



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522 ■ from S. Whidbey (360) 321-5111
■ FAX: (360) 679-7306 ■ 1 NE 7th St., Coupeville, WA 98239-5000 ■ 121 N East Camano
Drive, Camano Island, WA 98282 ■ Phone (360) 387-3443
www.islandcountywa.gov/planning

INSTRUCTIONS FOR FILLING OUT AND SUBMITTING AN APPLICATION

- Type or neatly print all information. Only fill out those portions that are not shaded in gray.
- If someone other than the landowner is applying for the permit, the application must be accompanied by a notarized "Applicant Authorization Form". Without this form, the application will be incomplete and will not be accepted by County staff. The "Applicant Authorization Form" is attached to this application.
- This application is a "Master Land Development Permit" and must be filled out for all types of development permits. Depending upon your specific proposal you will need to fill out supplemental attachments to this application that provide more specific information. No development proposals can be reviewed using only this form so please ask what additional forms you will need.

Electronic Submittal Process

It is preferred for applicants to use the electronic submittal process to submit application materials. Please save all electronic files in **PDF file format**, using the following file naming procedure for submittal:

ApplicantLastName_DocumentName_DateSubmitted.pdf

Document names should be abbreviated; below is a list of common document names and their abbreviations:

Application APP	Arch Report ARCH	AsBuilt ASB	Site Plan SPLAN
Buffer Enhancement Plan BEP	Biological Site Assessment BSA	Certificate of Appropriateness COA	Field Indicators Worksheet FIELD
Elevations ELV	Mitigation Plan MIT	Geocoastal GEOC	Geotechnical GEO
Revisions REV 1,2,3,	SEPA Checklist SEPA	Wetland Report WET	Drainage Narrative DRNG

Example of file naming using document abbreviation: **Johnson_APP_091324.pdf**

Once all files have been saved using the naming procedure above, all files can then be submitted to: planningdept@islandcountywa.gov Emails over 7 MB should be sent through a file sharing application, or contact the Planning Department for an FTP sharing link. Once application materials have been reviewed by planning staff and deemed sufficient for submittal, the applicant will receive an email along with an invoice and payment instructions.

**All fees must be paid within 14 calendar days, or the application will become null and void,
canceling the application.**

After payment is received, the applicant will receive a letter of completeness indicating that the review period has begun. If the application is deemed incomplete, the applicant will receive a letter stating that the application is incomplete and requires revisions.

IF APPLICANT CHOOSES IN PERSON SUBMITTAL AN APPOINTMENT IS PREFERRED

Whidbey: call 360-678-7339

Camano: call 360-387-3443



AGENT AUTHORIZATION FORM

Received date: _____

Received by: _____

Landowners may authorize agents, designers, contractors, etc. to apply for permits and conduct activities on their behalf by completing this form and returning to Island County staff. Once received, this form will expire in 3 years. Any applications or requests that agents submit on an owner's behalf must meet the general description provided by the owner below.

I/We hereby authorize the following companies or individuals to submit applications on my/our behalf. I/We also understand that once a permit/application is submitted that all future correspondence may be directed to said agent(s).

Description of work/project: _____

Agent Name: _____

Agent Name: _____

Agent Name: _____

Agent Name: _____

Parcel number(s): _____

Name 1 (printed) _____ Date: _____

Signature 1: _____

Name 2 (printed) _____ Date: _____

Signature 2: _____

SPECIAL EVENTS AND FARMER'S MARKET APPLICATION CHECKLIST

Please use the following checklist to ensure you provide all items required under Island County Code. All blanks under Applicant Use must be filled for this application to be accepted as complete and for the review process to begin.

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<ol style="list-style-type: none">1. Fees, as established by the Board of Island County Commissioners.2. Completed Special Event/Farmer's Market Permit Application.3. USB or file sharing link containing complete submitted application and all attachments.4. Completed Field Indicators Worksheet.5. Completed Project specific forms (e.g., Form A Variance, etc.).6. A legible plot plan no larger than 11 x 17 inches that shows all of the following:<ol style="list-style-type: none">a. Drawn to standard engineering scale. Indicate scale.b. North Arrowc. Boundaries, dimensions and area of lot (square feet or acres)d. Location of loading docks, if applicablee. Name of road(s) bordering the property and their width.f. Land features: show the top and toe of all slopes, the direction of slope, percentage of slope, seasonal drainage ways, soggy areas, ditches, ravines, lakes, ordinary high water mark of shoreline (OHWM must be shown for all shoreline lots), etc.g. Critical areas: Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands as well as all of their associated buffers onsite or off-site when they may affect the proposal. If the proposal is in an archaeological area a report must be submitted that identifies resources and how they will be protected. (Note: if a feature is shown on the County's Critical Areas map it must be shown on the plot plan; if you do not believe that feature is present please describe).7. Assessor's quarter section map(s) that identify the subject site and any contiguous properties in the same ownership.8. Vicinity map and specific written directions on how to find site. The map must be detailed enough to clearly locate the site and must identify major arterials, county roads, natural features, landmarks, city limits and other features that will help describe how to find the site.	

FARMER'S MARKETS ARE A TYPE I APPLICATION**SPECIAL EVENTS CAN BE EITHER A TYPE I OR A TYPE II APPLICATION**

Complete the application questions as outlined in this form. Island County staff will review the proposal and issue a decision. A public hearing is not required.

Special Events and Farmer's Market Application: General Guidelines

Applicability: If proposing to hold a Special Event or Seasonal Farmer's Market in any county zone, except Rural Service (RS) or Light Manufacturing (LM) zones where special events and farmer's markets are not permitted, use this form to request county review before you finalize your plans.

Special Events are defined as events occurring at a single location annually or more frequently but in no case more than three (3) times per year. Special events include but are not limited to; advertised special events such as outdoor concerts, auctions, model hobby events, glider flights, hot air balloon rides, parachute events, motor boat races, carnivals, or circuses. Special events that propose entertainment, amusement, or assembly of persons, wherein the primary purpose will be the presentation of outdoor, live, or recorded musical entertainment and which may attract 100 or more persons shall be processed in coordination with the Island County Sheriff's office pursuant to [Chapter 5.08 ICC](#).

Combined Special Event Permit for multiple small-scale special events:

An event organizer may choose to apply for a combined special event permit for small-scale events in lieu of submitting for multiple special event permits for each such individual event, subject to the requirements of this section. Events with an anticipated attendance of 50 people or more must apply for an individual special event permit. A combined special event permit may be approved for:

1. Multiple small-scale events at a single location, not more than three (3) a year;
2. Multiple small-scale events at multiple locations; or
3. A combination of the above.

Procedure for Combined Special Event Permit for multiple small-scale events:

An application must be submitted a minimum of 30 (thirty) days prior to the first event proposed under the permit application.

1. Parts A and B must be completed for each unique location – and each location can be the venue for up to three events per year.
2. If outdoor events are planned a Noise Management Plan must also be completed in addition to the Noise Management Application.
3. Collate Sections A and B as well as Noise Management if applicable, the application fee, and necessary documentation outlined in the application, and submit to Island County Planning and Community Development.

Reoccurring Special Events:

Special events that occur annually such as Cider Festivals, Flea Markets, Tour de Whidbey, the Ragnar relay, and other concerts or annual festivals may be considered reoccurring special events and the permit may be valid for up to ten years provided they meet the following conditions:

1. The scale and scope of the event has not materially changed over time;
2. The applicant is to provide yearly notification to the Planning and Community Development Department if the number of attendees exceeds 150 and/or there will be an outdoor concert associated with the event; and
3. There have been no verified complaints that the special event has caused any significant impacts that were not anticipated with the approved special event permit.
4. If you are requesting a reoccurring special event permit please indicate the appropriate sections on the application form.

Special Events and Farmer's Market Application: Part A

GREYED SECTION FOR COUNTY USE ONLY

APPLICATION NUMBER: _____ DATE RECEIVED _____ FEE PAID _____ RECEIPT

Please type or neatly print all information. Provide detailed answers and all of the requested information. Assemble this application with all maps and requested documents outlined below to create an organized complete packet. Please submit original documents and one electronic copy.

PART A

Contact Person Name: _____ Phone (____) ____ - _____
(The agent or consultant for the application will be the only party to receive correspondence and inquiries)

Mailing Address: _____ E-Mail: _____

City, State, Zip: _____

Applicant Name: _____ Phone (____) ____ - _____

Mailing Address: _____ E-Mail: _____

City, State, Zip: _____

Owner(s) Name: _____ Phone (____) ____ - _____
(If other than Applicant) (Required)

Mailing Address: _____ E-Mail: _____
(Required)

City, State, Zip: _____

Project Address and Zip Code: _____

Assessor Parcel Number(s) (Geo ID): _____

Section: _____ Township: _____ Range: _____ ¼ Section _____

Location: North Whidbey Central Whidbey South Whidbey Camano Island

Plat Name: _____

In simple terms, briefly describe the project:

Special Events and Farmer's Market Application: Part B

In addition to the information requested in Part A, please answer the following questions and provide a map of the proposal. **By providing answers to the following questions, County staff will better understand your proposal and be able to process your application without undue delay.**

It is the responsibility of the applicant to do the following:

- Arrange and provide all water and sanitation as approved by Island County Environmental Health;
- Provide for the control of dust in the parking lot, ensure any damage to public roads is immediately repaired, and clear all debris and temporary structures within thirty (30) days after the end of the event as required by Island County Engineering;
- Follow the approved plan and meet all additional conditions listed by county departments.

General Site Information: Please describe the existing parcel(s) and land use(s). You may attach additional documents as needed to supplement your description.

1. Describe the **EXISTING** structures, uses, and other improvements on the site:

- What is the total acreage of the site? _____
- What is the zoning of all parcels? _____
- Is the property located within Ebey's Reserve? YES NO
- Square footage of existing building footprints: _____ sq. ft.
- Total square footage in all stories: _____ sq. ft.
- Number of stories: _____ Building Height: _____
- Percent of site covered by impervious surfaces: _____ %

2. What is the existing source of water? _____

3. How is existing sewage disposal handled? _____

4. Describe the type and location of topography on the site (e.g., flat, gently sloped, steep, depressed):

5. Describe soils on the site (clay, gravelly, sandy, or loam):

Special Events and Farmer's Market Application: Part B

6. Are there areas with mature vegetation, steep slopes, or critical areas such as wetlands, streams, or geologically hazardous unstable slopes? YES NO

If yes, please describe the types and locations:

7. Is the project site within 200ft of shoreline? YES NO

8. Distance from each structure to the Ordinary High Water Mark (OHWM) of any creek, stream, lake, or shoreline (Indicate on plot plan):

9. Existing Access: Named public or private roads are adjacent or on the site? _____
Describe the location of existing access point(s), driveway(s), and access and/or utility easements. (Indicate on Plot Plan)

10. Access Permit #(s): _____ Access easement #(s): _____

Plan/Map of the Proposal: Provide a plot plan of your proposal, drawn to engineering scale, with North Arrow. Show property boundary lines with dimensions, existing features and topography, distance to ordinary high water mark or critical areas, existing and proposed structures and/or land uses, areas of vegetation, existing water and sewage disposal systems, event activity areas, neighboring land use details, and proposed access.

Description of the Proposal:

1. Name of Event: _____
2. Are you requesting a reoccurring event permit (good for 10 years)
 YES
 NO

Special Events and Farmer's Market Application: Part B

3. Proposed Land Uses: Please provide details and describe existing land uses and any features not identifiable in map form and a description and list of all activities for the proposed event. Attach additional documents as needed to provide detailed information.

a. **Proposed Structures:**

- Total square footage of existing and proposed footprints: _____
- Total square footage in all proposed stories: _____
- Structure Height: _____ Number of Stories: _____
- Percent of site to be covered by impervious surfaces: _____
- Distance from Ordinary High Water Mark of shoreline or other critical areas: _____

b. **Neighboring Land Use Details:**

- Unique Topography: _____
- Existing Mature Vegetation: _____
- Distance of event locations and parking to nearest residential structure: _____
- Abutting zoning districts: _____

4. **Clearing and Grading:** Describe the location and amount of area to be cleared, graded, and/or excavated:

Special Events and Farmer's Market Application: Part B

5. **Event Activity Areas:** Location of event areas clearly delineated to included driveways, drive aisles, parking spaces, and event facilities.

6. **Proposed Access:** Describe the proposed access onto public and private roads:

7. **Proposed Source of Water:** What is the proposed source of water supply for the project? If the site is within the boundaries of an approved water system, what is the system and has it committed water to the proposed use?

8. **Proposed Sewage Disposal:** What is the proposed source of sewage disposal for the proposed use? If the site is within the boundaries of an approved sanitary sewer district, what is the system and has it committed service to the proposed use?

9. **Existing Character:** Describe how the event activities will be designed, constructed, and operated so as to be harmonious and appropriate in appearance with the existing intended character of the area:

10. **Does the project require security:** YES NO If yes, please describe in detail how security will be addressed.

Special Events and Farmer's Market Application: Part B

11. **Noise Management Plan:** Will sound equipment be utilized indoors for a facility that is within 500 feet of a Rural Residential RAID or will there be outdoor events, with or without sound equipment?

- YES
- NO

If yes, a Noise Management Plan will be required.

Including as-builts, site registrations, well site inspections, photographs, geology reports, wetland delineations, drainage reports, or other information available helps avoid delays in the review process.

I hereby certify I am the owner or authorized agent named above, and that I have familiarized myself with the rules, regulations, and procedures with respect to preparing and filing this application. All statements, answers, and information provided as part of this submittal are in all respects complete, true, and accurate to the best of my knowledge and belief. I understand that if I provide incomplete and/or incorrect information, this will cause a delay in the review process.

Owner's Signature

Date

(All owners must sign*)

Agent's Signature

Date

Owner's Signature

Date

Agent's Signature

Date

* If there is not enough space for all property owners' signatures, or if an agent is submitting the application, a notarized letter of consent signed by all owners shall be attached to this application.

Noise Management Plan Application

A Noise Management Plan will be required when sound equipment is utilized indoors and the facility is within 500 feet of a Rural Residential RAID or where outdoor events, with or without sound equipment, are anticipated. Outdoor events include events where bay doors and retractable sliding doors are open. The applicant must demonstrate compliance with the minimum requirements provided below.

- i. In no case shall outdoor sound equipment be allowed within 300 feet of a neighboring residential structure.
- ii. In no case shall the decibel level exceed 60dBA at the exterior boundaries of the property line of the event location.
- iii. In no case shall fireworks be utilized in association with a rural event center or rural commercial event permit.

It is highly recommended where residences are in close proximity an acoustical professional is consulted to determine appropriate sound attenuation measures.

NOISE MANAGEMENT PLAN BEST MANAGEMENT PRACTICES		
SOURCE	POSSIBLE EFFECTS ON IMPACT	MITIGATION
Inside music, films, etc.	Hours and no. of events Doors and windows Vents Building design and construction Location of speakers Base control	Specify hours and consider frequency Keep doors closed at all or certain times Keep retractable and bay doors closed Acoustic baffles Sound insulation improvement and lobbies Keep speakers away from doors/windows Limit Bass
Outside Music	Hours Direction of Speakers Location of Speakers Bass Control	Limit hours Point speakers away from neighbors Speakers minimum 300 feet away from nearest neighbor Limit Bass
Smoking shelters, seating areas, eating areas	Location Tables and Chairs	Site away from noise sensitive locations, no music Provide rubber feet to chairs and tables when located on a hard surface. Don't collect tables/chairs from outside late at night.
Parking areas	Leaving Customers	No stereo rule No entry after specified late hour. Re-entry policy for smoking

The Noise Management Plan must include the following information and should reference applicable Best Noise Management Practices attached. Attach additional documents if needed.

1. Maximum number of attendees anticipated: _____
2. Approximate number of annual events: Indoor _____; Outdoor _____
3. Expected source of sound during event (e.g., guests, sound equipment, parking, other noise producing devices, etc.)

4. Description of the type of sound equipment including maximum sound levels proposed. Location of all sound equipment, stages, speakers, etc. should be identified on site plan.

5. Will sound equipment not provided by the venue be utilized, including sound equipment utilized by DJs or bands?
 Yes
 No

6. Identify steps that will be taken to minimize the risk of nuisance (see Best Noise Management Practices):

7. How will you monitor acoustic levels at the event?

8. Describe measures and provisions to be taken to avoid exceeding maximum decibel levels at the exterior property lines. These may include but are not limited to berms, fences or walls which include continuous landscaping screening components (including both shrubs and trees) consistent with the provisions of section 17.03.180.P.3. of ICC, provided on the exterior side where it is visible to the neighboring property.

9. How will complaints received before, during, and after the event be addressed?

Island County Planning and Community Development

Field Indicators Worksheet

The Field Indicators Worksheet will help you and the County determine if a wetland or wetland buffer is on your property. Applicants for permits for single family residential uses must either complete this Worksheet or, at their option, hire a wetland professional to complete a Wetland Report that includes the elements of the Worksheet. All other applicants (commercial or non-residential) must do the latter, if the County verifies that the development proposal is for land that contains or is affected by a wetland.

The comments section of this Worksheet may be used to record any particulars or information about your property. You may attach additional pages and photographs.

The County will verify the information provided in this Worksheet or related wetland report.

This Worksheet must be included with every application for development. Prospective purchasers may also ask the County to review the Worksheet to assist them in determining whether the property they are interested in purchasing contains wetlands.

Applicant Name (please print): _____

Date: _____

Parcel or Key Number: _____

Hydrology

The presence of water is the most obvious and common indicator of a wetland. There are several factors that must be considered in describing whether or not you have water on your property. Some wetlands have standing water all year long; others are soggy only during wetter months of the year; and, others appear wet only after storm events.

1. Is there ever standing water on the property?

Yes No

If No, proceed to question #3

If Yes, is it:

4 weeks - 4 months 4 months - 8 months - Seasonally 8 months - Year Round

2. If you answered yes to question #1, are the surrounding adjacent areas:

Topographically higher Yes No

Topographically lower Yes No

Topographically the same elevation Yes No

3. When you dug the hole, did you observe any water within 10 inches of the ground surface?

Yes No

4. Identify any features through which water flows onto your property (Check all that apply)

Stream Culverts Ditches Roadside Ditch
 Storm Drains Ponds, lakes, estuaries Pumps Other _____

5. Identify any features through which water flows off of your property (Check all that apply)

Stream Culverts Ditches Roadside Ditch
 Storm Drains Ponds, lakes, estuaries Pumps Other _____

6. Are there defined ditches/channels on, or near your property that have water?

Yes, there are ditches/channels that have occasional water flow (e.g. after storm events).

Yes, there are ditches/channels that have regular water flow during wet months.

Yes, there are ditches/channels that have water flow all year long.

No, there are no defined channels

If Yes, how wide is defined channel?

Large (>2 ft across) Small (<2 ft across) Grass Lined Swale (dried up pond)

Comments:

Hydrology Map

Please refer to the *Hydrology Map Example* found in the *Wetland Identification Guide* for instructions

Draw a close approximation of the features you listed in questions 1-6 of the Hydrology section of the Field Indicators Worksheet. Please label the features and approximate dimensions. You may also include areas where wetland vegetation was observed and sites where you performed your soil samples. An organized and informative drawing will help make our site visit more efficient. For greater accuracy, you may obtain an aerial map of your parcel from the Island County Planning and Community Development offices, and use it as the base layer for your map. The Hydrology Map section of the *Island County Wetland Identification Guide* has further information.

Comments:

Vegetation

Only certain types of vegetation can survive in wetland conditions. In fact, some plants, trees and shrubs live nowhere else except in wetlands, e.g. skunk cabbage. Other types of vegetation are tolerant of both wet and drier conditions, e.g. salmonberry and alder. Most trees and plants look different depending upon the time of the year. This can make it difficult to identify exactly what's on your property. Numerous photographs of the more common types of wetland vegetation are shown during different seasons. **Please include these observations in your Hydrology Map.**

7. Are there any native wetland plants on the property that are identified in the Wetland Vegetation section of the Wetland Identification Guide? (Check all that apply)

<input type="checkbox"/> Slough Sedge	<input type="checkbox"/> Cooleye's Hedge Nettle	<input type="checkbox"/> Crabapple	<input type="checkbox"/> Red Stemmed Dogwood
<input type="checkbox"/> Labrador Tea	<input type="checkbox"/> Water Parsley	<input type="checkbox"/> Skunk Cabbage	<input type="checkbox"/> American Speedwell
<input type="checkbox"/> Cat Tail	<input type="checkbox"/> Common Rush	<input type="checkbox"/> Willows	<input type="checkbox"/> Red Alder
<input type="checkbox"/> Salmonberry	<input type="checkbox"/> Nootka Rose	<input type="checkbox"/> Bull Rush	<input type="checkbox"/> Western Red Cedar
<input type="checkbox"/> Pacific Silverweed	<input type="checkbox"/> Sitka Spruce	<input type="checkbox"/> Hardhack	<input type="checkbox"/> Grasses (other than lawn)

8. Are there any non-native wetland plants on the property that are identified in the Wetland Vegetation section of the Wetland Identification Guide?

<input type="checkbox"/> Creeping Buttercup	<input type="checkbox"/> Reed Canary Grass	<input type="checkbox"/> Yellow Iris	<input type="checkbox"/> Himalayan Blackberry
<input type="checkbox"/> Eurasian Milfoil	<input type="checkbox"/> Evergreen Blackberry	<input type="checkbox"/> Velvetgrass	
<input type="checkbox"/> Canadian Thistle/ Bull Thistle	<input type="checkbox"/> Hairy Willow-herb		

Comments:

Soil

While water and vegetation can be identified by simply observing what is on your property, learning about your soils will take a little more work. Soil characteristics change as a result of the regular presence of water. Minerals in the soil will start to rust and organics are unable to decompose. By digging some holes you can see whether or not the area you are looking at is in fact a wetland. The Wetland Identification Guide's Soil section provides additional information that you may find useful in answering the following questions. You will need to dig a hole 12 inches deep in order to answer the following questions. **Please include the locations where you took your soil samples in your Hydrology Map.**

9. Indicate the color of the soil at the bottom of the 12 inch deep hole that you dug.

<input type="checkbox"/> Dark Black	<input type="checkbox"/> Grey w/rust spots	<input type="checkbox"/> Brown
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10. Does the soil smell sulfuric? (like rotten eggs)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> At Times
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11. If you take a tablespoon size sample of the soil and squeeze it, is it saturated with water?

<input type="checkbox"/> Yes	<input type="checkbox"/> Moderate/Soil is damp	<input type="checkbox"/> No. Soil is dry
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Comments: