



CITY OF MERCER ISLAND
DEVELOPMENT SERVICES GROUP
9611 SE 36th Street, Mercer Island, WA 98040
(206) 275-7605

SUBMITTAL REQUIREMENTS FOR DESIGN COMMISSION APPROVAL & SIGNAGE APPROVAL


PURPOSE: Design Commission project approval is the process by which the City ensures that development or redevelopment of a property other than single-family residential will be of high quality and conform to the Mercer Island Zoning Code, Section 19.04.120, Design Commission and Sign Guidelines, and the Mercer Island Town Center District Development and Design Requirements (available at Development Services Front Counter).

EARLY CONSULTATION: Although this step is optional, the applicant is strongly encouraged to present schematic sketches and a general outline of the proposal for the City staff comments prior to preparation of formal plans.

APPLICATION TIMES: All required filing materials must be submitted to the Development Services Group at least 20 days prior to Design Commission's review. When a project is deemed a "major new construction", all required filing materials must be submitted to the Development Services Group at least 30 days prior to Design Commission's review. The Design Commission meets every 2nd and 4th Wednesday of each month. (Example: submittals for Sept. 24th meeting must be made by Sept. 4th)

COMPLETE APPLICATION REQUIRED: The city cannot accept an application that does not have all of the following items. In order to accept your application, each of the following must be submitted to permit counter staff at the same time.

Affidavit of Installation of Public Information Sign(s) for Major New Construction: The applicant will be required to fill out and sign a form attesting that the required public information sign(s) have been installed in accordance with City Code requirements. The applicant is required to install the public notice sign for a minimum of 10 days prior to a determination being made on any development proposal. Staff will contact the applicant when they need to pick up the public notice sign from the City and sign the affidavit.

 **ATTACHMENTS:** *Please fold all plans and attachments to a size not exceeding 8½" x 14" for storage in a legal-size folder. Plans not folded to the proper size will not be accepted.*

I. APPLICATION MATERIALS FOR DESIGN COMMISSION APPROVAL

A. Development application cover form: Please provide the original, plus fourteen (14) copies (15 total) of the COMPLETED Development Application cover sheet and all plans associated with the application. Applications must have signatures of ALL current property owners listed on the Title Report. The legal parcel number of all property involved must be listed on the application form.

B. Fees: The application must be accompanied by the required application filing fee:

- Administrative Review of Color Changes.....
- \$0 - \$5,000.00 valuation.....
- \$5,001 - \$25,000 valuation..... **See Development Application**
- \$25,001 - \$50,000 valuation..... **for fees**
- Over \$50,000 valuation.....
- Plus SEPA Environmental Checklist fee (if applicable)
- Sign Posting Deposit \$200.00 (if applicable)

We cannot accept checks over the total fee amount.

C. Content of Development Plans

1. General Requirements

- a. Sheet Size: 8.5" x 11", 11" x 17", 18" x 24", or max 24" x 36". If submitting 24" x 36" drawings, include one reduced 11" x 17" copy. Title Block: is to be located on the right-hand margin of all sheets and include the following:
 - Project
 - Drawing Title
 - Drawing No., Date, and Revision Column
 - Project Address
 - Name, Address, and Phone of the firm primarily responsible for drawings
 - Scale: Numerical and Bar Scale
 - North Arrow

2. Site Plan is to show the following:

- Parcel size
- Property lines
- Existing and proposed topographic contours at two foot intervals
- Adjacent right-of-ways, private roads and access easements
- Existing and proposed structures
- Existing and proposed vehicular circulation system, parking spaces designed for all required parking spaces, driveways, service areas, loading zones, pedestrian circulation.

3. Statistical Information: Include number of dwelling units/acre, area of proposed structure in square feet (s.f.), lot coverage by structures, lot coverage by impervious surfaces, building height from base elevation (including base elevation calculations), number of parking spaces (compact and standard), landscape s.f., description of required amenities (including s.f., if applicable).

4. Statistical Information: Include construction materials and colors, existing and finished grades, base elevation, and height from the base elevation to highest projection of the building.

5. Conceptual Floor Plans: Include exterior access points; clarify the relationship between the interior spaces and the outside (decks, etc.) spaces.

6. Landscape Plan to include the following: (PLEASE NOTE: 1"-10' scale on 24"x36" size sheets is required)

- Extent and location of all plant materials and other landscape features. Plant materials must be identified by direct labeling of each plant or by a clearly understandable legend.
- Flower and shrub bed definition must be clear and drawn to scale with dimensions.
- Proposed plant material should be indicated at mature sizes and in appropriate relation to scale.
- Species and size of existing plant materials.
- Proposed treatment of all ground surfaces must be clearly indicated (paving, turf, gravel, grading, etc.)
- Location of water outlets. If areas of planting are extensive, plans for an underground sprinkler system will be required.

7. Exterior Lighting Plan: Locate lighting locations and provide specifications for proposed lighting.

- 8. **Indication of Materials & Colors:** 15 color copies of a color pallet are preferred. Staff may require additional information or materials when necessary.
- 9. **Sign Program:** Illustrate location, size, height, material, color, letter dimension, structural components and landscaping.
- 10. **Birdseye Perspective or Massing Model:** (Major projects only) Staff may require additional information or materials when necessary.

II. APPLICATION MATERIALS FOR DESIGN COMMISSION SIGNAGE APPROVAL

NOTE: Separate Electrical Permits are required for all illuminated signs.

A. Development application cover form: Please provide the original, plus fourteen (14) copies (**15 total**) of the COMPLETED Development Application cover sheet and all plans associated with the application. Applications must have signatures of ALL current property owners listed on the Title Report. The legal parcel number of all property involved must be listed on the application form.

B. Fees: The application must be accompanied by the required application-filing fee:
 Administrative Review of Sign Changes..... **see Development Application**
 New Signage..... **for fees**

C. Content of Signage Plans:

1. Ground Signs

- a. Site Plan Showing:
 - Location of all existing and proposed signs.
 - Property lines and setbacks of ground signs from all right-of-way.
 - Existing and proposed building(s).
- b. Elevation drawings of all existing and proposed ground signs showing:
 - Height of sign(s) measured from the average finished grade.
 - Sign Dimensions
 - Letter Dimensions
 - Materials, colors and finishes.
 - Structural components of the sign.
- c. Location and size of landscaping around the sign.

2. Building Mounted Signs

- a. Site plan showing location of all building mounted signs.
- b. Building façade on which the sign will be mounted with the proposed sign location, sign dimensions and square feet of proposed sign area.
- c. Proposed sign dimensions, copy, color(s), materials(s) and other information to illustrate the proposal (i.e. photographs).

When the above requirements are met, the applicant should file the application, sign proposal and filing fee with the Development Services Group personnel, Mercer Island City Hall, 9611 SE 36th Street, Mercer Island, WA 98040. The application must be complete in every respect (ALL questions answered and all required materials submitted) *before it can be received and scheduled before the Design Commission for review*. Failure to submit a complete application could delay the public meeting process and any final approval.

If you have any questions concerning your Application for Design Commission review, please call Development Services Group personnel at 206-275-7605.

GUIDELINES FOR COMMERCIAL DEVELOPMENT SIGNS

PURPOSE

To encourage signage within the private sector that is compatible with its surroundings; to encourage signage that clearly informs pedestrians and motorists of business names and services, but that does not detract from the architectural quality of individual buildings or from the streetscape as a whole.

TYPES OF SIGNS AND DESIGN CRITERIA

FREE STANDING GROUND SIGNS:

1. A building or complex may not display more than **one** ground sign on each street.
2. The sign content should be integrated in one design (in contrast to displaying two or more separate elements). Use of symbols is encouraged.
3. Exposed areas of backs of signs should be covered to present an attractive, finished appearance.
4. Maximum size:
 - A. Individual business ground signs, shopping complex identification ground signs and signs within the 10 foot setback from any property line on a street: 25 square feet allowed.
 - B. Joint ground signs (identifying more than one enterprise) 6 square feet allowed for each enterprise included in the complex, with a maximum size of 50 square feet. When more than five (5) enterprises are included in the complex, one additional ground sign may be placed on the street front, if signs are located at least 100 feet apart.
5. Maximum Height:

42 inches within a setback of 10 feet from any property line on a street, 6 feet beyond the 10-foot setback for individual business signs and 12 feet beyond the 10-foot setback for joint signs. Height is measured at the edge of the street right-of-way to the top of the sign.

Verification of the sign requirements need to be made by referencing the City of Mercer Island Town Central District Development and Design Requirements.

WALL SIGNS:

1. Buildings facing streets are limited to one sign per business per street frontage.
2. Maximum size:
 - A. 25 square feet for individual business signs.
 - B. 50 square feet for joint business signs.

The sign size is measured as follows:

- A. "boxed" display – total area of display, including the background and borders.
 - B. Individual letters and symbols – total combined area of a rectangle drawn around the outer perimeter of each word and each symbol.
3. Wall signs may not extend above the building parapet, soffit, the eave line or the roof of the building, or the windowsill of the second story.

4. When a commercial complex provides spaces for signs above window displays, these signs should be compatible in shape, scale of letters, size, color, lighting, materials and style.
5. When multiple signs for individual businesses are contemplated for a major construction project, a master sign plan stipulating the location and size of future signs will be required.

If the applicant demonstrates to the satisfaction of the Design Commission that a wall sign is an integral part of the architecture (e.g. "super graphic"), the Commission may waive any or all of the above restrictions.

Verification of the sign requirements need to be made by referencing the City of Mercer Island Town Central District Development and Design Requirements.

PROJECTING SIGNS:

1. Projecting signs should clear the sidewalk by 8 feet.
2. Maximum size: 6 square feet.
3. Signs should not project greater than 4 feet from the building, unless the sign is part of a permanent marquee or awning over the sidewalk.
4. Awnings that incorporate a business sign shall be fabricated of opaque material and shall use reverse lettering. The Design Commission may require that a sign may be less than the maximum area for wall signs to assure that the awning is in scale with the structure.

WINDOW SIGNS:

Permanent and temporary window signs are limited to maximum 25% of the window area. Every effort should be made to integrate window signs with window display.

PROHIBITED SIGNS:

Signs mounted on the roof, spinning devices, flashing lights and pennants are not permitted. Telephone numbers are prohibited from permanent, exterior signs.

STREET NUMBERS:

Street numbers should be installed on all buildings and will not be counted towards permitted sign area.

SECONDARY SIGNS

The minimum number of secondary signs (typically directional signs) necessary shall be used in order to protect the safety of pedestrians and passengers in vehicles.

Verification of the sign requirements needs to be made by referencing the City of Mercer Island Town Central District Development and Design Requirements.