



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.

ELECTRONIC SUBMITTAL PROCESS

It is preferred for applicants to use the electronic submittal process to submit application documents. Please submit documents in **PDF file format**, to planningdept@islandcountywa.gov. Emails over 7 MB should be sent through a file sharing application, portable USB, or contact the Planning Department for an FTP sharing link. One of our planners will look over your documents to determine if your application can be submitted or if modifications are required. When the planner approves the electronic application for submission, we will provide you with a fee estimate. Please mail in the original signed application, fee estimate, and a check. (If the application form requests more copies, please disregard. The original is sufficient). Once Planning and Community Development receives the hard copies and payment, the applicant can expect to receive a letter of completeness indicating that the review period has begun, or is incomplete and requires changes.

Mailing address for USPS deliveries is:

Planning & Community Development
1 NE 7th St.
Coupeville, WA 98239

For FedEx or UPS deliveries, mail to:

Planning & Community Development
1 NE 6th St.
Coupeville, WA 98239

IF APPLICANT CHOOSES IN PERSON SUBMITTAL AN APPOINTMENT IS PREFERRED

PLEASE BRING ORIGINAL APPLICATION AND DOCUMENTS AND ELECTRONIC COPIES (USB)

Whidbey: call 360-679-7339

Camano: call 360-387-3443

Please plan for up to 60 minutes for a submittal appointment.

ANIMAL MANAGEMENT PLAN QUESTIONNAIRE

The purpose of this questionnaire is to determine whether animals, other than household pets, can be properly contained, kept and managed within a property. (NOTE: The Planning Department does not enforce restrictive covenants.)

Proper management of an animal, as well as its wastes, are important to prevent contamination of ground water resources, to control insects and odor, and to keep these problems from becoming a public health hazard or nuisance.

Owner:	Phone:
Address:	email:
City, State, Zip:	
Owner:	Phone:
Address:	email:
City, State, Zip:	
Applicant/Agent	Phone:
Address:	email:
City, State, Zip:	

Identify the Assessor's Parcel Number of the subject property.

1. Parcel #: _____
2. Actual Site Address: _____
3. Section: _____ Township _____ Range _____
4. Plat Name (If Applicable) _____

DESCRIBE PROPOSAL OBJECTIVE:

DESCRIPTION OF MANAGEMENT PLAN:

1. Type, age, and number of animals: _____
2. Total area of subject property (acres or sq. ft.): _____
3. Total area of confinement (acres or sq. ft.): _____
4. Method of Confinement: _____

INDOORS within an accessory structure:

- a. Total area of structure: _____
- b. Is the structure existing? Yes No To Be Built
- c. Is this structure to be used for any purpose other than to house the animals?
Yes No
If yes, Indicate the following:
 - i. Dimensions/area of that portion to be used for animals
 - ii. Use of remaining portion of structure
- d. Will the structure have gutters? Yes No

If yes, where will the rainwater flow?

OUTDOORS within a confinement area (Fence MUST be determined to be capable of keeping the animals from escaping)

- a. Size of confinement area: _____
- b. Specific type and height of fencing: _____

c. Will electric fencing be used on any portion? Yes No

If yes, describe the specifics of the electric portion:

d. Existing vegetation growing in confinement area:

e. Are there plans to change the vegetation? Yes No

If yes, what will be planted and when?

f. Describe methods to be used during the rainy season to control mud or limit the creation of mud holes:

ANIMAL WASTE HANDLING:

1. How often will waste be cleaned out of indoor confinement area? _____

Outdoor confinement area: _____

2. Size, type, and location of waste storage area:

3. Method of cover for storage area: _____

4. How often will storage area be emptied: _____

5. Where and how will dry wastes be utilized:

6. What method will be used to drag field/pasture: _____

7. How are flies and odors to be controlled:

8. Explain in detail on an attached document how surface water runoff is to be managed, especially during the rainy season. Include information on gutters, down spouts, piping, culverts, drainage ditches, slope of property, and diversion methods.

9. Characterize the top 6 inches of soil in confinement area:

gravelly sandy loamy clay

Other/combination: _____

Property Owner: _____
Signature _____ Date _____

Agent/Applicant: _____
Signature _____ Date _____

PLOT PLAN REQUIREMENTS

A plot plan (site plan) is an accurate detailed map of your property. It shows the size, shape and special features of your property and the size and location of any buildings, septic area, and other improvements to the property. Your plot plan will show what currently exists and any changes or improvements you are proposing to make.

Plot Plan requirements are as follows:

1. Must be drawn to a standard scale (i.e., 1" = 30')
2. Name and address of property owner
3. Shape and size of lot with accurate dimensions
4. Show land features (pastures/grassy areas, wooded areas, slope direction, bluff line, streams, ponds, wetlands, etc.)
5. Location and size of all existing and proposed buildings. Show setback distances from property lines.
6. Location of septic tank, drainfield, and reserve area.
7. Location of well(s) and indicate 100' radius.
8. Location of fencing, posts, and gates.
9. Location of access.
10. Names of roads bordering property.
11. Indicate any and all easements on the property (access, utility, drainage, etc.)
12. Indicate any critical areas on the property (streams, wetlands, etc.)