



9/30/2025

N5 Architecture
Attn: Seth Hale
4200 Stone Way N
Seattle, WA
Via: Email

RE: **CAO25-004** Request for Information 2; 5236 W Mercer Way, Mercer Island, WA 98040

Dear Seth Hale,

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 Critical Area Review 2 application. The following issues need to be addressed before we continue processing of the application:

Planning:

1. Please provide:
 - a. Criteria Compliance Narrative
 - b. Title Report. Less than 30 days old.
 - c. An Affidavit of Ownership, signed before a notary.
 - d. An Affidavit of Agent Authority, signed before a notary.
 - e. Submit the signed concurrent review form to CAO25-004.
 - f. Disclosure and Notice on Title.

The City's processing of the Critical Area Review 2 application has been put on hold until these issues are resolved. Pursuant to MICC 19.15.110, all requested information must be submitted within 60 days or a request for extension requested. The deadline for a complete response is December 29, 2025. If a complete response is not received or an extension response has been received prior to that date, the application will expire and be canceled for inactivity. No additional notification regarding this deadline or expiration of the application will be provided.

Sincerely,

Grace Manahan

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.