



## 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)

### **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,  
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

## 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: \_\_\_\_\_

Applicant Use	<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>	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: \_\_\_\_\_

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

## Proposed Materials:

Doors:

Windows:

Deck / Railing:

Stairs / Ramp:

**Siding:**  vinyl siding  wood siding  stone siding  brick siding  stucco siding  vinyl paneling  wood paneling  stone paneling  brick paneling  stucco paneling

**Fencing:** The fence is made of a single strand of wire supported by wooden posts. It is approximately 10 feet high and runs the length of the property line.

*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.*