



## ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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[www.islandcountywa.gov/planning](http://www.islandcountywa.gov/planning)

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### 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](mailto: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.**



# 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:
<b>PROPERTY INFORMATION</b>				
PROJECT ADDRESS(or closest intersection) AND ZIP CODE:				
GEO ID (Parcel Number):				PARCEL SIZE:
ZONING:		SHORELINE ENVIRONMENT DESIGNATION:		
PLAT NAME:				
TO QUALIFY AS "LIMITED REVIEW" SHORELINE EXEMPTION, THE PROJECT MUST MEET <u>ALL</u> OF THE FOLLOWING CRITERIA:				
<input type="checkbox"/> Project qualifies as a Type I permit review.  <input type="checkbox"/> Applicant can demonstrate that the original use or structure was legally established, if necessary.  <input type="checkbox"/> Project is not within the following designated Critical Areas or associated buffers: wetland, stream, critical drainage area, flood hazard area, steep slopes, geologically hazardous area, or habitat of local importance. EXCEPTION: Projects within a Marine Fish & Wildlife Habitat Conservation Area (MFWHCA) may continue with this application.				

**TO QUALIFY AS A “LIMITED REVIEW” SHORELINE EXEMPTION,  
THE PROJECT MUST BE ONE OF THE FOLLOWING TYPES:**

- ☐ Repair and maintenance of a deck, gazebo, septic component (other than drainfield), carport, shed, greenhouse or other minor accessory structure.
- ☐ Like-for-like replacement of an existing, legally established and permitted structure (no change in size, shape, location, or configuration). Contact the Island County Planning Department to see if you qualify.
- ☐ Small additions to the landward side of a residence.
- ☐ Repair and maintenance of minor septic system components (other than drainfield).
- ☐ Like-for-like replacement of minor septic system components (other than drainfield).
- ☐ Other. This option requires Staff review and approval prior to submittal. Septic drainfield work does not qualify for Limited Review.

Is the project within the vicinity of archaeological resources?   ☐ Yes   ☐ No

If yes, an archaeological report must be submitted with this application. Processing time will be extended pending review of the proposed project by the Washington State Department of Archaeological and Historic Preservation (DAHP).

Description of project (include dimensions and square footage):



### APPLICANT AUTHORIZATION FORM

If you are authorizing an agent or contractor to apply for permit(s) on your behalf, you must complete this form providing authorization for a designated agent to apply for permit(s) on your behalf. This form is required for the protection of the landowner. A permit/application authorizing an agent to act on the landowner's behalf that is not accompanied by a signed and notarized Applicant Authorization Form will not be accepted. All original signatures must be in blue ink.

I/We, \_\_\_\_\_ the owner(s) of the subject property, understand that by completing this form I/We hereby authorize \_\_\_\_\_ to act as my/our agent. I/We understand that said agent will be authorized to submit applications/permits on my/our behalf. I also understand that once a permit/application has been submitted that all future correspondence may be directed to said agent.

### ALL PROPERTY OWNERS OF RECORD MUST SIGN THIS FORM

1) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

2) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

3) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

State of Washington )  
County of \_\_\_\_\_)

I certify that I know or have satisfactory evidence that

\_\_\_\_\_  
signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_  
Signature of \_\_\_\_\_  
Notary Public \_\_\_\_\_

Printed Name \_\_\_\_\_

Residing at \_\_\_\_\_

My appointment expires \_\_\_\_\_

Stamp

### PLOT PLAN

In the space below, please provide a plot plan of the property and show what work you are proposing. You may also attach a plot plan on a separate page (preferred size no larger than 11" x 17").

The plot plan must show all of the following information:

- Entire parcel boundary
- North arrow
- Scale of the map not to exceed 1"=60' on an engineering scale.
- Show all structures and label them as "existing" or "proposed" (including septic components)
- Dimensions and square footage of structures
- Label the Ordinary High Water Mark (OHWM)
- Label the Marine Fish & Wildlife Habitat Conservation Area (MFWHCA) buffer, if applicable

**OHWM verified by staff** \_\_\_\_\_

# 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:

## 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>= _____sf</b>

**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 = _____% of Lot area that is Impervious</b>	<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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