



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 materials. Please save all electronic files in **PDF file format**, using the following file naming procedure for submittal:

ApplicantLastName_DocumentName_DateSubmitted.pdf

Document names should be abbreviated; below is a list of common document names and their abbreviations:

Application APP	Arch Report ARCH	AsBuilt ASB	Site Plan SPLAN
Buffer Enhancement Plan BEP	Biological Site Assessment BSA	Certificate of Appropriateness COA	Field Indicators Worksheet FIELD
Elevations ELV	Mitigation Plan MIT	Geocoastal GEOC	Geotechnical GEO
Revisions REV 1,2,3,	SEPA Checklist SEPA	Wetland Report WET	Drainage Narrative DRNG

Example of file naming using document abbreviation: **Johnson_APP_091324.pdf**

Once all files have been saved using the naming procedure above, all files can then be submitted to: planningdept@islandcountywa.gov Emails over 7 MB should be sent through a file sharing application, or contact the Planning Department for an FTP sharing link. Once application materials have been reviewed by planning staff and deemed sufficient for submittal, the applicant will receive an email along with an invoice and payment instructions.

All fees must be paid within 14 calendar days, or the application will become null and void, cancelling the application.

After payment is received, the applicant will receive a letter of completeness indicating that the review period has begun. If the application is deemed incomplete, the applicant will receive a letter stating that the application is incomplete and requires revisions.

IF APPLICANT CHOOSES IN PERSON SUBMITTAL AN APPOINTMENT IS PREFERRED

Whidbey: call 360-678-7339

Camano: call 360-387-3443

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

In addition to the items identified in the Master Permit Application Checklist a Critical areas Permitted Use 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	FOR COUNTY USE ONLY
	1. Copies of soil logs registered with the County Health Department and as-build drawings for existing septic systems, if available. 2. Additional items shown on plot plan: a. Location, size and purpose of all existing buildings (temporary or permanent) and proposed buildings. Label each as existing or proposed. b. Location, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc. Label each as existing or proposed. c. Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios, and chimneys. d. Distances between property line and existing and proposed buildings and between buildings. e. Location and width of existing and proposed driveways/accesses serving each structure and any parking areas. Access permit numbers, if assigned. f. Indicate any and all easements (access, utility, drainage, etc.) on the property including their dimensions. Label them with existing or intended use and the Auditor File No. g. Indicate location of septic tank, drainfield, reserve area, and tightline between house and septic tank. Show distances between drainfield and reserve area to property lines. Indicate if hooked up to sewer. h. 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.	

APPLICANT USE	APPLICATION REQUIREMENTS	FOR COUNTY USE ONLY
	i. 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. j. Existing and proposed vegetation, please be specific about type, e.g. shrubs, grasses, types of trees, etc. Label each as existing or proposed. k. Clearing limits. Show all areas where trees, brush, and vegetation currently exists and will be cut or removed. l. 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. m. Indicate location of water lines, 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> n. Road distances to nearest fire hydrant, if applicant has right to use fire hydrant. 3. Separate Existing Conditions map for large or complex projects. Show topography with contour intervals of no greater than 5' and all natural features. 4. A Biological Site Assessment meeting all requirements of ICC 17.02.110.C.2. 5. A wetland delineation, wetland report, or both, as applicable. 6. SEPA - Environmental Checklist, if required. 7. Provide copies of any approvals of permits granted by other agencies such as the Washington State Department of Fish and Wildlife, Army Corps of Engineers, Washington State Department of Natural Resources, Department of Ecology, etc.	

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)
- | | | | |
|---|--|--|--|
| ☐ Slough Sedge | ☐ Cooley's Hedge Nettle | ☐ Crabapple | ☐ Red Stemmed Dogwood |
| ☐ Labrador Tea | ☐ Water Parsley | ☐ Skunk Cabbage | ☐ American Speedwell |
| ☐ Cat Tail | ☐ Common Rush | ☐ Willows | ☐ Red Alder |
| ☐ Salmonberry | ☐ Nootka Rose | ☐ Bull Rush | ☐ Western Red Cedar |
| ☐ Pacific Silverweed | ☐ Sitka Spruce | ☐ Hardhack | ☐ 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?
- | | | | |
|--|---|--------------------------------------|---|
| ☐ Creeping Buttercup | ☐ Reed Canary Grass | ☐ Yellow Iris | ☐ Himalayan Blackberry |
| ☐ Eurasian Milfoil | ☐ Evergreen Blackberry | ☐ Velvetgrass | |
| ☐ Canadian Thistle/
Bull Thistle | ☐ 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.
- | | | |
|-------------------------------------|--|--------------------------------|
| ☐ Dark Black | ☐ Grey w/rust spots | ☐ Brown |
|-------------------------------------|--|--------------------------------|
-
10. Does the soil smell sulfuric? (like rotten eggs)
- | | | |
|------------------------------|-----------------------------|-----------------------------------|
| ☐ Yes | ☐ No | ☐ At Times |
|------------------------------|-----------------------------|-----------------------------------|
-
11. If you take a tablespoon size sample of the soil and squeeze it, is it saturated with water?
- | | | |
|------------------------------|--|--|
| ☐ Yes | ☐ Moderate/Soil is damp | ☐ No. Soil is dry |
|------------------------------|--|--|

Comments:

Form P	ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT APPLICATION FOR CRITICAL AREAS PERMITTED USE
Please check the following box to indicate the purpose of your proposal. If you are not proposing to conduct one of the following activities this application is not the appropriate form. ☐ Construction of a road or installation of a utility ☐ Installation of underground utilities or moderate impact stormwater facilities ☐ Conservation, preservation or enhancement projects	
1. List the existing uses and structures that are currently located on the parcel (e.g. vacant, single family residence, etc.) _____ _____ _____	
2. Describe the proposed activity and its purpose: _____ _____ _____ _____ _____ _____ _____	
3. Explain why the proposed critical area or buffer alteration is needed. List all potential alternatives for avoiding impact of the critical area? Is there any other portion of the property where facilities could be located? _____ _____ _____ _____ _____ _____ _____	

4. Will this project involve grading? __ Yes __ No If yes, please provide the following information:

- a. quantity of grading: _____ cubic yards b. quantity of filling: _____ cubic yards
- c. maximum height of cut and/or fill: _____ feet d. the type of fill: _____
- e. quantity of fill to be exported from site _____ cubic yards
- f. address of accepting site: _____
- g. parcel number of accepting site: _____
- h. location of material disposal: _____
- _____

*Note: the total amount of grading includes all material relocated on site, **plus** any material imported to, or exported from the site.*

5. All sites have stormwater runoff from things such as gutters, driveways, roads, cleared areas or new impervious surfaces. Describe how it will be managed. Please be specific (e.g. runoff from gutters and parking areas will be infiltrated by a drywell located near the SE corner of the house, or runoff from the driveway will be captured in a catch basin and routed in a tightline over the bluff to the beach. "No runoff" is not acceptable): _____

6. Have any other permits been submitted for this site (e.g. building permits, clearing and grading, septic, retaining walls, bulkheads, etc.)? Please list and provide the permit number: _____

7. Total area of critical area to be disturbed: _____ sq. ft.

Total area of buffer to be disturbed: _____ sq. ft. Total area of mitigation proposed: _____ sq. ft.

Type of mitigation: _____
