



## **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)

### **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](mailto: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,  
canceling 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

## MASTER LAND DEVELOPMENT PERMIT APPLICATION

Application # \_\_\_\_\_ date Rec'd \_\_\_\_\_ Receipt # \_\_\_\_\_ Associated Files \_\_\_\_\_

### ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

1 NE 6<sup>th</sup> St. 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>

<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

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

<b>SUBDIVISION</b> 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)	<b>SITE PLAN REVIEW</b> Cell Tower (E) Surface Mine (F) Rural Commercial Events (EE)  Type II in NR Zones (D) Type II in other Zones (C)  Type III in NR Zones (D) Type III in other Zones (C)	<b>ZONING</b> Certificate of Zoning Compliance Zoning Code Interpretation Zoning Code Amendment Comprehensive Plan Amendment  <b>OTHER</b> Environmental Checklist (SEPA) Clearing and Grading (N)  Water System Review Variance (A) Temporary Use Restoration
<b>CRITICAL AREAS</b> Public Transportation Utility (Y) Reasonable Use (Type 1) (X-1) Reasonable Use (Type 2) (X-2) Wetland or Buffer Improvement (Z) Critical Areas Permitted Use (P)	<b>SHORELINE</b> Shoreline Exemption (R) Shoreline Exemption Limited Review Shoreline Development (Q) Shoreline Variance / Conditional Use (S)	



# AGENT AUTHORIZATION FORM

Received date: \_\_\_\_\_

Received by: \_\_\_\_\_

Landowners may authorize agents, designers, contractors, etc. to apply for permits and conduct activities on their behalf by completing this form and returning to Island County staff. Once received, this form will expire in 3 years. Any applications or requests that agents submit on an owner's behalf must meet the general description provided by the owner below.

I/We hereby authorize the following companies or individuals to submit applications on my/our behalf. I/We also understand that once a permit/application is submitted that all future correspondence may be directed to said agent(s).

Description of work/project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Parcel number(s): \_\_\_\_\_

Name 1 (printed) \_\_\_\_\_ Date: \_\_\_\_\_

Signature 1: \_\_\_\_\_

Name 2 (printed) \_\_\_\_\_ Date: \_\_\_\_\_

Signature 2: \_\_\_\_\_

## 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 E – SUPPLEMENTAL SITE PLAN REVIEW 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.

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<ol style="list-style-type: none"><li>1. Detailed written description of the proposal on a separate document.</li><li>2. Detailed written statement addressing the required criteria and standards.</li><li>3. Legal Description of real property as last recorded.</li><li>4. Proposed source of water, if applicable.</li><li>5. Proposed sewage disposal system, if applicable.</li><li>6. Copy of approved Certificate of Transportation Concurrency (only applicable if office facilities will be constructed).</li><li>7. Assessor's Quarter Section map(s) of parcels within 300 feet of property.</li><li>8. Affidavit of posting for community meeting.</li><li>9. Photograph of sign posted for community meeting.</li><li>10. Recording of community meeting.</li><li>11. Transcribed minutes of community meeting.</li><li>12. Copy of mailed notice of community meeting.</li><li>13. Names and Address of property owners contacted (within 300 ft of proposal).</li><li>14. A <u>completed</u> Federal Aviation Regulation (FAR) 7460-1 Airspace Form with applicable comments.</li><li>15. Electromagnetic Field/Radio-Frequency Radiation Standards addressed by a qualified professional engineer.</li><li>16. Co-location provided for at least two (2) additional carriers on site plan <u>or</u> detailed technical analysis must be submitted demonstrating why co-location is not possible. (Areas must be shown for all equipment/propane tanks/generators, etc. for all potential carriers.)</li><li>17. Documentation exploring the possibility of co-location. (Including letters of denial from other companies, detailed reports on swap-out potential, etc.)</li></ol>	

<b>APPLICANT USE</b>	<b>APPLICANT USE</b>	<b>COUNTY USE ONLY</b>
	<p>18. Provide a sample of the facility color. (Wooden poles are not required to be painted)</p> <p>19. Fencing shall be provided on site plan and at least six (6) feet in height.</p> <p>20. Copy of Access Permit providing access to the site.</p> <p>21. Copy of easement agreement that will provide access to the lease area.</p> <p>22. If the site is owned fee simple by the applicant a statement of intent on whether excess space on the site will be leased.</p> <p>23. Proof of ownership of the proposed site or authorization to use it. Copy of lease agreement</p> <p>24. Vicinity Map at a scale of 1" = 40 ft. showing the following:</p> <ul style="list-style-type: none"> <li>a. Property Lines for the subject property <u>and all</u> properties within three hundred (300) feet of the subject property.</li> <li>b. The boundaries of the easement or leased area shall be shown.</li> <li>c. Structures located on all properties within 300 feet shall be shown (may superimpose current aerial photos onto map).</li> <li>d. Location of all public and private roads.</li> <li>e. Location of where all photo simulations were taken.</li> </ul> <p>25. Scaled Site Plan no larger than 11x17, drawn to standard <u>engineering</u> scale not smaller than 1"=200' and shall show the following:</p> <ul style="list-style-type: none"> <li>a. Legend</li> <li>b. Location, dimensions, and area of full extent of land to be developed</li> <li>c. All contiguous property in ownership of the applicant</li> <li>d. Location, size, height of all structures or improvements, marked as existing or proposed</li> <li>e. Location and dimensions of existing or proposed propane or fuel tanks (including tanks for other carriers.)</li> </ul>	

<b>APPLICANT USE</b>	<b>APPLICANT USE</b>	<b>COUNTY USE ONLY</b>
	<ul style="list-style-type: none"> <li data-bbox="491 333 1122 407">f. Location of all existing wells, water lines, the pollution control radius, and fire hydrants.</li> <li data-bbox="491 424 1041 540">g. Proposed and existing septic systems, drainfields, and transport lines on the property.</li> <li data-bbox="491 557 1148 635">h. Distances between property lines and existing and proposed structures.</li> <li data-bbox="491 654 1073 732">i. Location of proposed and existing access roads, including the width.</li> <li data-bbox="491 749 1041 827">j. The location, width, and name of each recorded easement, on site.</li> <li data-bbox="491 844 1148 994">k. 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> <li data-bbox="491 1013 1148 1091">l. Existing and proposed vegetation. Be specific about the type of vegetation.</li> <li data-bbox="491 1108 1139 1300">m. Location of land features must be shown. The top and toe of all slopes, percentage of slope or slope angle, seasonal drainage ways, soggy areas, ditches, ravine, lakes, ordinary high water mark of shoreline, etc.</li> <li data-bbox="491 1317 1148 1467">n. Erosion and sedimentation control plans for all areas where soil will be exposed with measures to limit erosion and transport of silt and sediment.</li> <li data-bbox="491 1484 682 1516">o. Lease area</li> <li data-bbox="491 1533 1139 1649">p. Areas dedicated for future carriers on ground and on tower. (If the name of the future carrier is known please indicate on plan.)</li> <li data-bbox="491 1668 740 1700">q. Tower location</li> <li data-bbox="491 1717 1111 1795">r. Individual tree heights of surrounding trees used in calculating the Average Tree Height.</li> </ul>	

<b>APPLICANT USE</b>	<b>APPLICANT USE</b>	<b>COUNTY USE ONLY</b>
	<p>s. Tree Retention Area and legal description of area (equal to height of pole and measured from lease area)</p> <p>t. Location of <u>all</u> trees and brush to be removed shall be shown.</p> <p>u. Location of any areas that will be graded.</p> <p>26. Any proposed landscaping shall be shown in a landscape plan which includes:</p> <ol style="list-style-type: none"> <li>Existing trees and shrubs by type, size, species.</li> <li>Location proposed trees and shrubs identifying type, size, species.</li> <li>Maintenance specifications and projected maintenance schedule of landscaping.</li> </ol> <p>27. Siting elevations or views at-grade from the north, south, east and west. Elevations shall be at either one-quarter (1/4) inch equals one (1) foot or one-eighth (1/8) inch equals one (1) foot scale and show the following:</p> <ol style="list-style-type: none"> <li>Antennas, mounts and equipment cabinet(s).</li> <li>Security barrier. (If the security barrier will block views of the wireless facility, the barrier drawing shall be cut away to show the view behind the barrier)</li> <li>Grade changes, or cuts and fills, to be shown as original grade and new grade line.</li> <li>A cross section of the Facility shall be provided showing locations and apparatus associated with co-location as required.</li> </ol> <p>28. Design Submittals -Appearance of the site shall be shown by photographs of the subject property from all angles visible from adjacent properties and roads with superimposed scaled representations of the tower. The location of the point where the photograph was taken must be shown on the vicinity map. The scaled representation shall include:</p> <ol style="list-style-type: none"> <li>The tower, antennas, mounts, equipment cabinets and security barrier.</li> </ol>	

<b>APPLICANT USE</b>	<b>APPLICANT USE</b>	<b>COUNTY USE ONLY</b>
	<p>29. Lighting Plan/Details if any lights are proposed with the project.</p> <p>30. Drainage Narrative (required if in critical drainage area or if proposal may impact critical area is present on parcel).</p> <p>31. Environmental Checklist (SEPA)</p> <p>32. Reports/Plan required by Critical Areas Regulations.</p> <p>33. Ebey COA if within Ebey's National Historical Reserve.</p> <p>Provide copies of any previous site plan review permit(s).</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 \_\_\_\_\_

---

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  
E**

**ISLAND COUNTY PLANNING AND COMMUNITY  
DEVELOPMENT**

**APPLICATION FOR SITE PLAN REVIEW  
For Communication Towers**

Use this form if you are proposing to establish a communication tower in the Rural, Rural Residential, Rural Agriculture, Commercial Agriculture, Rural Forest, Rural Center, and Light Manufacturing Zones. Communication towers are classified as either a Type II or a Type III decision. Type II and Type III decisions have slightly different application requirements.

**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 this 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 this sheet to determine if this is the correct form and if you are ready for application submittal.**

- Are you proposing to swap-out a power pole, light standard, or other utility pole? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you proposing a roof-mounted or side-mounted antenna? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you proposing to add antenna to an existing tower without extending the height of the tower? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you proposing to expand the lease area of an existing tower without extending the height of the tower and/or changing original conditions of approval such as open space? Yes \_\_\_\_\_ No \_\_\_\_\_

**If you answered yes to any of the above questions do not use this application. You need only complete a building permit application.**

- Are you proposing a new communication tower? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is the tower a monopole? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you proposing to extend an existing monopole tower? Yes \_\_\_\_\_ No \_\_\_\_\_

**If you answered yes to any of the above questions your application will be processed as a Type II Decision.**

- Does the proposed tower require a warning light? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you extending a tower other than a monopole, e.g., lattice tower? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you amending a site plan already approved by the Hearing Examiner? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is the proposed tower located in the Rural Residential (RR) zone? Yes \_\_\_\_\_ No \_\_\_\_\_

**If you answered yes to any of the above questions your application will be processed as a Type III Decision.**

1. Provide a legal description of the property as last recorded (list here, or provide an attached sheet, or submit a copy of the recorded deed):

2. List any other County, State or Federal permits (obtained, pending or required) that relate to this project:

3. Has a site plan already been approved for this site? Yes \_\_\_\_\_; No \_\_\_\_\_ Application #: SPR \_\_\_\_\_ / \_\_\_\_\_

Date that the SPR was approved: \_\_\_\_\_. Either provide a copy of the approved site plan and conditions, or provide a description of the approval:

4. All Communication Towers that require a Site Plan Review application also 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 \_\_\_\_\_ / \_\_\_\_\_

5. All Communication Towers require that an advertised Community Meeting be held. With this application you must submit a recording of the meeting, the meeting notes, and affidavit that demonstrates the meeting was properly noticed in the newspaper and by sign on the property. Please provide Community Meeting date: \_\_\_\_\_

6. In a separate document, provide a detailed written description of the proposal. Include descriptions for the following:

- General purposes of the project
- Features and pertinent information not readily available in map form
- Specified uses permitted on site
- Necessary or proposed restrictions

This text, if approved, will constitute a contractual limitation that governs the use of your property.

7. Provide a list of the existing and proposed uses of the site:

8. Will the proposal access directly to a public road? Yes \_\_\_\_\_; No \_\_\_\_\_. If yes, provide a copy of the existing access permit, or submit a new access permit application to Island County Public Works and attach a copy of the new access permit application to this form. If no, provide documentation of legal access to a public road.

9. Will your proposal require removal of timber? Yes \_\_\_\_\_; No \_\_\_\_\_. If yes, provide an estimate of the total amount of timber that will be removed: \_\_\_\_\_ board feet or logging trucks.

10. Will your proposal require clearing and/or grading? Yes \_\_\_\_\_; No \_\_\_\_\_. If yes, what is the total estimated amount of cut and fill material: \_\_\_\_\_ cubic yards. What is the maximum height of any cut proposed: \_\_\_\_\_ feet. What is the maximum height of any fill proposed: \_\_\_\_\_ feet. If material will be transported to another site identify the address of the receiving site, the parcel number(s), and the amount of fill that will be placed on the receiving site(s):

11. All developments will generate stormwater runoff from things such as gutters, driveways, roads, areas where vegetation has been removed or new impervious surfaces. Describe how it will be managed. Please be specific (for example, "runoff from gutters and parking areas will be infiltrated by a drywell located near the SE corner of the house" or "runoff from driveway will be captured in catch basin and routed to a tightline over the bluff to the beach"). Attach additional documents if necessary.

12. Is this proposed facility located within 200 feet of the shoreline? Yes \_\_\_\_\_; No \_\_\_\_\_

**THE REMAINING QUESTIONS ASK FOR DETAIL INFORMATION REGARDING YOUR PROPOSED  
COMMUNICATION FACILITY**

13. Will this project be phased?  Does the FAA or FCC require a warning light on the tower?  Will concealment technology be used? If yes, describe:	Yes _____ No _____  Yes _____ No _____  Yes _____ No _____
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14. Please identify the type and number of antennae proposed:

15. What is the "Average Tree Height" (This is calculated by using only those trees located within the tree protection zone and must include the average height of the majority of the significant trees within that zone. Significant means 12" or greater in diameter. The trees that screen the upper portion of the tower must be used in the calculation:

16. What is the height of the proposed tower (The facility shall not protrude more than 45 feet above the surrounding "Average Tree Height" and "Average Tree Height" shall equal or exceed 2/3 of the overall height of the tower):

17. What is the size of the proposed lease area: \_\_\_\_\_

What is the total square footage of the project: \_\_\_\_\_

18. What are the proposed setbacks of the lease area from all property lines:

North lot line: \_\_\_\_\_ ft.      South lot line: \_\_\_\_\_ ft.      East lot line: \_\_\_\_\_ ft.      West lot line: \_\_\_\_\_ ft.

19. What types of materials will be stored on site: \_\_\_\_\_

Will there be any hazardous materials stored on site? Yes \_\_\_\_\_; No \_\_\_\_\_. If yes, please provide a description of each product: \_\_\_\_\_

20. **In a separate document**, provide a written statement describing how the proposal meets the SPR criteria and standards (provided below). Explain the criteria and standards relevant to the application, state the facts relied upon in determining how the application meets the applicable criteria and standards, and explain the justification for approving the application based on the criteria and standards set forth in the application. *The statement and findings must be substantive, not just recitations of the criteria and must be supported by evidence in the application.*

**The written statement must address the conditions, standards, and criteria in ICC 16.15.060 and 080 below and those listed in ICC 17.03.180.L.8.**

**ICC 16.15.060 Conditions of Approval for NR Uses in the R, RR, RA, RF, and CA zones**

- (1) The proposed uses shall not result in a significant adverse environmental impact that cannot be mitigated by reasonable mitigation measures.

- (2) The use will be adequately served by and will not impose an undue burden on any of the improvements, facilities, utilities, or services existing or planned to serve the area.
- (3) The proposed development/use is one conditionally permitted within the subject zone and complies with all of the applicable provisions of this Ordinance and all other applicable regulations, including prescribed development/performance standards and all other applicable development standards and design guidelines.
- (4) The subject site is physically suitable for the type, density and intensity of the use being proposed.
- (5) The location, size, design and operating characteristics of the proposed development/use would not be detrimental to the neighborhood, nor be detrimental to the public interest, health, safety, or welfare of the County in conformance with the standards of this Chapter, Chapter 17.02 ICC, and Chapter 17.03 ICC.
- (6) The proposed use and its design fulfill the definition of rural character as defined in Chapter 17.03 ICC.
- (7) Proposals within the Rural Agriculture or Commercial Agriculture Zones shall not be located on prime agricultural soils or interfere with agricultural use of the land.

**ICC 16.15.080 Criteria for Approval**, states that no application for Site Plan Review shall be approved unless it meets the requirements of this section. No development pursuant to an approved Site Plan shall be undertaken unless it meets the requirements of Titles 8, 11, 13 and 17 ICC pertaining to such development. The following are requirements specifically related to communication towers.

- (1) Site Lay-Out. The location of the development, parking, landscape screening and buffers shall meet the requirements of Chapter 17.03 ICC and following standards:
  - a. Locate development to minimize the amount of disturbance to natural features and landscape,
  - b. Development shall be located so as to minimize the amount of agricultural land lost and shall not be located on prime soils.
- (2) Lighting – shall comply with the requirements of Chapter 17.03 ICC.
- (3) Building Design – Shall comply with the applicable non-residential design guidelines set forth in Chapter 17.03 ICC, except that for Essential Public Facilities the Approving Authority may waive design requirements as determined by the Approving Authority to be necessary and appropriate to the type and location of the Essential Public Facility.
- (4) Surface water drainage – Shall meet the requirements of Chapter 11.03 ICC and special attention shall be given to proper site surface drainage so that site drainage will enhance groundwater recharge and not adversely affect downstream properties and the site.
- (5) Utility services. Wherever feasible, electric, telephone, and cable utility lines shall be underground.
- (6) Advertising features. The size, location, design, color, texture, lighting, and materials of all exterior signs and outdoor advertising Structures or features shall be harmonious with the design of proposed and existing Buildings and Structures and surrounding properties and shall comply with the requirements of Chapter 17.03 ICC.

The above criteria shall be in addition to any standards or requirements established by applicable state and County laws or ordinances. They are not intended to be absolute in nature or to discourage innovation. The approving authority shall be the authority to modify the standards contained within these criteria when found necessary. However, said modifications shall be made only to ensure that the proposal is adapted to any unique or special site features and is compatible with surrounding land use; provided, that for proposals which require only administrative Site Plan approval,

the Planning Director may waive and/or modify certain of the criteria for approval as appropriate to the limited scale and impact of the project.

**PLEASE NOTE THE FOLLOWING:**

- ✓ Island County may retain a mutually acceptable technical expert in the field of RF engineering to provide technical advice to the County on the proposal if there is a technical disagreement relating to location, height or related issues the County. The cost for such a technical expert will be at the expense of the Applicant.
- ✓ Co-location and/or swap outs must be explored prior to submitting a permit. Substantial documentation of exploring this option must be submitted. This includes, but is not limited to, a report detailing the study perimeters, the sites explored with parcel numbers and addresses, the names and addresses of tower owners contacted for space on the tower, letter of denial for co-location by the tower owner. **Simplistic statements such as “We have explored co-location and it will not work for this project” will not, under any circumstance be accepted.** Not providing this information is grounds for denial of an application.
- ✓ All Communication Towers shall comply with state and local mechanical, electrical and building codes, FCC requirements, and FAA requirements (including FAR Part 77. Objects Affecting Navigable Airspace.).
- ✓ All Communication Towers must comply with the seismic and wind safety standards specified in the International Building Code.
- ✓ All technical documents must be prepared and stamped by a qualified Professional Engineer (PE) with a technical expertise in the field of RF engineering
- ✓ The lease area and tower location must be clearly marked on-site. The trees used in calculating the average tree height must be clearly marked on-site.
- ✓ If located within the boundaries of the Ebey's Landing National Historical Reserve, An Ebey's Certificate of Appropriateness will also be required.
- ✓ If proposing a tower with a five-mile radius of Coupeville Outlying Field (OLF) or Naval Air Station Whidbey Island, Island County will seek comments from the Department of Defense.
- ✓ Other criteria, standards, and requirements that must be complied with are listed in Titles 8 (Health, Welfare, and Sanitation), 11 (Land Development Standards), 13 (Public Works), 14 (Building), and 17 (Island County Zoning Ordinance) of the Island County Code.