



## **ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT**

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[www.islandcountywa.gov/planning](http://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](mailto: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, cancelling 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



# ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT SHORELINE EXEMPTION APPLICATION Limited Review

<b>STAFF</b>	APPLICATION#:	DATE FILED:	FEE PAID:	RECEIPT#:
	ASSOCIATED FILES:			ACCEPTED BY:

**FILLING OUT AN APPLICATION:**

Provide all information requested below and all supporting documentation for submittal.

<b>PROPERTY OWNER</b>	NAME:			PHONE:
	MAILING ADDRESS:			E-MAIL:
	CITY:	STATE:	ZIP:	SIGNATURE:
<b>APPLICANT/ PROPERTY OWNER</b>	NAME:			PHONE:
	MAILING ADDRESS:			E-MAIL:
	CITY:	STATE:	ZIP:	SIGNATURE:
<b>AGENT/ CONTACT</b>	NAME:			PHONE:
	MAILING ADDRESS:			E-MAIL:
	CITY:	STATE:	ZIP:	SIGNATURE:

**PROPERTY INFORMATION**

**PROJECT ADDRESS(or closest intersection) AND ZIP CODE:**

**GEO ID (Parcel Number):**

**PARCEL SIZE:**

**ZONING:**

**SHORELINE ENVIRONMENT DESIGNATION:**

**PLAT NAME:**

**SHORELINE EXEMPTION LIMITED REVIEW APPLICATIONS ARE GENERALLY INTENDED FOR REVIEW OF REPLACEMENT/REPAIR OF EXISTING STRUCTURES AND/OR NEW DEVELOPMENTS THAT REQUIRE MINIMAL REVIEW BY THE COUNTY. TO QUALIFY FOR A SHE-LR APPLICATION, THE PROJECT MUST MEET ALL OF THE FOLLOWING CRITERIA:**

- ☐ Project qualifies for type 1 permit review pursuant to ICC 16.19
- ☐ Applicant can demonstrate that the original use or structure was ~~not~~ legally established, if necessary.
- ☐ Island County Planning Department staff have determined that the project qualifies for the Shoreline Exemption Limited Review process. To qualify for a SHE-LR, new developments must be located outside of regulated critical areas and their associated buffers (e.g. wetlands, FWHCA's, geologically hazardous areas, archaeological sites) and not require any additional land use or environmental permits (e.g. variance, conditional use permit, reasonable use determination, site plan review).

**TO QUALIFY AS A 'LIMITED REVIEW' SHORELINE EXEMPTION  
THE PROJECT SHOULD BE ONE OF THE FOLLOWING TYPES:**

- ☐ Repair of on-site septic systems, which may include work permitted as 'repairs' or 'emergency repair' by the Island County Health Department. Septic repair work regularly includes the installation of new or additional septic tanks and the construction of new drainfields but may also include in-kind replacement of structures;
- ☐ Construction related activities associated with lifting of Single Family Residences (SFRs) to bring the structure above the base flood elevation of the FEMA floodzone when there is no additions/expansions proposed to the structure. Work may include minor clearing/grading around the perimeter of structures and reconstruction of associated decks and entryway platforms/stairs.
- ☐ Repair/replacement of accessory structures, including but not limited to decks, porches/patios, gazebos, carports, tool/garden sheds, greenhouses, fences, firepit/barbecue structures, and pedestrian pathways;
- ☐ Installation of heat pump equipment, provided a building (mechanical) and/or Flood Development Permit is issued, as required by the Island County Building Department;
- ☐ Access permits for the construction of a new access point off of a County road, associated with residential construction;
- ☐ Utility permits for repair/replacement of existing utilities including waterlines, powerlines, communications lines and similar;
- ☐ Vegetation management pursuant to ICC 17.05A.090.K, which may include the removal of danger trees. An arborist report is typically required to justify the removal of a dangerous tree. Removal of vegetation, including danger trees, within a geologically hazardous area may also require a geotechnical engineering report, pursuant to ICC 11.02;
- ☐ Enhancement plans (including within Fish and Wildlife Habitat Conservation Area (FWHCA) buffers) pursuant to ICC 17.05A.090.H. (not to include restoration associated with enforcement actions). A separate Shoreline Mitigation (S-MIT) permit may be required as a condition of approval;
- ☐ Stand-alone projects involving stormwater management including: infiltration trenches, drywells, green roofs, and rain gardens. Stormwater management projects on steep slopes or within 100-ft from unstable slopes generally do not qualify as 'limited review' exemptions.

Project narrative, including dimensions and square footage (more details may be provided on a separate attached sheet if necessary):

Description of how work will be completed (more details may be provided on a separate attached sheet if necessary):

#### **PLOT PLAN**

On a separate sheet, please provide a scaled plot plan of the project site with existing and proposed conditions. The plot plan must be accurately scaled (not to exceed 1" = 60') and include, at at minimum, the following information:

- All boundaries of the subject property
- North arrow
- Scale of map
- All existing structure with labels of 'existing' or 'proposed' (including septic components, bulkheads, and all other accessory structures.
- Total quantity of existing and proposed impervious surfaces (i.e. roof areas, gravel/paved parking areas, driveway, patios, etc.)
- Dimensions and square footage of structures
- Identify the Ordinary High Water Mark (as defined by the Shoreline Management Act), marine or lake buffer, shoreline setback, side and front yard setbacks. If property is located near a steep/unstable slope (bluff), please provide the location of the top (crest) and base (toe) of the slope, as well as the applicable steep slope buffer and shoreline setback.
- Approximate slope/grade of the site, including any areas of steep slopes (>40+%)



# 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: \_\_\_\_\_

## SHORELINE EXEMPTION APPLICATION IMPERVIOUS SURFACE AREA(S)

**Definition per ICC17.03.040: Impervious surface** means a surface area that prevents or impedes infiltration of water into the soil mantle; retards the infiltration of water into the soil mantle such that it causes water to run off the surface in greater quantities or at a greater rate of flow than under natural conditions. Common impervious surfaces include roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled surfaces. Open, uncovered retention/detention facilities are not considered impervious surfaces.

**Impervious Surface** includes the following: gravel, asphalt, concrete, brick, pavers.

**Please provide information on the existing and proposed impervious surface area(s)** on the subject property in the table below. Provide amounts in square feet (sf).

<b>Table 1- Impervious Area</b>	<b>Existing Impervious Area (sf)</b>		<b>Proposed Additional Impervious (sf)</b>	
Residential building(s) (*footprint + roof overhang)				
Garage/Shop (*footprint + roof overhang)				
Other Structures (*footprint + roof overhang)				
Driveway and parking areas				
Paved Walkways				
	<b>Total Existing Impervious Area</b> _____sf	<b>+</b>	<b>Total New Impervious</b> _____sf	<b>A. Total Impervious (existing + proposed)</b> <b>=</b> _____sf

**Calculation of percentage (%) of Impervious Surface Area for Subject Property** \*\*Include the Lot Area that is within 200ft of the Ordinary High Water Mark (OHWM). Do not include tidelands.

<b>A. Total Impervious (existing + proposed)</b> _____sf	<b>B. **Lot area landward of Ordinary High Water mark (OHWM) &amp; within 200ft of Shoreline =</b> _____sf	<b>Percentage of Impervious Surface Area</b>  <b>A ÷ B =</b> _____% of Lot area that is Impervious	<b>% Impervious Allowed for this parcel's Shoreline Designation (see below)</b>  _____%
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<b><u>For Reference:</u></b>  Maximum of Impervious Surface for each Shoreline Environmental Designation (ICC17.05A- Table 3)	Shoreline Residential (SR) - 35% SR- Canal community - 40% SR- Historic Beach - 80% Rural Conservancy- 10% Natural- 10% High Intensity- 80% Urban Conservancy 10%
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# 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

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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

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

☐ Yes ☐ No

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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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.

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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"/> Cooley'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/<br>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 |
|-------------------------------------|--|--------------------------------|
- 
10. Does the soil smell sulfuric? (like rotten eggs)
- |                              |                             |                                   |
|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> At Times |
|------------------------------|-----------------------------|-----------------------------------|
- 
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 |
|------------------------------|--|--|

Comments: