



## 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](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.
- 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](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 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*

<b>Owner</b>	Phone
Address	e-Mail
City, State, Zip	Signature
<b>Owner</b>	Phone
Address	e-Mail
City, State, Zip	Signature
<b>Applicant/Agent*</b>	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? <input type="checkbox"/> Yes (if yes, list) <input type="checkbox"/> 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

<b>Subdivision</b>	<b>Site Plan Review</b>	<b>Zoning</b>
<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)	<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)	<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
<b>Critical Areas</b>	<b>Shoreline</b>	<b>Other</b>
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)	<input type="checkbox"/> Shoreline Exemption (R) <input type="checkbox"/> Shoreline Exemption - Limited Review <input type="checkbox"/> Shoreline Development (Q) Shoreline Variance/Conditional Use (S)	<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.

<b>Applicant Use</b>	<b>Application Requirements</b>	<b>County Use Only</b>
	<ol style="list-style-type: none"> <li>1) Payment, as established by the Board of Island County Commissioners</li> <li>2) Completed Master Land Development Permit Application</li> <li>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.</li> <li>4) Completed Field Indicators Worksheet (from Wetland ID Guide)             <ol style="list-style-type: none"> <li>a) Land Use Intensity Worksheet (If applicable)</li> <li>b) Wetland Buffer Worksheet (If applicable)</li> </ol> </li> <li>5) Completed project specific Forms (e.g. Form <b>A</b> Variance, etc.)</li> <li>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 <b>H</b>; for long subdivision see Form <b>J</b> for map requirements; For BLA or Lot Combination see Form <b>BB</b>):             <ol style="list-style-type: none"> <li>a) Drawn to a standard <u>engineering</u> scale (specific Forms will provide an appropriate range of scales). Indicate scale.</li> <li>b) North arrow</li> <li>c) Boundaries, dimensions and area of lot (square feet or acres)</li> <li>d) Name of road(s) bordering the property and their width</li> <li>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.</li> <li>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></li> </ol> </li> <li>7) If the proposal is in an archaeological area, a report must be submitted that identifies resources and how they will be protected.</li> <li>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).</li> <li>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.</li> </ol>	

**FORM Q – SUPPLEMENTAL SHORELINE DEVELOPMENT APPLICATION CHECKLIST**

In addition to the items identified in the Master Permit Application Checklist a Site Plan Review 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.

<b>APPLICANT USE</b>	<b>APPLICANT USE</b>	<b>COUNTY USE ONLY</b>
	<ol style="list-style-type: none"><li>1. As-Built drawings for existing septic systems from the County Health Department, if available. If no file is available at the County Health Department, provide your own drawing showing the approximate location of the existing septic system.</li><li>2. A legible plot plan that shows the following:<ol style="list-style-type: none"><li>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.</li><li>b. Location and type of all existing shoreline structures (bulkheads, stairs, docks, groins, jetties, boat ramps/launches) within 100 feet.</li><li>c. Land features. Show top and toe of all slopes, estimated slope angle, seasonal drainage ways and soggy areas, ditches, ravines, lakes, ordinary high water mark of shoreline, etc.</li><li>d. Location, size, and purpose of all existing buildings (temporary and permanent) and proposed buildings. Label each as existing or proposed.</li><li>e. Distances between proposed shoreline structures and the ordinary high water mark.</li><li>f. Location of any existing underground fuel tanks, existing and/or proposed septic tank, drain field, reserve area, and/or tightline between house and septic tank. Show distance between drainfield and reserve area to property lines. Indicate if hooked up to sewer.</li></ol></li><li>3. Separate Existing Conditions Map for large or complex projects. Show topography with contours at intervals no greater than 5' and all natural features</li></ol>	

<b>APPLICANT USE</b>	<b>APPLICANT USE</b>	<b>COUNTY USE ONLY</b>
	<p>4. Applications for Bulkheads require a Cross Section Map that includes the following:</p> <ul style="list-style-type: none"> <li>a. Height and elevation of the proposed bulkhead.</li> <li>b. Depth of footings or excavation that is proposed.</li> <li>c. Where the toe of the bluff or slope is expected to meet the structure, if relevant.</li> <li>d. Type and quantity of fill proposed to be used.</li> <li>e. The ordinary high water mark.</li> <li>f. Bulkhead design; all bulkheads that will retain the toe of a bluff/slope, or will have a surcharge must be structurally designed as a retaining wall and the design must be stamped by a professional engineer.</li> </ul> <p>5. Applications for Jetties, Docks, Marinas, Groins, Floats, etc. require a Cross Section Map that shows the following:</p> <ul style="list-style-type: none"> <li>a. Height of the proposed structure.</li> <li>b. Depth of footings or excavation that is proposed</li> <li>c. Structural design stamped by a professional engineer.</li> <li>d. The ordinary high water mark.</li> </ul> <p>6. Applications for Grading Projects in the Shoreline Jurisdiction require the following:</p> <ul style="list-style-type: none"> <li>a. Grading Plans. Show existing and proposed finished grade contours for any cut or fill 2' 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</li> <li>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.</li> </ul>	

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<p>c. Existing and proposed vegetation. Please be specific about the type, e.g., grasses, shrubs, types of trees, etc.</p> <p>d. Clearing limits. Show all areas where trees and brush currently exist and will be cut or removed.</p> <p>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.</p> <p>f. Indicate location of waterlines, well, and pollution control radius. <i>Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel.</i></p> <p>7. Waivers, if granted by Island County Staff for any of the requirements of this application. They must be in writing and submitted with this application.</p> <p>8. <a href="#">SEPA – Environmental Checklist</a></p> <p>9. Reports, studies, or other information required.</p> <p>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, or Department of Ecology. Department of Fish and Wildlife requires receipt of Island County's permit before issuing an HPA for your project.</p> <p>11. For TYPE III applications the following must be provided:</p> <ul style="list-style-type: none"> <li>a. Community Meeting required: Submit meeting notes, an electronic recording of the meeting and an affidavit of notice of the meeting</li> <li>b. Pre-Application Conference required: Provide the date of the meeting (must be after the community meeting but within 6 months of the date of submittal).</li> <li>c. On a separate document provide the names and addresses of property owners within a 300 foot radius of the site.</li> <li>d. An assessor's quarter section map that shows all parcels within a 300 foot radius of the site.</li> </ul>	

# 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"/> 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:

**FORM  
Q**

**ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT  
APPLICATION FOR  
SHORELINE DEVELOPMENT PERMIT**

Use this form if proposing a new shoreline development that is located within 200 feet of the shoreline. All shoreline developments are classified as a TYPE II decision unless there is another development or activity on the site that is classified as a TYPE III decision. In that case this shoreline development permit would 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 the application. Many Type III Decisions require that a Community Meeting be held prior to submittal of the 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 SUBMITTAL.**

*CONTINUED ON NEXT PAGE*

CHECK ALL BOXES THAT APPLY:	Pertinent information:
<p><b>New bulkhead to remediate hazardous substances; to protect public transportation infrastructure, existing dikes, or essential public facilities; to protect a water-dependent use</b></p>	<ul style="list-style-type: none"> <li>• Replacement of existing and functioning structures is reviewed under the shoreline exemption application.</li> <li>• It is necessary to submit a Building Permit once the SDP is approved</li> <li>• It is necessary to contact Washington State Department of Fish and Wildlife to determine if a Hydraulic Project Approval is also required.</li> </ul>
<p><input type="checkbox"/> <b>Installation of underwater cables</b></p> <p><input type="checkbox"/> <b>Installation of new piling(s)</b></p>	<ul style="list-style-type: none"> <li>• For any proposed structures it is necessary to submit a Building Permit once the SDP is approved.</li> <li>• It is necessary to contact Washington State Department of Fish and Wildlife to determine if a Hydraulic Project Approval is also required.</li> <li>• It is necessary to contact the U.S. Army Corps of Engineers to determine if other permits are required.</li> </ul>
<p><input type="checkbox"/> <b>Grading in excess of 250 cubic yards (combined cut and fill)</b></p>	<ul style="list-style-type: none"> <li>• You will also need to submit a <a href="#">Clearing and Grading permit</a> (Form N) with this application.</li> </ul>
<p><input type="checkbox"/> <b>Other: Please describe</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<p><b>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.</b></p> <p>1. What is the Shoreline designation for your parcel: _____  <i>You may obtain this information by calling Island County or viewing the Shoreline Environment Layer on <a href="#">IC GeoMap</a>.</i></p>	

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 use the [Shoreline Exemption Application \(Form R\)](#).)*

4. Are you proposing replacement of or construction of 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 a bluff?

YES  
NO

*If yes, you must show through a Coastal Geologic Report that a bulkhead is necessary for the protection of your home or the reasonable use of your property. The report must address alternatives other than bulkheading 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 Coastal Geologic Report that the proposed development will not adversely impact 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 archeological 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.*

## Application Questions

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

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2. In a separate document 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 operation, how the site will be accessed, potential short and long term impacts to the neighboring uses and measures to mitigate those impacts. Also describe all 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.):  

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

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5. Will this project result in any structures being located seaward of the Ordinary High Water mark?

YES  
 NO

*If yes, please describe:*

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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 parcel number, etc.)

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

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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.

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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 tightline over the bluff to the beach). An answer of "no runoff" is not acceptable.

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

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