



July 3, 2025

Attn: Sam Adams
2622 123rd Ave SE
Bellevue, WA
Via: Email

RE: **ADU25-010** Request for Information 1; 3508 96th Ave SE, Mercer Island, WA 98040

Dear Sam Adams,

The City of Mercer Island Community Planning and Development Department has completed a review for compliance with the zoning code, Title 19 of the Mercer Island City Code (MICC) for the above Accessory Dwelling Unit (ADU) application. The application is **INCOMPLETE**. The following materials must be provided before we continue processing of the application:

1. Please submit:
 - a. Criteria Compliance Narrative. Detail how the application meets the review criteria for Accessory Dwelling Units in MICC 19.02.030. Refer to the Code Compliance Matrix Tip Sheet for preparing the narrative
 - b. Affidavit of Ownership. An Affidavit of Ownership, signed before a notary
 - c. Title Report. Less than 30 days old.
 - d. Concurrent Review Form. Provide a completed Concurrent Review Form if the applicant wishes to request consolidated review for two or more land use applications. Refer to MICC 19.15.030(F) for land use application reviews that may be consolidated.
 - e. ADU Affidavit recorded with King County.

The City's processing of the ADU application has been put on hold until these issues are resolved. Pursuant to MICC 19.15.070(E), if the applicant fails to provide the required information within 90 days of the letter of incompleteness, the application shall lapse. Please provide the required information by **October 1, 2025**.

Sincerely,

Grace Manahan, Code Compliance Planner

City of Mercer Island Community Planning and Development
grace.manahan@mercerisland.gov
(206) 275-7764

Responding and Resubmitting: [Click for More Detailed Instructions](#)

1. Reply to all review comments within the correction letter.
2. Update your drawings, and any necessary supplemental documents or forms.
3. Upload updated drawings to the [Mercer Island Permit Submittal Portal](#).

Having Trouble? Please Review the Following:

[Accessing, Reviewing, and Responding to MlePlan Comments](#)

[Troubleshooting MlePlan](#)

[MlePlan Overview](#)

Thank you for your participation in the MlePlan review process.