

INTAKE COMMENTS PLANNING	Reviewer	Grace Manahan		
	Email	grace.manahan@mercerisland.gov		
	Status	Accepted		
	Submittal	First Intake Screening		
Land Use actions Required				
<input type="checkbox"/>	Shoreline Permit			
<input type="checkbox"/>	Critical Area Review 1			
<input type="checkbox"/>	Critical Area Review 2		<input type="checkbox"/> Pre-app Meeting Required Prior to Submittal	
<input type="checkbox"/>	Environmental Review (SEPA Checklist)			
<input type="checkbox"/>	Accessory Dwelling Unit (ADU)			
<input type="checkbox"/>	Lot Line Revision			
<input type="checkbox"/>	Other			
Surveys Required Prior to Final Inspection				
<input type="checkbox"/>	A building height survey is required prior to final inspection			
<input type="checkbox"/>	An impervious surface, lot coverage, and or hardscape survey is required prior to final inspection			
<input type="checkbox"/>	A property line/setback survey is required prior to final inspection			
Permit Set Drawings				
<input type="checkbox"/>	Site Plan			
<input type="checkbox"/>	Lot size and slope		<input type="checkbox"/>	Provide land use zone (R8.4, 9.6, 12, 15)
<input type="checkbox"/>	Provide site address		<input type="checkbox"/>	Indicate location of ADU and entrance
<input type="checkbox"/>	Indicate property lines and dimensions		<input type="checkbox"/>	Topo/boundary line survey
<input type="checkbox"/>	Indicate building dimensions		<input type="checkbox"/>	Provide a site plan to scale (1" = 10' minimum)
<input type="checkbox"/>	Provide a legal description		<input type="checkbox"/>	Indicate driveway length and width
<input type="checkbox"/>	Indicate building pad area (not building footprint)		<input type="checkbox"/>	Indicate adjacent street names
<input type="checkbox"/>	Parking: amount of covered and uncovered stalls			
<input type="checkbox"/>	Provide name and telephone number of applicant and contact person			
<input type="checkbox"/>	Indicate critical areas and buffers (wetland, watercourse, steep slope)			
<input type="checkbox"/>	Indicate shoreline setbacks with dimensions measured from the Ordinary High-Water Mark (0-25' & 25'-50')			
<input type="checkbox"/>	Indicate location and height of walls, rockeries, fences, and fall protection (existing and proposed)			
<input type="checkbox"/>	Provide lot coverage, hardscape & GFA calculations			
<input type="checkbox"/>	If adding >500ft ² GFA within the shoreline area (200' from Lake) provide a planting plan			
<input type="checkbox"/>	Provide a scale and North arrow indicating Northern direction			
<input type="checkbox"/>	Clearly indicate existing and proposed buildings and other improvements			
<input type="checkbox"/>	Indicate required yard setbacks (minimum distance from structures to property lines)			
<input type="checkbox"/>	Indicate any land use applications associated with this property/project			
<input type="checkbox"/>	Indicate any plat restrictions or conditions of approval for this property/project			
<input type="checkbox"/>	Indicate easements			
<input type="checkbox"/>	<input type="checkbox"/>	Utility	<input type="checkbox"/>	Ingress/Egress
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Other
<input type="checkbox"/>	Elevation Drawings			
<input type="checkbox"/>	Indicate buildings and proposed height			
<input type="checkbox"/>	Indicate existing grade & finished grade			
<input type="checkbox"/>	Indicate Average Building Elevations (ABE) on all elevation drawings with ABE calculations			
<input type="checkbox"/>	Indicate maximum downhill building façade and height			
<input type="checkbox"/>	Height of appurtenances above max height			
<input type="checkbox"/>	Indicate allowable building height on all elevation drawings			
<input type="checkbox"/>	Provide calculations for any basement areas being excluded from allowable gross floor area			
<input type="checkbox"/>	Indicate amount of grading (amount of cut and fill) outside the building footprint			

ADDITIONAL COMMENTS

Notes to DSG Staff For Internal Use Only—No Applicant Response Required

INTAKE COMMENTS FIRE	Reviewer	Jeromy Hicks
	Email	Jeromy.Hicks@mercerisland.gov
	Status	Accepted
	Submittal	First Intake Screening

Fire Requirements

Fire Sprinkler System

<input type="checkbox"/> Required	<input type="checkbox"/> Not Required	<input checked="" type="checkbox"/> Not yet Determined
<input type="checkbox"/> NFPA 13D	<input type="checkbox"/> NFPA 13	
<input type="checkbox"/> NFPA 13D Plus	<input type="checkbox"/> NFPA 13R	

Monitored Household Fire Alarm per NFPA 72

<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Not Required	<input checked="" type="checkbox"/> Not Yet Determined
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Monitored Sprinkler Water Flow Alarm

<input type="checkbox"/> Required	<input type="checkbox"/> Not Required	<input checked="" type="checkbox"/> Not Yet Determined
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A Fire Code Alternative is required. Please review the [Fire Code Alternative Request](#) handout for more information. The Fire Marshal's Office will email you a Fire Review Document that outlines the specific fire service deficiencies related to your project. You will need to include this information in your request. Fire Code Alternative Request submittals will be accepted at any time during the plan review process.

A final determination has not yet been made as to the fire requirements for this project. The fire requirements will be determined **during** permit review.


Additional notes:

- Deficiencies Noted:
 1. Hydrant distance exceeds 300' from hydrant to furthest point of residence. (420')
 2. Hydrant distance from hydrant to access exceeds 250' (292')
 3. Roadway width is less than 26' (20')
- NFPA 72 Monitored Fire Alarm System
Please indicate that a NFPA 72- Chapter 29 Monitored Fire Alarm Systems will be installed by placing this statement on the plans. "A NFPA 72- Chapter 29 Monitored Fire Alarm System in compliance with NFPA 72 and CoMI standards shall be installed throughout the residence. A separate FIRE permit is required."
- See email sent to contact on 4/22/2024 for more details and help sheet on specifications required.

Notes to DSG Staff For Internal Use Only—No Applicant Response Required

INTAKE COMMENTS Civil/Site/Utilities	Reviewer	Ruji Ding
	Email	Ruji.Ding@mercerisland.gov
	Status	Accepted ✓
	Submittal	First Intake Screening

Stormwater Design Requirements

INTAKE COMMENTS TREES	Reviewer	John Kenney
	Email	John.Kenney@mercerisland.gov
	Status	Accepted 
	Submittal	First Intake Screening

If a box is checked, please provide the information in your next submittal

SUBMITTAL ITEMS

1. The Mercer Island Tree Inventory Form

- Provide the City's Mercer Island Tree Inventory Form

2. Arborist report/tree inventory

- Provide an Arborist report, prepared by a qualified Arborist. Include the following information in the arborist report.
 - 1. Description of how the arborist meets the threshold requirements for Qualified Arborist.
 - 2. A complete description of each tree's diameter, species, critical root zone, limits of allowable disturbance, health, condition, and viability.
 - 3. A description of the method(s) used to determine the limits of allowable disturbance (i.e., critical root zone, root plate diameter, or a case-by-case basis description for individual trees).
 - 4. Any special instructions specifically outlining any work proposed within the limits of disturbance protection areas (i.e. hand-digging, air space, tunneling, root pruning, any grade changes, clearing, monitoring, and aftercare).
 - 5. For trees not viable for retention, a description of the reason(s) for removal based on poor health, high risk of failure due to structure, defects, unavoidable isolation, windfirmness, unsuitability species, etc. If there is no reasonable alternative action (pruning, cabling, etc.) possible, replacement recommendations must be given.
 - 6. Describe the impact of necessary tree removal on the remaining trees, including those in a grove or on adjacent properties.
 - 7. Describe timing and installation of tree protection measures. Such measures must include fencing and be in accordance with the tree protection standards as outlined in MICC 19.10.
 - 8. The suggested location and species of replacement trees to be used when required. The report shall include planting and maintenance specifications to ensure long term survival.
 - 9. **A Tree Inventory** containing the following:
 - a. A numbering system of all existing large trees on the property (with corresponding tags on trees). The inventory shall also include large trees on adjacent property with driplines or critical root zones extending into the property.
 - b. Tree size (diameter).
 - c. Proposed tree status (retained or proposed for removal).
 - d. Tree type or species.
 - e. Identify all Exceptional trees and differentiate between those less than 24 inches and those greater than or equal to 24 inches in diameter.
 - f. Brief general health or condition rating of each tree (i.e. poor, fair, good, etc.).

3. Site/tree retention plan

Indicate the following on all civil/utility and grading sheets. If there are no civil sheets indicate on the architectural site plan

- 1. Location of all proposed *improvements* (building footprint, access, utilities, buffers, required landscape areas).
- 2. Surveyed location of all large trees and Exceptional trees on the property
- 3. Show dripline and limits of disturbance for Large trees on site and adjacent properties if driplines extend over the subject property line.

- 4. Trees labeled corresponding to the tree inventory numbering system on the Mercer Island Tree Inventory Form, and Arborist Report.
- 5. Identify Exceptional trees using different symbols for trees less than 24 inches and trees greater than or equal to 24 inches.
- 6. Location of tree protection measures. Chain-link fence will be required for exceptional trees. Show silt fence outside tree protection measures. Do not use any x in the protection illustration.
- 7. Limits of excavation near potential saved trees (e.g. excavation limits for building foundation).
- 8. Indicate clearing limits/limits of disturbance (LOD) around all trees potentially impacted by site disturbances - grading, demolition, construction activities (including approximate LOD of off-site trees with overhanging driplines), etc.
- 9. Proposed tree status (trees to be removed or retained) noted by an 'X' for removal.

4. Replanting plan

- Provide the Replanting plan showing proposed locations of any required replacement trees.

PEER REVIEW AND CONFLICT OF INTEREST

A peer review of the tree permit application by a qualified arborist may be required to verify the adequacy of the information and analysis. **The applicant shall bear the cost of the peer review.**

The City Arborist may require the applicant retain a replacement qualified arborist or may require a peer review where the City Arborist believes a conflict of interest may exist.

For example, if an otherwise qualified arborist is employed by a tree removal company and prepares the arborist report for a development proposal, a replacement qualified arborist or peer review may be required.

ARBORIST QUALIFICATION

For tree reviews associated with a development proposal, a qualified arborist must have

- A minimum of three (3) years' experience working directly with the protection of trees during construction
- Have experience with the likelihood of tree survival after construction
- Be able to prescribe appropriate measures for the preservation of trees during land development
- ISA Tree Risk Assessment Qualification
- ☐ Your qualified arborists must have at least one (1) of the following credentials:
 - ISA Certified Arborist;
 - ISA Certified Arborist Municipal Specialist;
 - ISA Board Certified Master Arborist;
 - American Society of Consulting Arborists (ASCA) registered Consulting Arborist;
 - Society of American Foresters (SAF) Certified Forester for Forest Management Plans;

ADDITIONAL INFORMATION

Additional Information. The City Arborist or Code Official may require additional documentation, plans, or information as needed to ensure compliance with applicable City regulations.

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INTAKE COMMENTS CST	Reviewer	Norine.Allerdice@mercerisland.gov
	Email	Norine.Allerdice@mercerisland.gov
	Status	Not Accepted
	Intake #	Submittal 1

DATE	4/24/2024	TIME	9AM	PERMIT #	2404-162
Project Address	4300 89TH AVE SE				
Applicant	MICHAEL AUSILIO	Owner	AKIHIDE UCHIDA & YUKAKO FUR		
Scope of Work	DEMO DECK & PATIO ENTRY, BUILD NEW ROOFS DECK & COVERED PATIO				

CITY STAFF		
CUSTOMER SERVICE TEAM (CST)	LAND USE PLANNING (LUP)	BLDG PLANS EXAMINER (BLD)
Norine Allerdice	Molly McGuire	Gareth Reece
Norine.Allerdice@mercerisland.gov	Molly.McGuire@mercerisland.gov	Gareth.Reece@mercerisland.gov
FIRE REVIEWER (FIRE)	CIVIL, SITE, UTILITIES (CIVIL)	TREES (TREE)
Jeromy Hicks	Ruji Ding	John Kenney
Jeromy.Hicks@mercerisland.gov	Ruji.Ding@mercerisland.gov	John.Kenney@mercerisland.gov

	CST	LUP	BLD	FIRE	CIVIL	TREE
ACCEPTED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
REVIEWER APPROVAL REQUIRED PRIOR TO INTAKE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL INTAKE SCREENING REQUIRED *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*ADDITIONAL SCREENINGS ARE CONDUCTED BY APPOINTMENT ONLY. PLEASE SCHEDULE WITH CST STAFF.

Formatting of Electronic Plan Set									
<input checked="" type="checkbox"/>	Combine all plan sheets into one Single PDF file.								
	Include as applicable:								
<input type="checkbox"/>	Survey	<input type="checkbox"/>	Site Plan	<input checked="" type="checkbox"/>	Architectural Sheets	<input checked="" type="checkbox"/>	Structural Sheets	<input type="checkbox"/>	Civil Sheets
<input checked="" type="checkbox"/>	Add a bookmark to each sheet in the plan set. The bookmarks should indicate: The Sheet Number and The Sheet Description (i.e. A0.0 – Site Plan) For more information on how to bookmark plan sets, please click here .								
<input type="checkbox"/>	Rotate plan sheets to set to Landscape Orientation.								
<input type="checkbox"/>	Clear all comments from the Comment Pane on the PDF file. The Comment Pane on the plan set will be used to record plan review comments and must be clear prior to submittal.								

Supplemental Documents							
<input type="checkbox"/>	Upload supplemental documents and forms as individual PDFs or as a PDF Portfolio. Choose the Portfolio option if combining files using Adobe Pro, DO NOT combine all the supplemental documents into a Single PDF file. For ease in uploading you may combine documents in a ZIP file.						
<input type="checkbox"/>	Please provide the following forms:						
<input type="checkbox"/>	Building Permit Application Form	<input type="checkbox"/>	Site Development Worksheet				
<input type="checkbox"/>	Water Meter Sizing Worksheet	<input type="checkbox"/>	Fire Area Square Footage Calculation				
<input type="checkbox"/>	Concurrent Review Document	<input type="checkbox"/>	Single Family Plan Cover Sheet				
<input type="checkbox"/>	Construction Management Plan	<input type="checkbox"/>	Transportation Concurrency				
<input type="checkbox"/>	Other:						

<input type="checkbox"/>	Additional Items to be Addressed Prior to Intake
<input type="checkbox"/>	
<input type="checkbox"/>	

Project Information Sheet

Sign Posting and Notice of Application

- | | |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Required | A Public Notice Sign must be posted for this project. Upon receipt of a complete application, the City will post the Public Notice Sign. Signage must remain posted and visible from the public right-of-way for a period of 30 days. The City will also prepare and mail out a Notice of Application to all property owners within 300 feet of the property. |
| <input type="checkbox"/> Not Required | |
| <input checked="" type="checkbox"/> TBD | |

Seasonal Development Limitation Waiver

- | | |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Required | The Seasonal Development Limitation applies to site work proposed in geologically hazardous areas between October 1 and April 1 per Mercer Island City Code 19.07.160.F.2 A Waiver to the Seasonal Development Limitation is required for this project if site work is proposed between October 1 and April 1 per Mercer Island City Code 19.07.160.F.2 – please contact our front counter staff for additional information and application material or visit our City website. |
| <input type="checkbox"/> Not Required | |
| <input type="checkbox"/> TBD | |

Hold Harmless Agreement Document

- | | |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Required | Some projects require a Hold Harmless Agreement per Mercer Island City Code 19.01.060 due to the following site risks. This document will be emailed to the project contact once the permit application is in review. The property owner must sign this document in front of a notary. The applicant must record the document with King County prior to permit issuance. |
| <input type="checkbox"/> Not Required | |
| <input type="checkbox"/> TBD | |

- | | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Geological Hazard Area |
| <input type="checkbox"/> | New commercial project |
| <input type="checkbox"/> | Potential risk to adjacent properties and/or unusual or increased risk of construction methods (e.g. excavations near property lines, freeze technology, tower cranes) |

Peer Review

- | | | | |
|--------------------------|----------------------------------------------------------------------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Geotechnical Peer Review is required. The Applicant shall bear the cost of this review | | |
| <input type="checkbox"/> | Primary | <input type="checkbox"/> | 3 rd Party |

Water Supply System Requirements

- | | | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------|
| <input type="checkbox"/> | This project requires the installation of a new or upsized water meter and/or water supply line | | |
| | Minimum Meter Size | | Minimum supply line size (meter to house) |
| <input type="checkbox"/> | Sizing requirements described above are the MINIMUM requirements as outlined by the Uniform Plumbing Code. Please consult with fire sprinkler contractor before installing water system, as a larger meter or supply line may be necessary to achieve fire flow for a fire sprinkler system. | | |
| <input type="checkbox"/> | Existing meter to be abandoned prior to final inspection | | |
| <input type="checkbox"/> | | | |

Contact us for information about water connection and water service installation fees. Water service work is done by the Public Works Department.

Impact Fees

- | | |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Impact Fees Apply | Impact Fees apply to new development as described here . Please refer to the current Fee Schedule for a list and cost of Impact fees. |
| <input checked="" type="checkbox"/> Impact Fees Do Not Apply | You may apply for an Impact Fee Deferral. Click here for the Deferred Payment Request Form |

Addressing

- | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> | Addressing for this property will be changed as follows: | |
| <input type="checkbox"/> | Addressing does not need to be changed at this time. If address issues are identified during plan review, Development Services Staff will contact you to discuss. | |

Surveys Required Prior to Final Inspection

A building height survey, impervious surface lot coverage survey, and/or property line/setback survey may be required at final inspection. Required surveys will be noted on your project coversheet at permit issuance.

Additional Information

- | | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Application & Intake forms show the contact person as Michael Ausilio- Coversheet & Fire Form shows Reed Cahill--please clarify, we can only have one contact for the project |
| <input type="checkbox"/> | |