



## Ebey's Landing National Historical Reserve Certificate of Appropriateness Application

### **DETERMINING IF A PROPERTY IS WITHIN AN EBEY'S DESIGN REVIEW AREA**

#### **STEP ONE: LOCATING THE PARCEL USING ISLAND COUNTY GEO MAP**

- Go to: <https://icgeomap.islandcountywa.gov/Html5Viewer/Index.html?viewer=ICGeoMap>
- Type the parcel number or address (number and street only) into the search bar in the upper right corner above the map.
- Click the "Layers" tab in the lower left corner and find "Site Review"
- Click the box to turn on the Site Review Layer and then click the plus sign to open the Site Review options
- Click the box next to "Ebey's Design Review Areas" and "Ebey's Historic Properties"

After completing the above steps identify whether the parcel is within Design Review Area 1 or 2 and whether it is within 100 feet of a contributing historic structure as that vicinity may impact how a project is reviewed.

#### **STEP TWO: PROCESS AND EXEMPTIONS**

Depending on the scale and type of project it may be exempt from review under the design review guidelines (note most projects are NOT exempt from a review process). Check to see if your project is exempt under [Island County Code 17.04A.090](#).

If your project is not exempt it will need a Level A, B, or C Certificate of Appropriateness (COA).

Contact Island County Planning to help determine what level applies to your project. You can email at [planningdept@islandcountywa.gov](mailto:planningdept@islandcountywa.gov).

- **LEVEL A COA** – ministerial decision that is processed quickly, usually within 7 and 14 days.
- **LEVEL B COA** – includes a 14 day public comment period and is reviewed by the Historic Reserve Committee.
- **LEVEL C COA** – includes a 14 day public comment period, a review by the Historic Reserve Committee and a public hearing with the Historical Preservation Commission followed by a recommendation or decision from the HPC.

#### **STEP THREE: DESIGN REVIEW GUIDELINES**

All projects within the Ebey's Historical Reserve must meet the design guidelines. It is the applicant's responsibility to be familiar with the design guidelines. The guidelines contain standards for repair, maintenance, new construction, additions and alterations to buildings, and standards for site design, sustainability, and subdivisions.

Ebey's Design Guidelines can be found [here](#).

(<https://www.islandcountywa.gov/Planning/Pages/Ebeys.aspx>)

#### **STEP FOUR: APPLYING FOR A CERTIFICATE OF APPROPRIATENESS**

You can access the COA application along with all other Land Use permits at:

<https://www.islandcountywa.gov/Planning/Pages/LandUsePermitApplications.aspx> All COA levels require an electronic copy and the original. The electronic copy can be submitted at [planningdept@islandcountywa.gov](mailto:planningdept@islandcountywa.gov) where you can also contact Island County Planning with any submittal questions.



## 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.

### 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.

## Ebey's Landing National Historical Reserve Certificate of Appropriateness Application

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS REVIEW BY ISLAND COUNTY AND THE TOWN OF COUPEVILLE, IN COOPERATION WITH  
THE TRUST BOARD OF EBNEY'S LANDING NATIONAL HISTORICAL RESERVE AND THE HISTORIC PRESERVATION COMMISSION

Application #	Date Rec'd	Receipt #
Residential	Commercial	Mixed-Use
Historical		

*The above is for Staff Purposes 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):	Design Review Area
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1     2

Parcel #	Key #	Parcel Size	Division	Block	Lot	Zoning

Do you own contiguous parcels?  Yes (if yes, list)  No

### **Present Use of Property (Check All that Apply)**

Residential:	Agricultural:	Other:	
Commercial:	Institutional:		

### **Applicant's Acknowledgment**

I am familiar with the Ebey's Reserve Design Guidelines as they pertain to my project. I certify by my signature below that the information in this application is accurate and complete. The planning staff has permission to copy materials, including architectural drawings, necessary for the review of my application.

Signature \_\_\_\_\_ Date \_\_\_\_\_



#### 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

Applicant Use	<p><b>Application Requirements:</b> 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. <u>All blanks under "Applicant Use" must be filled in for this application to be accepted as complete</u></p>	County Use Only
	1. Fees, as established by the Board of Island County Commissioners	
	2. Electronic copy via email, thumb drive, or file-sharing link containing the complete application and associated reports. Please send separate documents as separate files.	
	3. Clear Color Photographs of the building, overall site, nearby structures, and any adjacent properties.	
	4. Scaled design elevations of the new structure, improvements, alterations, and/ or additions.	
	5. A legible plot plan that shows the following	
	a. Drawn to a standard <u>engineering</u> scale. 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, the percentage of slope, seasonal drainage ways, soggy areas, ditches, ravines, lakes, the ordinary high-water mark of shoreline, etc.	
	f. Critical Areas. Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands, and <u>all of their associated buffers onsite or off-site when they may affect the proposal</u> . If the proposal is in an archaeological area, a report must be submitted identifying resources and how they will be protected. <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> .	
	g. Existing and Proposed Vegetation.	
	h. Existing and proposed structures, clearly labeled, including buildings, septic, drainfields, and any other appurtenances.	
	i. Distance to adjacent historic properties or structures, if applicable	
	6. Any supplemental information deemed necessary and requested by the County or Town for Review of the application (this usually relates to large-scale or complex projects and properties)	

Does your project involve an historic property: Yes No

If yes, which Historic Property:

Is the property within 100 feet of a historic building? Yes No

Is there a conservation Easement on the property? Yes No

### Description of proposed work:

## Existing Materials:

Windows:

Deck / Railing: \_\_\_\_\_

Stairs / Ramp: \_\_\_\_\_

Siding: \_\_\_\_\_

## Proposed Materials:

Doors:

Windows:

Deck / Railing: \_\_\_\_\_

Stairs / Ramp:

**Siding:** \_\_\_\_\_

**Fencing:** [View](#) [Edit](#) [Delete](#) [New](#)

*All statements, answers, and information provided as part of this submittal are 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.*