



## ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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<https://www.islandcountywa.gov/Planning/Pages/Home.aspx>

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## APPLICATION for a ZONING ORDINANCE INTERPRETATION (ZCI)

**Applicability.** This application provides a method for clarifying ambiguities in the text of the Island County Zoning Ordinance or classifying uses that are not expressly referenced. Zoning Ordinance Interpretations are used to establish the proper classification of unnamed uses and allow for the formalization of other interpretations that may be required to effectively administer the ordinance. Broad latitude has been provided in the specific uses enumerated in each land use classification. There is no presumption that a use that is not listed is or should be prohibited. Prohibited uses are expressly identified in each zoning district. A request for an interpretation can be initiated by the County or requested by a property owner.

**Standards.** Interpretations must be consistent with the Island County Comprehensive Plan and the following standards (from ICC 17.03.190.D):

1. No interpretation shall allow the establishment of any use which was previously considered and rejected by the Board.
2. No interpretation shall permit a use otherwise expressly prohibited in the zone.
3. No interpretation shall permit any use in any zone that is inconsistent with the stated purpose of the zone.
4. No interpretation shall permit any use in a particular zone unless such use is substantially similar to other use permitted in such zone considering:
  - a. The activities involved in or equipment or materials employed in the use; and
  - b. The effects of the use on the surrounding area, such as traffic impacts, noise, dust, odors, vibrations, lighting and glare.
5. Any use permitted pursuant to this procedure shall comply with all applicable requirements and standards imposed by the ordinance.
6. Any interpretation must be consistent with the findings adopted by the Board in conjunction with the ordinance.

**Review Process.** A request for an ordinance interpretation is processed according to the Type II decision process. The Island County Director, or designated staff, reviews the request and issues a decision without holding a public hearing. A Type II decision can be appealed to the Island County Hearing Examiner.

**Time Limit.** An interpretation remains in effect until it is modified by a subsequent interpretation or ordinance amendment.

# ZONING ORDINANCE INTERPRETATION (ZCI) APPLICATION

## GREY SECTION FOR COUNTY USE ONLY

Application Number

Date Received

Fee Paid

Receipt

Associated applications:

Type or neatly print all application information.

Please take your time to provide complete answers and all the information requested. If you believe any portion is not applicable, explain why in the blank. Illegible and/or incomplete applications will not be accepted.

Collate this application together with all plans and necessary documentation outlined in this application, and submit the complete application package to Island County Planning and Community Development. Submit the original and 1 electronic copy of the complete and collated application packages. The county may request additional application packages if review by additional agencies is required.

## PART A

Contact Person Name \_\_\_\_\_ Phone \_\_\_\_\_  
(\_\_\_\_\_.)

(The agent or consultant for the application who will be the **only party** that will receive correspondence and inquiries.)

Street \_\_\_\_\_ E-Mail Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Street \_\_\_\_\_ E-Mail Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Property Owner Names \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
(If other than the applicant)

Street \_\_\_\_\_ E-Mail Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

In simple terms, briefly describe the proposed activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Address (Or Closest Intersection) \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ 1/4 Section \_\_\_\_\_

Plat Name \_\_\_\_\_

Location: North Whidbey  Central Whidbey  South Whidbey  Camano Island

Zoning \_\_\_\_\_ Size of Parcel (sq.ft. or acres) \_\_\_\_\_

## PART B

### ZONING ORDINANCE INTERPRETATION (ZCI)

**Application Information:** In addition to the information required in Part A, the following information, documentation, and maps must also be submitted with the application.

1. **Questions.** Please answer the questions in the space provided, or if you need additional room, you may attach a separate sheet.

a.	Provide a clear, complete, detailed description of the proposed use of the parcel and the structures on the site. Describe the purpose of the use, the number and type of structures needed for the use, the facilities, equipment, machinery and materials used to carry out the use, the number of people involved, the type and amount of traffic expected, and any possible impacts on the surrounding neighborhood.
b.	List the specific sections of the Zoning Ordinance that relate to your request for an interpretation. Describe the permitted and conditional uses allowed by the present zoning classification that are the most similar to your proposed use.

c.	<p>Describe the existing use(s) on the land and in any existing buildings on the proposed site.</p>
d.	<p>Provide documents, statements and other evidence demonstrating the proposed Use will comply with all applicable standards established by the zoning ordinance.</p>
e.	<p>If all your proposed structures would not be constructed as the same time, provide a schedule of the phases of the project.</p>

**2. Checklist.** Please use the following detailed checklist to ensure you provide all items identified in the Island County Code (ICC) and throughout this form. All blanks under “Applicant Use” below must be filled in for this application to be accepted as complete for review. The items listed in the following checklist are the minimum requirements that must be provided and complete at the time you submit your application to the county, or the application will not be accepted.

Applicant Use	Application Requirements	County Use
<input type="checkbox"/>	<b>1. Fees.</b>	
<input type="checkbox"/>	<b>2. Completed Application Form, with answers provided to all questions, including Parts A and B.</b>	
<input type="checkbox"/>	<b>3. Vicinity Map with Specific Written Directions on how to find the site on a <u>separate 8.5 by 11 inch sheet</u>.</b> The map must be of adequate scale and detail to clearly locate the proposal site in relation to arterial streets, county roads, natural features, landmarks, and municipal boundaries. <i>A copy of part of a road map with the site marked is acceptable.</i>	
<input type="checkbox"/>	<b>4. Assessor's Quarter Section Map(s) that clearly identifies the subject site and any contiguous properties in the same ownership.</b>	
<input type="checkbox"/>	<b>5. A legible plot plan that shows all of the following:</b>	
<input type="checkbox"/>	a. Drawn to a standard <u>engineering</u> scale of one (1) inch to twenty (20) feet and not greater than one (1) inch to one hundred (100) feet. Indicate the engineering scale and provide a bar scale.	
<input type="checkbox"/>	b. North Arrow.	
<input type="checkbox"/>	c. Boundaries, dimensions, and area of lot (square feet or acreage).	
<input type="checkbox"/>	d. Land features and Critical Areas. Show top and toe of all slopes, direction of slope, percentage of slope or slope angle, seasonal drainage ways and soggy areas, ditches, ravines, lakes, ordinary high water mark of shoreline, streams, wetlands, protected species habitat, geological hazard areas, and archaeological sites etc.	
<input type="checkbox"/>	e. Location, size, and purpose of all existing buildings (temporary or permanent) and proposed buildings. Label each as existing or proposed.	
<input type="checkbox"/>	f. Distances between property lines and existing and proposed buildings and between buildings.	
<input type="checkbox"/>	g. Width and name of road(s) bordering the property.	
<input type="checkbox"/>	h. Location and width of existing and proposed access points,	

driveways, and sidewalks serving each structure. Also show any parking areas.

- \_\_\_\_\_ i. Existing and proposed open space areas. \_\_\_\_\_
- \_\_\_\_\_ j. Existing vegetation. \_\_\_\_\_
- \_\_\_\_\_ k. Location of any wells, pollution control radius, septic tank, drainfield, and/or reserve area \_\_\_\_\_
- \_\_\_\_\_ l. Location, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc \_\_\_\_\_

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I hereby certify I am the owner (or the authorized agent named above) and that I have familiarized myself with the rules, regulations, and procedures with respect to preparing and filing this application. All statements, answers and information provided as part of this submittal are in all respects complete, true, and accurate to the best of my knowledge and belief. I understand that if I provide incomplete and/or incorrect information, this will cause a delay in the review process.

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Property Owners' Signatures  
(All owners must sign\*)

Date

Agent's Signature  
(If other than owner)

Date

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Print Name(s)

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Print Name

*\*If there is not enough space for all property owners' signatures, a separate written, notarized letter of consent signed by all owners may be attached to this application.*