



## 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 I – SUPPLEMENTAL PRELIMINARY PLP APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist a Preliminary Long Plat 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"><li>1. Legal description of the property as it was last recorded.</li><li>2. Copy of an approved Certificate of Transportation Concurrency.</li><li>3. Proposed source of water (e.g. water availability verification form, well site verification, or letter of commitment from a water provider).</li><li>4. Copies of soil logs registered with the County Health Department or a letter of commitment from a sewer district.</li><li>5. Documentation of a legal means of access to a public road (e.g. existing access permit number, access permit application, recorded easement).</li><li>6. Legible long plat map no larger than 24" by 36" that shows the following (when the location of a specific feature or structure is required, a site specific survey by a registered surveyor is encouraged but not required):<ol style="list-style-type: none"><li>a. Location and dimensions of existing structures and other improvements, such as buildings, drainfields, wells, driveways, propane tanks, fuel tanks, and fences.</li><li>b. Location and dimensions of parcel to be divided, showing the full extent of the parcel from which the proposed short plat is to be segregated.</li><li>c. Location, dimensions and area of all proposed and existing lots.</li><li>d. Proposed lots identified by number (Lot 1) and proposed tracts, including private roads identified as letters (Tract A).</li><li>e. If applicable, location of proposed open space.</li><li>f. Approximate location of existing and any proposed accesses to lots. Include available Access Permit Numbers.</li></ol></li></ol>	

APPLICANT USE	APPLICATION REQUIREMENTS	COUNTY USE ONLY
	<p>g. Approximate location, width, and name of each recorded easement, right-of-way for Public service and utilities, serving or affecting the subject property, and existing or proposed public/private roads in or adjacent to the site.</p> <p>h. Approximate location of existing drainage patterns and systems including ditches and French drains.</p> <p>i. Location and description of proposed temporary and permanent stormwater systems.</p> <p>j. Location of existing and proposed utilities (e.g. well sites, water and sewer lines, etc.)</p> <p>k. Approximate location of all soil tests holes on each proposed lot.</p> <p>l. Distance between exiting and/or proposed property lines and existing structures.</p> <p>m. Title block on the lower right corner of the plat map showing:</p> <ul style="list-style-type: none"> <li>i. Name, address, and telephone number of the applicant and the fee owner(s).</li> <li>ii. Date if drawing.</li> </ul> <p>n. Legend that includes:</p> <ul style="list-style-type: none"> <li>i. Site address if assigned</li> <li>ii. Assessor parcel number(s) of the property proposed for division.</li> <li>iii. Total area of the site and area of each existing and proposed parcel.</li> </ul> <p>7. Preliminary Drainage Plan.</p> <p>8. Reports, studies, or other information required.</p> <p>9. <a href="#"><u>SEPA Environmental Checklist</u></a></p> <p>10. Pre-Application Conference required within the last 6 months, provide date and Pre-App appointment number.</p> <p>11. Provide the names and mailing addresses of property owners within a 300 foot radius of the site on mailing address label sheets(s). Also provide an Assessor's quarter section map showing these parcels.</p>	

# 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/ 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**

**ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT**  
**APPLICATION FOR LONG PLAT**  
**Preliminary**

Use the front of this sheet to determine if this is the appropriate application for dividing your land. Once you are able to determine if this is the correct form proceed to the next page and provide answers to each of the questions.

**IF YOU ARE DOING ANY OF THE FOLLOWING DO NOT USE THIS FORM**

- **Dividing land into 4 or fewer lots, use [Preliminary Short Plat](#) application**
- **Not creating a new parcel, rather adjusting boundary lines between existing parcels, use [Boundary Line Adjustment Application](#)**
- **Creating parcels that are 10 acres or larger (20 acres or larger in Commercial Agriculture Zone), for this Unregulated Segregation refer to the Island County Assessor's Office**

Please select from the following list the action that best reflects what you would like to do:

- Proposing to divide land into 5 or more parcels.
- Proposing to divide land into 5 or more parcels in conjunction with a [Planned Residential Development](#) or a Site Plan Review.
- Proposing to divide land into 5 or more parcels using Lot Size Averaging.
- Proposing to divide land into 2 or more parcels **AND** the parcel being divided was created as part of a previous short plat that was approved in the last 5 years.

All Long Plats require that you have gone through a Pre-Application conference no more than 6 months prior to submittal of this application. Please provide the date and file number of the Conference:

**DATE:** \_\_\_\_\_; **PRE-APPLICATION CONFERENCE FILE NUMBER:** PRE \_\_\_\_\_/\_\_\_\_\_

1. Provide the date that the proposed parcel was created as a legal lot(s): \_\_\_\_\_

2. What is the current zoning of your property: \_\_\_\_\_

3. If you are located in the Rural or Rural Residential zone are you proposing Lot Size Averaging?

- YES**
- NO**

4. Provide the full legal description of the real property as last recorded (can be found on the recorded deed); please attach additional sheets if necessary or a copy of the recorded deed.

5. Provide the total number of lots you are proposing to create: \_\_\_\_\_; List the size of the new lots:

LOT 1: \_\_\_\_\_ LOT 2: \_\_\_\_\_ LOT 3: \_\_\_\_\_ LOT 4: \_\_\_\_\_ LOT 5: \_\_\_\_\_ LOT 6: \_\_\_\_\_

LOT 7: \_\_\_\_\_ LOT 8: \_\_\_\_\_ LOT 9: \_\_\_\_\_ LOT 10: \_\_\_\_\_ LOT 11: \_\_\_\_\_ LOT 12: \_\_\_\_\_

*IF THERE ARE MORE THAN 12 LOTS PLEASE ATTACH A LIST OF ALL LOT SIZES*

6. What is the proposed density of your development (each new lot will allow a single dwelling unit; how many dwelling units will there be per acre)? \_\_\_\_\_

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7. Describe the proposed source of water supply, including the name of the provider if it is to be served by a public water system: \_\_\_\_\_

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8. Describe the proposed source of sewage disposal, including the name of the district if it is to be served by a sanitary sewer system: \_\_\_\_\_

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9. Provide the Certificate of Transportation Concurrency Number: \_\_\_\_\_

10. Will the proposal access directly onto the adjacent public road?

YES       NO

*If yes, provide a copy of the existing Access Permit or submit an Access Permit application with this application.  
If no, provide documentation of the legal access to a public road.*

11. Is the project site within 200 feet of the shoreline?

YES       NO

If yes, a Shoreline Substantial Development Permit may be required to complete the application.

12. Describe any existing uses on the property and include any permit numbers for these uses (e.g. single family residence, bed and breakfast, etc): \_\_\_\_\_

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13. Describe any critical areas located on the site (e.g. wetlands, streams, steep slopes, etc.):