



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,
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

MASTER LAND DEVELOPMENT PERMIT APPLICATION

Application # _____ date Rec'd _____ Receipt # _____ Associated Files _____

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

1 NE 6th St. COUPEVILLE, WA 98239

Phone: (360) 679-7339 - South Whidbey (360) 321-5111 - Camano Island (360) 629-4522
<https://www.islandcountywa.gov/Planning/Pages/Home.aspx>

Owner	Phone
Address	e-Mail
City, State, Zip	Signature
Owner	Phone
Address	e-Mail
City, State, Zip	Signature
Applicant/Agent*	Phone
Address	e-Mail
City, State, Zip	Signature

PROPERTY INFORMATION

Project Address (include city):

Parcel #	Key #	Parcel Size	Division	Block	Lot	Zoning
Subdivision Name			Section	Township	Range	Quarter
Do you own contiguous parcels?			Yes (if yes, list)	No	Is the property in a special tax program, e.g. forest, agriculture, senior citizen, etc.?	

PROJECT INFORMATION (check all that apply) Form letter reference is bolded

Subdivision Short Plat – Preliminary (G) Short Plat – Final (H) Short Plat – Alteration (L) Long Plat – Preliminary (I) Long Plat – Final (J) Long Plat – Alteration (M) Planned Residential Development (K) Boundary Line Adjustment (BB) Lot Combination (BB) Critical Areas Public Transportation Utility (Y) Reasonable Use (Type I) (X-1) Reasonable Use (Type II) (X-2) Wetland or Buffer Improvement (Z) Critical Areas Permitted Use (P)	Site Plan Review Cell Tower (E) Surface Mine (F) Rural Commercial Events (EE) Type II in NR Zones (D) Type II other Zones (C) Type III in NR Zones (D) Type III other Zones (C) Shoreline Shoreline Exemption (R) Shoreline Exemption - Limited Review Shoreline Development (Q) Shoreline Variance/Conditional Use (S)	Zoning Certificate of Zoning Compliance Zoning Code Interpretation Zoning Code Amendment Comprehensive Plan Amendment Other Environmental Checklist (SEPA) Clearing & Grading (N) Water System Review Variance (A) Temporary Use
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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: _____

FORM BB	ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT APPLICATION FOR BOUNDARY LINE ADJUSTMENT OR LOT COMBINATIONS
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1) Is this application to adjust an encroachment? YES NO

i) The boundary line adjustment shall only move a property line enough to allow for regular maintenance/repair of the structure without having to trespass on the abutting parcel. In circumstances where the adjustment would require a structure to have a fire rating, a building permit shall be obtained, and final inspection provided prior to BLA approval.

2) Is the proposal to combine lots? YES NO

i) combining parcels may require a plat alteration.

ii) If the combination would result in more than one dwelling on the parcel, a demolition, or guest cottage certificate is required.

3) Provide the date(s) the parcels were created as legal lots: _____

i) If divided after April 10, 2000, a plat alteration may be required.

If you answer Yes to any of the following questions, please contact Island County Planning and Community Development for further information before proceeding with this application.

4) Will this boundary line adjustment create an additional lot?

i) IF YES, STOP this is the wrong application. BLA's do not "create any additional lots" only less.

5) Are non-existing or relocation of any type of easement proposed?

i) IF YES, STOP. Easements cannot be created or moved through a Boundary Line Adjustment process.

6) Will the adjustment result in unpermitted structures on the resulting parcel? IF YES, STOP

7) Where these parcels previously divided using lot size averaging? IF YES, STOP

If you answer NO to any of the following questions, please contact Island County Planning and Community Development for further information before proceeding with this application.

8) Are all lots involved adjacent to each other? YES NO

9) Do all lots involved share the same taxing district? YES NO

10) If a platted parcel, are the lots in the same Plat? YES NO

11) Are all lots involved legally created lots?

i) Provide the date(s) the parcels were created as legal lots: _____

12) Are these parcels within a Planned Residential Area (PRD)? _____

13) Are the lots in the same Zoning District? Yes No Zoning Designation: _____

14) What will be the size of Lots after the adjustment (in acres or square feet)

Parcel A: _____ Parcel B: _____ Parcel C: _____ Parcel D: _____ etc.

LOT COMBINATION AND BOUNDARY LINE ADJUSTMENT INFORMATION

- 1) If the property is located within the city limits, you will need to contact that particular city and this form **CANNOT** be used.
- 2) In almost all cases once recorded this will be a **PERMANENT** combination. The properties will probably never be able to be separated again.
- 3) For parcels only proposing a lot of combination, the ownership shall be identical on all parcels. (for example, if the owner of record for Parcel A is "Doghouse LLC" and Parcel B is an owner's name rather than Doghouse LLC, one or the other will have to change so they are identical.)
- 4) Before the survey can be recorded in the Auditor's Office you may need to pre-pay in some cases, the taxes through the end of the current year on all parcels involved.

APPLICATION CHECKLIST

Please use the following checklist to ensure you provide all the items required under Island County Code. If you believe that an item is not applicable, write N/A and explain why in the blank. All of the blanks under "Applicant Use" must be filled in for this application to be accepted as complete and for the review process to begin. This checklist applies to all land use applications. Depending upon the type of application, additional information may also be required which will be outlined in any of the additional forms attached to this Master Permit Application.

	<ol style="list-style-type: none">1) Payment, as established by the Board of Island County Commissioners2) A complete application, in a format by the county, shall include the following.<ol style="list-style-type: none">(a) Electronic copy of complete application, via email, thumb drive, or file sharing link containing complete application and associated reports (.pdf format requested). Please send separate documents as separate <u>files</u>. For example, the application form, Survey, site registrations, asbuilts, easements, etc. should all be separate files with clear filenames.(b) Original signatures of <u>all owners</u> having an ownership interest.(c) Original signatures of agent/persons selected to act on behalf of the owner(s)(d) Assessor's parcel numbers/geo ID of every parcel included within the proposal(e) Zoning classification and minimum lot size of all parcels included within the proposal(f) Area calculations, in acres, for the existing and proposed lots. Square footage shall only be used in zones allowing square feet as minimums. (e.g. rural residential, rural center, light manufacturing)(g) Date and how the parcels were created. (e.g. through short plat, large lot segregation, testamentary division, deed)(h) <u>Copies</u> of access permits, easements, and septic permits/as-builts on file with the county or Department of Transportation(i) Copy of prior plat or short plat for parcels involved(j) Regarding nonconforming parcels. Explanation of how the proposed adjustment or lot combination would achieve greater conformity of setback requirements or minimum lot size for the zone within which it is located.3) Legible map meeting the requirements of RCW 58.09.060, along with legal descriptions, prepared by a Washington State licensed surveyor, shall be submitted for review and approval drawn to a standard engineering scale (not larger than 1" = 20' or smaller than 1" = 100') on 18 x 24 paper:<ol style="list-style-type: none">a) A marginal line shall be drawn completely around the map, leaving an entirely blank margin of two (2) inches on the left edge, and one-half (½) inch on the other three (3) sides	
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b) North arrow and engineering scale, written out and bar scale of drawing.

c) Location, dimensions, bearings, and area of all existing and proposed lots

- (i) Identify existing property lines with a solid black line. Should further detail be necessary, place an arrow with the notation "line to be removed."
- (ii) Identify proposed property lines with a dashed line

d) Existing and proposed map and legal descriptions, prepared by a Washington State licensed surveyor, of all lots, parcels or tracts.

e) Location, setbacks, use, and dimensions of existing structures and other improvements such as, but not limited to, drain fields, wells, and driveways.

f) Location of all easements or rights-of-way, for public service or utilities serving or affecting the subject property. Include access permit numbers and auditor's file numbers for easements.

g) Critical areas. Show location of protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, and wetlands, as well as all of their associated buffers

h) Planning Director approval block that shall state:

Approval of Boundary line adjustment _____. This boundary line adjustment conforms to the requirements as established by chapter 16.06 of the Island County Code and is hereby approved. Island County does not in any way warrant nor guarantee the accuracy of this record of survey.

Note: Approval expires if this document is not recorded within six (6) months of the following date.

Approved this ____ day of _____ 20____.

Island County Planning Director or appointed designee.

i) Necessary Certificates including:

(i) SURVEYOR CERTIFICATE

This map correctly represents a survey made by me or under my direction in conformance with the requirements of Island County and the Washington State Survey Recording Act per the request of _____, in the month of _____, 20____.

Seal Signature and Seal Certificate Number _____

(i) TREASURER'S CERTIFICATE

All taxes levied which have become a lien upon the lands herein described have been fully paid and discharged according to the records of my office, including taxes for the current year.

Island County Treasurer or appointed designee and Seal.

(ii) AUDITOR'S CERTIFICATE

Filed for record this ____ day of _____, 20___.
[Handwritten signature]

Island County Auditor or appointed designee.

j) **Necessary Acknowledgments.**

(i) COMPLAISENCE WITH ISLAND COUNTY CODE

I/We acknowledge that Island County does not determine that the reconfigured lots are useable or buildable during the review of this Boundary Line Adjustment, and that compliance with all applicable County Codes, including those contained in Titles 8 (Health, Welfare and Sanitation), 11 (Land Development Standards), 13 (Public Works), 14 (Building Code), 16 (Planning and Subdivision), and 17 (Island County Critical Areas and Zoning Ordinance) will be required before any development of the modified lots is permitted or before any permits are issued by Island County.

(ii) CONSENT:

I/We acknowledge being duly sworn, depose and say that I am (we are) the Owner(s) of the property involved in this application, and that I (we) have familiarized myself (ourselves) with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my (our) knowledge and belief.

Parcel # _____ / _____ / _____ / _____
Owner (print) _____ Owner Signature _____ Date _____

Parcel # _____ / _____ / _____ / _____
Owner (print) Owner Signature Date

Parcel # _____ / _____ / _____ / _____
Owner (print) _____ Owner Signature _____ Date _____

j) NOTARY:

State of: _____

County of: _____

I hereby certify that on this ____ day of _____ 20____, that the above individual(s) signatory certify that this boundary line adjustment is made as their free and voluntary act and deed for the uses and purposes mentioned.

Notary Name: _____ Signature: _____

Notary Public in and for the State of _____ (Stamp)

Residing at: _____ My appointment expires: _____

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: _____

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:

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:

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: