

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercerisland.gov



PRE-APPLICATION MEETING REQUEST FORM

WHY WOULD I BE REQUIRED OR FIND IT USEFUL TO HAVE A PRE-APPLICATION MEETING?

- REQUIRED:** Before an application can be submitted for certain land use projects, a Pre-Application Meeting is **required** by code. See MICC 19.15 for procedural requirements related to your land use application type.
- USEFUL:** Pre-Application meetings are *recommended* during the feasibility phase and prior to conceptual project design, and any time a property owner or designer would like feedback from Community Planning & Development Staff. Pre-application meetings increase certainty, result in more complete application submittals, and reduce review timeframes.

At the end of the pre-application meeting, you will receive a set of written comments and notes that summarizes the issues and questions discussed.

WHAT QUESTIONS DO I HAVE ABOUT MY PROJECT?

Types of Questions:	Review Discipline
<ul style="list-style-type: none"> Development Standards: Setbacks, Building Height, Lot Coverage, Gross Floor Area, Hardscape Land Uses: New uses or changes of uses on a site or in a building Shorelines: Development on or near Lake Washington 	Land Use Planning
<ul style="list-style-type: none"> Subdivisions Critical Areas: Watercourses, Wetlands, Geologically Hazardous Areas Design Review: Projects in the Town Center or non-single family elsewhere SEPA Review Wireless Communication Facilities 	
<ul style="list-style-type: none"> Access and Traffic Stormwater Utilities: Water and sewer 	Civil Engineering/ Storm/Utilities
<ul style="list-style-type: none"> Building codes Energy code 	Building/Structural Engineering
<ul style="list-style-type: none"> Fire sprinkler Fire alarm 	Fire Marshall
<ul style="list-style-type: none"> Tree preservation and removal Tree protection during construction 	City Arborist

PROPERTY INFORMATION:

Site Address	Parcel No
Property Owner Information:	
Name	Phone
Address	Email
Project Contact Information	
Name	Phone
Address	Email

PROJECT INFORMATION

Provide Brief Project Description:

IDENTIFY MEETING TOPICS

<input type="checkbox"/> FEASIBILITY STUDY	<input type="checkbox"/> BUILDING PERMITS	<input type="checkbox"/> A CRITICAL AREA	<input type="checkbox"/> SHORELINE PERMITS
<input type="checkbox"/> SUBDIVISIONS	<input type="checkbox"/> LOT LINE REVISIONS	<input type="checkbox"/> DESIGN REVIEW	<input type="checkbox"/> SEPA
<input type="checkbox"/> ACCESSORY DWELLING UNITS	<input type="checkbox"/> WIRELESS COMMUNICATIONS FACILITIES	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> OTHER

WHAT ARE THE FEES ASSOCIATED WITH MY PRE-APPLICATION MEETING?

The fee for a pre-application meeting is \$2028 plus an additional hourly fee for related staff time in excess of 12 hours. Additional staff time is charged at a rate of \$169/hour.

Please Note: Fees will continue to accrue, post pre-application meeting, in situations where the applicant requests follow up or has additional questions that require additional staff time. Fees will be assessed at the hourly staff rate in place at the time of accrual and invoiced via email.

I, the undersigned, understand that this is a request for a meeting and that this is not a permit application. Permit and Land Use Applications must be uploaded separately to the Permit Submittals Portal, with the appropriate permit application form and documents. Additional information about application requirements can be found here:

<https://www.mercerisland.gov/cpd/page/how-apply>

Signature



Date