



## CITY OF MERCER ISLAND

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[www.mercergov.org](http://www.mercergov.org)

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### **REQUIREMENTS FOR ELECTRONIC LAND USE APPLICATION SUBMISSIONS**

*This form applies to land use/zoning applications. Please see the Building Department's handout, "EPlan - Requirements for Electronic Plans", for information regarding electronic building permit submittals.*

#### **Mercer Island is now offering digital plan review services which substantially benefits to our customers by:**

- Offering an easier and more efficient plan submittal – 24 hours a day, 7 days a week!
- Increases cost savings by reducing printing/paper/delivery costs
- Cuts staff time to assemble plans
- Serves as a more efficient conduit for the communication of corrections and revisions
- It's Green!

#### **What does participation in electronic plan review require?**

- All digital document files shall be MS-Windows compatible.
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 9.0 or earlier.
- Security settings shall allow reviewers to mark up digital documents, create notes, and to insert/remove sheets.
- If submitting using a compact disk, the disk should be permanently marked with Project Title, Applicant's Name, Project Address, and submission date.
- All digital documents submitted to the City are subject to public disclosure laws.

#### **What's the process for submitting for electronic plan review?**

1) **Pre-Application Meeting:** Electronic plan review does not exempt an application from a pre-application meeting if one is required. Per MICC 19.09.010 and 19.15.040(F)(2)(c)(i), land use applications that require pre-application meetings include, but are not limited to:

- a. Subdivisions or Lot Line Revisions
- b. Shoreline Substantial Development Permits
- c. Shoreline Deviations
- d. Variances
- e. Any alteration of a critical area or buffer, except those alterations that are identified as allowed uses under MICC 19.07.030(A)(1) through (5), (8) and (12).
- f. Design Review for Major New Construction ("Major new construction" is defined as construction from bare ground or an enlargement or alteration that changes the exterior of an existing structure that costs in excess of 50 percent of the structure's assessed value. Single-family development is excluded from this definition).

Pre-application meetings are conducted in person at the Mercer Island City Hall prior to electronic application submittal. The fee for the preapplication meeting is due at the time of the meeting. For the current preapplication fee amount, please consult with the City's fee schedule. Call the Development Services Group at 206-275-7605 to schedule a pre-application meeting.

#### 2) **Materials Need for Submittal:**

- a. Complete the applicable forms (e.g. Development Application Cover Sheet, Land Use Permit Application, Development Worksheet, etc).
- b. Prepare all required drawings and other supplemental documents (e.g. title report, geotechnical report, etc. - **PDF FORMAT IS REQUIRED**). Set document security to allow commenting, bookmarked pages, easily readable text, and resolution requirements.

#### 3) **Plans Requirements:**

- a. All sheets shall be oriented so the top of the page is always at the top of the computer monitor, and set to landscape.
- b. All plan review corrections will need to be made on the electronic plans by the applicant.
- c. Plans must be to an identified scale.
- d. Revisions, if necessary, shall be in the same format as the original submission. A letter from the design professional addressing the reviewers comments, item by item, is required to accompany all re-submittals

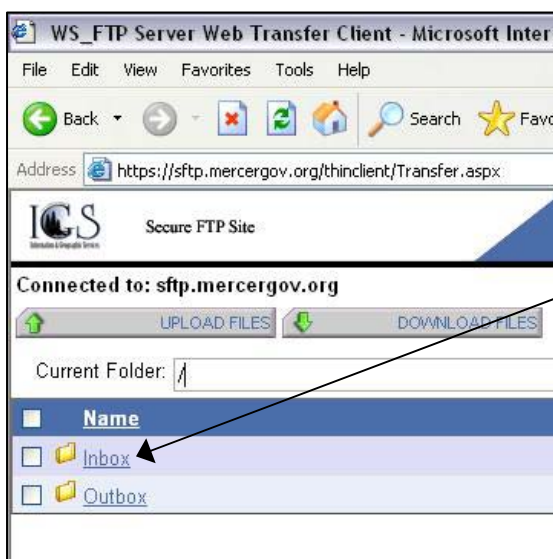
- e. Design Professionals shall set the scale of their drawings to no less than 1" = 20'-0", when set to print on an 11" x 17" sheet.
- f. All text shall be easily readable when set to print. Clarity must be equivalent or better than Arial, Gill Sans or Tahoma with a font size of 10pt.
- g. PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning must be done at a minimum of 300 dpi and a maximum of 400 dpi to balance legibility and file size.
- h. Name files using the guidelines below in #4. For application submittal, name the file using the 10 digit King County Assessor's Tax Parcel Identification Number (PIN). The first submittal of the plan set for an application should be named with the PIN followed by "Plans" (For example, "PIN830020001-Plans"). The first submittal for additional materials required for an application should be named with the PIN followed by SUPP and a word that identifies the type of document attached. For example, "PIN830020001-SUPP-WatercourseRpt").

4) **Naming Submitted Documents:** The following naming guidelines must be used when uploading electronic land use applications:

Submittal Process Stage	Application Components	
	Plans	Other Application Materials
Initial Application	PINXXXXXXXXXX-Plans	PINXXXXXXXXXX-SUPP-Narrative, PINXXXXXXXXXX-SUPP-TitleRpt, etc.
1 <sup>st</sup> Incomplete Application	PINXXXXXXXXXX-Plans2	PINXXXXXXXXXX- SUPP-Narrative2, PINXXXXXXXXXX- SUPP-TitleRpt2, etc.
2 <sup>nd</sup> Incomplete Application	PINXXXXXXXXXX-Plans3	PINXXXXXXXXXX- SUPP-Narrative3, PINXXXXXXXXXX- SUPP-TitleRpt3, etc.
After the application is complete and accepted by the City, it will be given a permit identification number. Use this number to identify the electronic application materials. It is no longer necessary to identify files by the King County Assessor's Tax Parcel Number. In the example below, "SUB09-001" is the permit identification number assigned by the City.		
Reply to 1 <sup>st</sup> Round of Revisions	SUB09-001-Plans-SUB1-REPLY	SUB09-001-SUPP-Narrative-SUB1-REPLY, SUB09-001-SUPP-TitleRpt-SUB1-REPLY, etc.
Reply to 2 <sup>nd</sup> Round of Revisions	SUB09-001-Plans-SUB2-REPLY	SUB09-001-SUPP-Narrative-SUB2-REPLY, SUB09-001-SUPP-TitleRpt-SUB2-REPLY, etc.

5) **Submitting an Application:**

- a. Upload these files into the "Inbox" of the FTP site at <http://sftp.mercergov.org> (the user name is "guest"; the password is "eplan"). Create a folder within this inbox and name the folder with the parcel number. All files can then be loaded into this folder. Also, you have the option to interface with your preferred FTP client.



Click on the inbox to open it. Create a new folder in the inbox. Upload files into the new folder in the inbox.



- b. City staff will review the submitted materials within 24 hours (excluding weekends and holidays) to verify that all required application elements have been submitted in the proper format. An application will not be formally accepted until this process has been completed. You will receive an email notification stating whether your submittal is complete or incomplete.
- c. If the application is deemed incomplete, you will receive an email requesting information that must still be submitted. The requested items must be coordinated into your plans and/or documents and complete files must be resubmitted (not just revised or additional sheets).
- d. Rename the resubmitted complete files using the naming guidelines shown in the table above. The file name shall consist of the King County PIN followed by "Plans" and a number indicating the submittal chronology for a plan set. For example, after receiving the first request for additional information by email from the City, the plan set file shall be named "PINXXXXXXXXXX-Plans2". For other required materials, the files are to be named using the King County PIN followed by "SUPP", which is then followed by a term that identifies the document and a number indicating the submittal chronology. Additional required materials submitted to the City following the receipt by the applicant of the first request for additional information shall be named "PINXXXXXXXXXX-SUPP-GeotechRpt2".
- e. As before, upload the files to the "Inbox" of the FTP site at <http://sftp.mercergov.org> (the user name is "guest" and the password is "eplan").
- f. A Development Application Cover Sheet with signature is required by the City for land use applications. Please scan a signed Development Application Cover Sheet into a PDF and upload it with the other required documents.
- g. This process repeats until a complete application is submitted. You will be notified via email when your application is complete and has been accepted. A permit identification number will be assigned once the application is considered to be complete and the City accepts it for review.

**6) Fees:**

- a. An additional fee of \$2.00 for each sheet of the original plan set that is larger than 11" X 17" when printed at a scale of 1" = 20'-0" will be charged to use the electronic submittal process. The additional fee does not apply to 8-1/2" x 11" supporting documentation 11" X 17" or smaller (such as title reports, geotechnical reports, required City of Mercer Island forms, etc.) or for resubmitted drawings for corrections.
- b. By the end of the next working day after the initial application materials submittal, you will receive an email notification with the fees due. Your fee payment must be sent immediately. If the fee payment is not received within 7 days, your application will be deemed incomplete and suspended. Applicants can pay up to \$2,000 by credit card. Credit card payments must be done in person at City Hall. Alternatively, a check can be mailed to:

Mercer Island City Hall  
 Attention CST-EPlan Review  
 9611 SE 36<sup>th</sup> Street  
 Mercer Island, WA 98040

Reference the permit identification number on your check. You will receive a receipt via email for fees paid.

- c. Alternatively, the fee payment can be made at the permit center.

**7) Application Review:**

- a. The plan review process begins once your application is complete. The plans are reviewed for conformance with land use regulations by the planning division as well as any other pertinent members of the Development Services Group (DSG).
- b. Each plan reviewer marks their comments directly onto your electronic plan set using Adobe Acrobat 9.0.
- c. To reduce the overall process time, separate comments from each plan reviewer are sent to you immediately after each review is completed. This gives you the opportunity to coordinate and forward the City comments to your appropriate team member as soon as possible. However, you must coordinate your responses and resubmit one complete drawing set which responds to comments from all the reviewers.
- d. Plan reviewers will send you an email notification when their plan review is complete.
- e. The email will contain instructions for downloading their review comments from the "Outbox" at the FTP site (<http://sftp.mercergov.org> user name is "guest" and password is "eplan"). The file is named with your permit identification number, the document identifier, and the submittal number (e.g. "SUB09-001-Plans-SUB1 ", "SUB09-001-SUPP-TitleRpt-SUB1", etc).
- f. This email will also contain instructions and tips for the recommended viewing of City comments and how to reply to each comment.

**8) Submitting revisions:**

- a. Review each City comment and using the Adobe "Reply" function, provide your written response to each of the City comments within this City Comment Plan Set. Using the checkbox feature within the Adobe comment list to check off comments after each response has been made may be helpful.
- b. Make the appropriate corrections to your original plan set. Use revision clouds and/or markers to identify all plan changes on your corrected set.
- c. Resubmit items by uploading the project folder in the "Inbox" on the FTP site at <http://sftp.mercergov.org/> (the user name is "guest"; the password is "eplan"). Create a folder within this inbox and name the folder with the parcel identification number if the original folder does not still exist.
- d. Upload the City Comment Plan Set containing your reply to each comment to this file this file using the file name already used on the City Comment Plan Set with "Reply" added to the end of the file name (e.g. "SUB09-001-Plans-SUB1-REPLY" " or "SUB09-001-SUPP-TitleRpt-SUB1-REPLY ", etc).
- e. The complete set of corrected plans with any changes clouded and/or marked is intended to be a complete set of plans (without City comments). It is important that this complete set contains ALL the sheets including sheets without changes. A partial submittal of individual sheets is not permitted and will delay the review process. A complete set is required to ensure that both your drawing set and the City's plan set remain current and identical throughout the process. Upload the file using the file name on the City Comment Plan Set and change the submittal number to reflect the appropriate submittal round (e.g. "0903-123-SUB2" or "0903-123-SUB2-SUPP", etc).
- f. The electronic plan review response and resubmittal process continues until all City comments are resolved.

**9) Plan approval and issuance:**

You will receive an email notification that the plans are approved along with email attachments containing the permit for your signature. All remaining fees due must be paid before any permits can be issued.



***If you need additional assistance, please contact the City of Mercer Island Development Services Group at (206) 275-7605.***