



March 31, 2026

Attn: Chaohua Chang
13301 SE 79th Place Unit A205
Newcastle, WA
Via: Email

RE: **ADU26-003** Request for Information 1
2720 71st Ave SE, Mercer Island, WA 98040

The City of Mercer Island Community Planning and Development Department has completed a review of the above ADU application for compliance with Mercer Island City Code (MICC) [19.15.060](#). The application is **INCOMPLETE**. The following materials must be provided before we can continue processing the application:

1. [ADU Application Form](#)
2. Code Compliance Matrix. 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.
3. Title Report, less than 30 days old.
4. An [Affidavit of Ownership](#), signed before a notary. Required only if the Title Report does not clearly show ownership or authority to develop the property.
5. An [Affidavit of Agent Authority](#), signed before a notary.
6. Optional: [Concurrent Review Form](#). Provide a completed Concurrent Review Form if consolidated review for two or more land use applications is requested. Refer to MICC 19.15.030(F) for land use application reviews that may be consolidated

The City's processing of the above application has been put on hold until these materials are received. 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 and become null and void. Please provide the required information by 5:00PM on June 29, 2026.

Please do not hesitate to contact me if you have any questions.
Sincerely,

(All items 1. to 6. are submitted.)



Grace Manahan

Grace Manahan, Code Compliance Planner
(206) 275-7764 | grace.manahan@mercerisland.gov
City of Mercer Island Community Planning and Development

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](#).

Thank you for your participation in the plan review process.