



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 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.

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

P.O. BOX 5000, 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>**MASTER LAND DEVELOPMENT PERMIT APPLICATION**

Application # _____ Date Rec'd _____ Receipt # _____ Application Fee _____

Associated Fees _____

Associated Files _____

Grayed areas to be filled out by County staff only

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 <input type="checkbox"/> Short Plat – Preliminary (G) <input type="checkbox"/> Short Plat – Final (H) <input type="checkbox"/> Short Plat – Alteration (L) <input type="checkbox"/> Long Plat – Preliminary (I) <input type="checkbox"/> Long Plat – Final (J) <input type="checkbox"/> Long Plat – Alteration (M) <input type="checkbox"/> 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 <input type="checkbox"/> Cell Tower (E) <input type="checkbox"/> Surface Mine (F) Rural Commercial Events (EE) <input type="checkbox"/> Type II in NR Zones (D) <input type="checkbox"/> Type II other Zones (C) <input type="checkbox"/> Type III in NR Zones (D) <input type="checkbox"/> Type III other Zones (C) Shoreline <input type="checkbox"/> Shoreline Exemption (R) <input type="checkbox"/> Shoreline Exemption - Limited Review <input type="checkbox"/> Shoreline Development (Q) Shoreline Variance/Conditional Use (S)		Zoning <input type="checkbox"/> Certificate of Zoning Compliance <input type="checkbox"/> Zoning Code Interpretation <input type="checkbox"/> Zoning Code Amendment <input type="checkbox"/> Comprehensive Plan Amendment Other <input type="checkbox"/> Environmental Checklist (SEPA) <input type="checkbox"/> Clearing & Grading (N) <input type="checkbox"/> Water System Review <input type="checkbox"/> Variance (A) <input type="checkbox"/> Temporary Use		



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.

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

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.

Applicant Use	Application Requirements	County Use Only
	<ol style="list-style-type: none"> 1) Payment, as established by the Board of Island County Commissioners 2) Completed Master Land Development Permit Application 3) Electronic copy 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, SEPA checklist, wetland report, BSA, etc. should all be separate files with clear file names. 4) Completed Field Indicators Worksheet (from Wetland ID Guide) <ol style="list-style-type: none"> a) Land Use Intensity Worksheet (If applicable) b) Wetland Buffer Worksheet (If applicable) 5) Completed project specific Forms (e.g. Form A Variance, etc.) 6) A legible plot plan that shows all of the following (<u>except</u> for final long and short subdivisions – for short subdivisions see Form H; for long subdivision see Form J for map requirements; For BLA or Lot Combination see Form BB): <ol style="list-style-type: none"> a) Drawn to a standard <u>engineering</u> scale (specific Forms will provide an appropriate range of scales). Indicate scale. b) North arrow c) Boundaries, dimensions and area of lot (square feet or acres) d) Name of road(s) bordering the property and their width e) 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, etc. f) Critical Areas. Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands as well as all their associated buffers on-site or off-site when they may affect the proposal. <i>(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).</i> 7) If the proposal is in an archaeological area, a report must be submitted that identifies resources and how they will be protected. 8) Assessor's quarter section map(s) that identifies the subject site and any contiguous properties in the same ownership (not needed for final short and final long subdivisions). 9) Vicinity map and specific written directions on how to find the site. Provide the map and directions together on a single 8.5 by 11 inch sheet. The map must be detailed enough to clearly locate the site and must identify major arterials, county roads, natural features, landmarks, city limits or any other feature that will help describe how to find the site. A copy of a general road map that highlights the location of your proposal is ideal. 	

FORM S – SUPPLEMENTAL S-CUP/S-VAR APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist a Shoreline Variance or Conditional Use Permit application also requires the following additional items. For those items below that must be shown on a plot plan please show them on the same plot plan required under item #5 of the Master Permit Application Checklist – it is not necessary that you prepare two separate plot plans.

Applicant Use	Application Requirements	County Use Only
	<ol style="list-style-type: none">1. As-built drawings for existing septic systems from the County Health Department, if available. If there are no existing or proposed septic systems, indicate “none” here. If no file available at the County Health Department, provide your own drawing showing the approximate location of the existing septic system.2. A legible plot plan that shows all of the following:<ol style="list-style-type: none">a. Roadways, parcels, and driveways within 100 feet of the subject site along the shoreline, and where to access the beach. Include the width and name of every road bordering the subject site.b. Location and type of all existing shoreline structures (bulkheads, stairs, docks, groins, jetties, boat ramps/launches) within 100 feet.c. Land features. Show top and toe of all slopes, estimated slope angle, seasonal drainage ways and soggy areas, ditches, ravines, lakes, <u>ordinary high water mark of shoreline</u>, etc.d. Location, size, and purpose of all existing buildings (temporary or permanent) and proposed buildings. Label each as existing or proposed.e. Distances between proposed shoreline structures and the ordinary high water mark.f. Location of any existing underground fuel tanks, existing and/or proposed septic tank, drain field, reserve area and tight line between house and septic tank. Show distance between drain field and reserve area to property lines. Indicate if hooked up to sewer.3. Separate Existing Conditions Map for large or complex projects. Show topography with contours at intervals no greater than 5' and all natural features.	

Applicant Use	Application Requirements	County Use Only
	<ol style="list-style-type: none"> 4. Applications for Bulkheads Require a Cross Section Map that shows the following: <ol style="list-style-type: none"> a. Height and elevation of the proposed bulkhead. b. Depth of footings or excavation that is proposed. c. Where the toe of the bluff or slope is expected to meet the structure, if relevant. d. Type and quantity of fill proposed to be used. e. The ordinary high water mark. f. Bulkhead design. All bulkheads that retain the toe of a bluff/slope, or will have a surcharge must be structurally designed as a retaining wall, and the design must stamped by a professional engineer. 5. Applications for Jetties, Docks, Marinas, Groins, Floats, etc. require a Cross Section Map that shows the following: <ol style="list-style-type: none"> a. Height of the proposed structure. b. Depth of footings or excavation that is proposed. c. Structural design stamped by a professional engineer. d. The ordinary high water mark. 6. Applications for Grading Projects in the Shoreline Jurisdiction require the following: <ol style="list-style-type: none"> a. Grading Plans. Show existing and proposed finished grade contours for any cut or fill 2 feet or greater in height in plan view and cross sections. Indicate quantities of fill or excavation in cubic yards. For any material exported from the site, state quantity and where materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials. b. Drainage. Location and description of all existing and proposed drainage features and systems, including natural drainage ways, culverts and ditches. Show the direction of water flow c. Existing and proposed vegetation. Please be specific about the type, e.g. grasses, shrubs, types of trees, etc. 	

Applicant Use	Application Requirements	County Use Only
	<ul style="list-style-type: none"> d. Clearing Limits. Show all areas where trees and brush currently exist and will be cut or removed. e. Erosion and sedimentation control plans. Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment. f. Indicate location of water lines, well, and pollution control radius. Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel. <ol style="list-style-type: none"> 7. Waivers, if granted by Island County Staff for any of the requirements of this application. They must be in writing <u>and</u> submitted with this application. 8. SEPA - Environmental Checklist 9. Reports, studies, or other information required – refer back to your responses to questions on your “Before You Begin Page” for these requirements. 10. Provide copies of any approvals or permits granted by other agencies, such as U.S. Army Corps of Engineers, Washington State Department of Natural Resources, and Department of Ecology. Department of Fish and Wildlife requires receipt of Island County’s permit before issuing an HPA for your project. 	

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"/> 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/
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:

IMPERVIOUS SURFACE AREA(S) CALCULATOR

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).

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

A. Total Impervious (existing + proposed) _____sf	B. **Lot area landward of Ordinary High Water mark (OHWM) & within 200ft of Shoreline = _____sf	Percentage of Impervious Surface Area A ÷ B = _____% of Lot area that is Impervious	% Impervious Allowed for this parcel's Shoreline Designation (see below) _____%
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<u>For Reference:</u> 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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**FORM
S****ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT
APPLICATION FOR
SHORELINE VARIANCE/CONDITIONAL USE PERMIT**

You will use this form if you are proposing a new shoreline development that is located within 200 feet of the shoreline and that requires variation of an existing land use standard or that is listed as a conditional use in the shoreline regulations. All shoreline developments are classified as a Type II decision unless there is another development/activity proposed on the site that is classified as a Type III decision. In that case this shoreline development permit will be reviewed as a Type III decision. Type II and Type III decisions are processed differently.

☒ **TYPE II DECISION** – 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 unless the decision is appealed.

☒ **TYPE III DECISION** – All Type III Decisions require that a Pre-Application Conference be held no more than 6 months prior to submittal of this application. Many Type III Decisions require that a Community Meeting be held prior to submittal of this application. Island County staff will review the proposal and issue a recommendation to the Island County Hearing Examiner. The Hearing Examiner will conduct a public hearing and issue a formal decision.

Use the following to determine if this is the correct form and if you are ready for application submittal.

Check all boxes that apply	Pertinent Information
Conditional Use <input type="checkbox"/> The proposed Use is <u>not</u> listed in the Island County Shoreline Master Program as permitted. <input type="checkbox"/> The proposed Use is listed in the Island County Shoreline Master Program as a conditional use. <input type="checkbox"/> New Marina, breakwater, pier, jetty, groin, boat ramp, boat launch, boathouse or aquaculture. <input type="checkbox"/> Dredging <input type="checkbox"/> New dock, float and/or gangway <u>not located in</u> Sandy Hook, Lagoon Point or Mariner's Cove.	<ul style="list-style-type: none">• See page S.5 for information pertaining to Conditional Use Permits that is needed in order for County staff to review your application.• State law mandates that the County issue a recommendation for conditional uses which is reviewed by the State Department of Ecology who will then issue the final decision.• State law mandates that the County issue a recommendation for conditional uses which is reviewed by the State Department of Ecology who will then issue the final decision.
Variance The proposed Use or Structure is located in an associated wetland or floodplain. The proposed Use or Structure exceeds the standard height limit The proposed Use or Structure requires variation from the standard setback to the shoreline The proposed Use or Structure exceeds the lot coverage limits for building or impervious surface.	<ul style="list-style-type: none">• See page S.5 and S.6 for information pertaining to Variance permits that is needed in order for County staff to review your application.• State law mandates that the County issue a recommendation for variances which is then reviewed by the State Department of Ecology who issues the final decision.
<input type="checkbox"/> Grading in excess of 250 cubic yards (combined cut and fill)	<ul style="list-style-type: none">• You will also need to submit Form N with this application

Due to the complexity of Conditional Use and Variance requests it is highly recommended that you first consult with the Island County Shoreline Planner and the Department of Ecology.

BEFORE YOU BEGIN

Please answer the following questions before you complete and submit this application. Failure to do so may result in delays in the permit process after you have submitted the application.

1. What is the shoreline environment designation for your parcel? The County has maps that show this information which you can obtain by calling us or viewing the maps on the website at: <https://icgeomap.islandcountywa.gov/Html5Viewer/Index.html?viewer=ICGeoMap#>. Shoreline environment designation: _____

2. Is your proposed project within 1000 feet of a county mapped Fish and Wildlife Habitat Conservation Area? Yes No

If yes, you must provide a Biological Site Assessment with this application.

3. Are you proposing to either construct or expand a dock or other over water structure in a man made canal or other marine area? ☐ Yes ☐ No

If yes, you must provide a preliminary eelgrass survey following the State Department of Fish and Wildlife guidelines. (Note: this is not required if you are replacing an existing functional structure without expanding the footprint, in which case you should be using Form R).

4. Are you proposing to replace or construct a new bulkhead on a beach, outside of a mapped Shoreline Residential Canal Community, which currently does not have a bulkhead on either of the adjacent lots or that is located at the toe of the bluff? Yes No

If yes, you must show through a Coastal Geologic Report that a bulkhead is necessary for the protection of the primary structure and necessary appurtenances on the parcel. The report must address alternatives other than bulk heading such as soft shore protection.

5. Are you proposing a jetty, groin, breakwater, boat ramp, boat launch, or boat house? ☐ Yes ☐ No

If yes, you must show through a Coastal Geologic Report that the proposed development will not adversely affect natural shoreline processes, adjacent properties and fish and wildlife habitat.

6. Is your parcel or proposed project in a known archaeological area? ☐ Yes ☐ No

If yes, you must submit an archaeological report that identifies any existing resources and how they will be protected.

7. Are you proposing to clear and/or grade in a geologically hazardous area (e.g. on a bluff or within 100 feet of the top or toe of a bluff)? ☐ Yes ☐ No

If yes, you must submit a geotechnical engineering report.

1. What are the existing uses and structures (including septic systems) that are currently on the site (e.g. vacant, single family residential, pasture)? Attach photos if available. _____

2. Describe the purpose and nature of the shoreline development activities. Provide as much detail as possible, including method of construction/installation, construction materials, duration of project, hours of operations, how the site will be accessed, potential short and long term impacts to the neighboring uses and measures to mitigate those impacts. Also describe alternatives that were considered.

3. Please provide a description of the sequence of activities related to the project (e.g. (1) excavate for new bulkhead, (2) install rip-rap, (3) backfill).

4. Describe the equipment to be used and how the equipment will access the beach or location(s) for the proposed work (e.g. from the road, the parcel, a public beach access, by barge). _____

5. Will this project result in any structures being located seaward of the ordinary high water mark? Please describe:

6. Please provide the following information pertaining to any clearing and/or grading activities:
- a. Total amount of cut/excavation proposed: _____ cubic yards;
 - b. Total amount of fill: _____ cubic yards
 - c. Total amount of fill proposed from an offsite source: _____ cubic yards
 - d. Identify the source(s) of fill material (e.g. from the south part of the parcel; off-site from parcel number):

 - e. How will the excavated materials be used and where will they finally be located?

 - f. If materials will be exported from the site, provide the amount in cubic yards, the address and parcel number of the receiving site and the location of where the material will be placed:

 - g. What is the maximum height of cut of the proposed fill: _____ feet; and the maximum fill: _____ feet
 - h. All sites have stormwater runoff from such things as gutters, driveways, roads, cleared areas, or new impervious surfaces. Describe how stormwater will be managed. Please be specific (e.g. runoff from gutters and parking areas will be infiltrated by a drywell located near the Southeast corner of the house, or runoff from driveway will be captured in a catch basin and routed to a tight line over the bluff to the beach). An answer of "no runoff" is not acceptable.

7. Describe any noted evidence of erosion on the site: _____

Please check the following boxes for Variance and/or Conditional Use Permit that apply. For those boxes that you check please describe how your project meets the applicable standards.

☐ **Conditional Use Permit:**

Provide a Written Statement addressing the Conditional Use Review Criteria. On a separate document, identify how your proposal addresses each of the standards listed below for approval of a Conditional Use Permit. Please take your time to provide complete answers and provide details about special circumstances on your site that show a variance is justified in your particular circumstance.

This is very important because a shoreline conditional use permit application cannot be approved unless the applicant shows that all the standards listed below are met.

Conditional Use Criteria from State Law - WAC 173-27-160:

- (1) Uses which are classified or set forth in the applicable master program as conditional uses may be authorized provided that the applicant demonstrates all of the following:
- (a) That the proposed use is consistent with the policies of RCW 90.58.020 and the master program;
 - (b) That the proposed use will not interfere with the normal public use of public shorelines;
 - (c) That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program;
 - (d) That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located; and
 - (e) That the public interest suffers no substantial detrimental effect.
- (2) In the granting of all conditional use permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area.

All other uses which are not classified or set forth in the applicable master program may be authorized as conditional uses provided the applicant can demonstrate consistency with the requirements of this section and the requirements for conditional uses contained in the master program.

Uses which are specifically prohibited by the master program may not be authorized pursuant to either subsection (1) or (2) of this section.

☐ **Variance:**

Provide a Written Statement addressing the Shoreline Variance Review Criteria. On a separate document, identify how your proposal addresses each of the standards listed below for approval of a variance. Please take your time to provide complete answers and provide details about special circumstances on your site that show a variance is justified in your particular circumstance.

This is very important because a shoreline variance application can not be approved unless the applicant shows that all the standards listed below are met.

Variance Criteria from State Law - WAC 173-27-170:

(1) Variance permits should only be granted in circumstances where denial of the permit would result in a thwarting of the policy enumerated in RCW 90.58.020. In all instances the applicant must demonstrate that extraordinary circumstances shall be shown and the public interest shall suffer no substantial detrimental effect.

- (a) That the strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes, or significantly interferes with, reasonable use of the property;
- (b) That the hardship described in (a) of this subsection is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the master program, and not, for example, from deed restrictions or the applicants own actions;
- (c) That the design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program and will not cause adverse impacts to the shoreline environment;
- (d) That the variance will not constitute a grant of special privilege not enjoyed by the other properties in the area;
- (e) That the variance requested is the minimum necessary to afford relief; and
- (f) That the public interest will suffer no substantial detrimental effect.

SEPA – Most shoreline developments require that you complete an [Environmental Checklist](#) and submit it with your shoreline application. State law has established a number of thresholds that will trigger the SEPA requirement, e.g. more than 500 cubic yards of grading and/or fill, non-residential structures that exceed 4,000 square feet, and any work that is proposed on lands covered by water such as wetlands and the marine environment. Planning and Community Development can help you in determining whether your project requires SEPA or you may submit the Environmental Checklist as a precautionary measure. Doing so will **not** add any time to the processing of your application, however, failure to do so up front will result in delays in the process if it is determined that it was needed.