

# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | [www.mercerisland.gov](http://www.mercerisland.gov)



## INTAKE SCREENING REQUEST FORM

### TO INITIATE AN INTAKE SCREENING

**Step One:** Upload all Application Submittal Documents (including this form) to the [Mercer Island File Transfer Site](#).

Detailed instructions for the upload are available on the next page.

**Step Two:** Upon Receipt of the Submittal Documents, City Staff will schedule the Screening and Request the Intake Screening Fee of \$750 via email. Note – this is the minimum fee for an Intake Screening. Additional fee will be requested at the hourly staff rate if staff time exceeds the minimum hours set forth in the Fee Schedule.

### PROJECT INFORMATION

Name of Owner \_\_\_\_\_ Owner Address \_\_\_\_\_

Owner Email \_\_\_\_\_ Owner Phone \_\_\_\_\_

Project Address \_\_\_\_\_ Parcel # \_\_\_\_\_

Project Description \_\_\_\_\_

Will the building footprint expand by 500 square feet or more? YES  \_\_\_\_\_ sq. ft NO

Will impervious surface increase by 500 square feet or more (net) on the project site? YES  NO

Does your project alter a critical area or critical area buffer such as a wetland, watercourse, steep slope hazard, potential slide hazard, or seismic hazard? Check the Environmental Layers found on our [Online Map Portal](#) to see if your project is located near a mapped critical area. YES  NO

Will you be modifying more than 40% of the existing exterior wall? YES  NO

Are you applying concurrently for a Land Use Approval? YES  NO

If so what type(s) of Land Use Approval(s) and what is/are your project #(s)? \_\_\_\_\_  
\_\_\_\_\_

### PROJECT CONTACT

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

*\*There are no longer meetings associated with Intake Screenings – all comments will be delivered via email\**

SIGNATURE OF OWNER OR REPRESENTATIVE \_\_\_\_\_

### FOR CITY USE ONLY

FEE PAID \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ PERMIT # \_\_\_\_\_

WEEK OF SCHEDULED SCREENING \_\_\_\_\_

---

# INTAKE SCREENING INFORMATION

---

## WHAT IS AN INTAKE SCREENING?

---

An Intake Screening is a completeness check for Building and Site Development permit applications. Applications are screened by a Land Use Planner, a Development Engineer (civil), the City Arborist, a Building Plans Examiner, and the Fire Marshal. It is an opportunity to find out if there is anything significant missing from your submittal and to identify issues that may cause a delay in the processing of the application. All Intake Screenings are now conducted electronically. (Ref. MICC 19.09.010)

## DO I NEED AN INTAKE SCREENING?

---

City Staff conduct intake screenings for the following types of projects:

**A. New Single-Family Residences or Demo/Rebuilds**

**B. Substantial Residential Addition/Remodel Projects:**

Projects that net  $\geq 500$  square feet of additional impervious surface;

Projects that result in  $\geq 500$  square feet additional footprint;

Projects that alter more than 40% of the existing exterior wall;

Upper level addition projects with a valuation greater than \$100,000

**C. Projects that require stormwater improvements:**

Projects that net  $\geq 500$  square feet additional impervious surface

Projects with a land disturbing activity of 7,000 sq. ft or greater

Projects that result in  $\geq 2,000$  sq. ft of new plus replaced hard surface area

**D. Projects that alter a critical area or critical area buffer such as:**

A wetland, watercourse or a geologic hazard (steep slope, potential slide or seismic hazard). Check the Environmental Layers found on our [Online Map Portal](#) to see if your project is located near a mapped critical area.

**E. New Commercial Buildings and Large Commercial Tenant Improvements**

**F. Site Development/Plat Improvement Permits**

## WHAT IS THE SCREENING PROCESS?

---

1. Applicant initiates the Intake Screening by submitting Intake Screening Request Form, paying the fee, then uploading all required submittal documents to the Mercer Island File Transfer Site.
2. City Staff review the electronic submittal for completeness. Each of the five review disciplines will determine if enough information has been provided to complete the first plan review.
3. An Intake Screening Packet with the screening results is provided to the applicant via email. If the application is incomplete, the Intake Packet will detail the information required to complete the submittal.

## SUBMITTAL INSTRUCTIONS

---

- A. Review [Submittal Requirement and Forms](#) on the City website. Prepare plans, forms, and documents.
- B. Please upload to the File Transfer Site <https://sftp.mercergov.org> (user name: guest, password: eplan)
- C. Click on the word "Inbox" (not the checkbox) to open the Inbox
- D. Click the "Add Folder" icon to create a new folder for your project (use your permit number or project address as the folder name)
- E. Click on your new folder name (not the checkbox) to open it
- F. Click the "Upload" icon, browse to add your files, then click the Upload button.

## NEED A PRE-APPLICATION MEETING WITH CITY STAFF?

---

Applicants are encouraged to set up a Pre-Application Meeting prior to their Intake Screening. This is an opportunity to meet with staff in-person to discuss your project. Understanding the City's residential development standards, stormwater, tree protection, and fire access requirements early on can avoid costly re-design delays later in the project. For more information see our [Pre-Application Meeting Request Form](#).