right of way centerline or other City monumentation.
<input type="checkbox"/>	Horizontal and vertical alignment of the new road. Indicate how it will match the existing road for at least fifty feet (50') beyond the limits of new construction.
<input type="checkbox"/>	Existing topography and improvements (screened) extending at least fifty feet (50') beyond the limits of the new construction along the right of way. All existing and proposed private

		improvements and public improvements including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, refuse areas, free-standing lighting fixtures, water and sewer mains, manholes, water meters, retaining walls or rockeries, catch basins, storm drains, drainage ditches, utility junction boxes, public utility transformers, etc., along the full extent of the right of way. Indicate type, size and horizontal and vertical locations.
	<input type="checkbox"/>	New roadway construction referenced to the construction centerline (station and offset).
	<input type="checkbox"/>	Typical road section showing: pavement (thickness, type), top and base course (size, type and thickness), subgrade compaction, transverse pavement slope, curb (type and size), sidewalk or trail (width, section thickness, material), typical cut/fill side slope grades to catch point with existing grade, right of way limits relative to road and or construction centerline.
	<input type="checkbox"/>	Channelization and Signage Plan.
	<input type="checkbox"/>	Street Lighting and Conduit Plan (if applicable).

## PRE-CONSTRUCTION REQUIREMENTS

Prior to commencement of construction, **including** clearing and grading, the following shall occur:

1. All requisite permits shall be obtained.
2. Traffic Control Plan and ROW Permit approved by the City.
3. Developer shall provide a performance guarantee in accordance with MICC 19.01.060 and 19.09.040.
4. Pre-construction conference held with the developer/contractor.
5. Developer/contractor shall submit a detailed construction schedule itemizing all major activities.
6. Provide videotape or photo documentation of existing road, access easements and right of way within ¼ mile of the site to the City showing pre-construction conditions. The burden of proof rests with the applicant to prove that any public facility damage was a pre-existing condition or was caused by another party. Any damage to public facilities deemed the responsibility of the applicant as determined by the City Engineer shall be restored at the applicant's cost.
7. Tree protection measures must be in place and inspected before any work on site is started. No trees SHALL BE CUT WITHOUT A TREE PERMIT.
8. Provide a statement, in substantially the following form signed by the developer's geotechnical engineer, shall be included on the construction plans when required by the City Engineer.

*I have reviewed the construction plans prepared by \_\_\_\_\_ dated \_\_\_\_\_ for conformance with the geotechnical evaluation and recommendations contained within my geotechnical report dated \_\_\_\_\_. It is my opinion that the recommendations presented in my soil report have been incorporated into the above referenced plans in accordance with my intent.*

*I do certify that our firm:*

- 1) *Has been retained by the developer to monitor the construction for compliance with the recommendations and implementation measures contained in my geotechnical report.*
- 2) *Will, if deemed necessary by the City, provide, in a timely manner, additional construction recommendations and suggested construction modifications; and*
- 3) *Will promptly submit monitoring information and any recommendations to the City Engineer and Code Official for review.*



## CONSTRUCTION REQUIREMENTS - GENERAL

1. All improvements shall be installed pursuant to plans approved by the City in accordance with the approved construction schedule.
2. All construction shall conform to the Standards and Specifications of the City of Mercer Island, conditions of permits issued, the geotechnical evaluation recommendations and construction plans accepted by the City. The Engineer of record may be required to monitor the construction, erosion control, site stabilization measures and provide inspection reports to the City Engineer that document all of the work performed.
3. The season for clearing, grading and the construction of utilities, storm drainage facilities, roadways and retaining walls shall not begin until April 1, and shall end by October 1 of any year, unless otherwise approved by the Code Official and City Engineer.
4. All improvements shall be constructed in a manner that protects trees to be saved and retains as much natural vegetation as possible.
5. The type of equipment to be used for land clearing and roadway and utilities construction shall be defined at the pre-construction conference with the City. The necessary development and ROW Use permits shall be obtained prior to moving equipment onto the site.
6. The City Engineer may require that certain improvements be hand dug.
7. The City may require that specific clearing, grading, excavation, or sensitive construction work be evaluated and detailed by a geotechnical engineer. As a condition for completion of the work, the City may require that the engineer be present during the work to monitor and review site conditions, and to recommend appropriate special construction techniques or mitigating measure.
8. All damage to adjacent properties or public rights of way resulting from construction (e.g., situation, mud, water runoff, roadway damage caused by construction equipment or hauling) shall be expeditiously mitigated and repaired by the contractor, at their expense. Failure to mitigate and repair said damage, or to comply with the accepted construction plans, the permits issued by the City, or the City requirement for corrective action shall be cause for the issuance of a "Stop Work" order, foreclosure on the plat performance guarantee, and/or other measures deemed appropriate by the City Engineer.
9. Following construction, the geotechnical engineer shall submit a letter to the City containing the following statements:

*This construction has been completed substantially in accordance with recommendations contained within the geotechnical investigation and evaluation report and made in connection with our on-site monitoring of the activities.*
10. Following construction, the project civil engineer shall submit a letter to the City containing the following statement:

*This construction has been completed substantially in accordance with recommendations contained within the storm drainage technical information report, approved plan set, and our on-site monitoring of the activities.*
11. The Developer shall submit as-built drawings surveyed by a Washington State Licensed Professional Land Surveyor of all utility lines, storm drain stubs, water service lines, and detailed side sewer stubs or connections to the municipal sewage collection system for each lot prior to final inspection. As-Built plan should be provided in hardcopy, AutoCAD, DXF, and PDF format to be incorporated into the City's GIS system.