



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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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		



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.

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 K – SUPPLEMENTAL PRD APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist a Planned Residential Development 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	County Use Only
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	1. Detailed written description of the proposal on a separate document. 2. Detailed written statement addressing required PRD criteria and standards on a separate document (see question #5 Form K). 3. A copy of the PRD on a sheet on larger than 11 x 17 inches. 4. In addition to the items outlined on the short plat or long plat map requirements (Form G or Form I) please also include the following information on your map. a. Location of proposed open space, community areas, and recreation areas. b. A conceptual plan of the location and design of roadways. 5. General landscape plan, drawn to scale and showing the following information: a. Open space including community area. b. Location and type of significant landscape features and vegetation on site. c. Location and design of landscaped areas. d. Types, sizes (gallon/caliper/height), number of trees and plant materials to be planed on site. Include genus/species, photos, and growth habit documentation. e. Other pertinent landscape features and irrigation systems required to maintain trees and plant materials. 6. Visual analysis to identify the effect of the proposed development on surrounding properties and uses. 7. Sign plan that is drawn to scale, showing the location, size, design, material, color, and method of illumination of all exterior signs. 8. Lighting plan. 9. Reports/Plans required by critical area regulations (Chapter 17.02B ICC)	

FORM K	ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT APPLICATION FOR PLANNED RESIDENTIAL DEVELOPMENT
This form is for use of proposing a Planned Residential Development, a clustered residential development with density bonus. A PRD is classified as either a Type II (four lots or fewer) or a Type III (5 lots or more) decision. Type II and Type III decisions have slightly different application requirements: ☐ TYPE II DECISION (4 LOTS OR FEWER) – Complete the application questions as outlined in this form and submit with Form G (Short Plat). 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 (5 LOTS OR MORE) – 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. Complete this form and submit together with Form I (Long Plat).	
1. On a separate sheet, provide a detailed written description of the proposal. Include descriptions of the following: a. The general purpose of the project. b. Features and pertinent matters not readily identifiable in map form. c. Specific uses permitted on the site and the area(s) to be designated as Community Area and/or Open Space. d. Necessary or proposed restrictions. <i>Upon approval of the application, this text will constitute a contractual limitation to those uses and standards otherwise provided in the county code.</i>	
2. Describe the type of residential units that are proposed (single family, duplex, triplex, townhouse, etc.).	
3. Describe the existing use of the site:	

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Continued on next page

5. On a separate sheet, provide a written statement describing how the proposal meets the PRD criteria listed below:
- a. Preservation of natural features:
 - i. Proposed structures, uses, and roads must be located to minimize disturbance to natural features by, for example, minimizing tree and soil removal.
 - ii. Open space must be clearly defined and must protect natural features in the following order of importance or priority:
 - 1. Include critical areas designated and regulated under Island County Code
 - 2. Include natural features that are important to the overall design of the PRD.
 - iii. When site conditions permit, open space aggregation is encouraged into one contiguous area and must not include private yards.
 - b. Relationship of proposed structures, uses and roads to the site and surrounding area
 - i. Dwelling units must be grouped in clusters with each dwelling unit having visual and/or physical access to the open space.
 - ii. No more than 6 dwelling units may be located in a cluster.
 - iii. A cluster must be separated from other clusters by at least 200 feet of open space, except this may be reduced if required to protect natural features or if the separation provides a sight obscuring buffer.
 - iv. When natural vegetation exists, structures, uses, and roads must be located so they are buffered or screened from public roads and adjacent properties.
 - v. Placement of structures, uses, and roads on undisturbed, forested ridgelines should be sited to minimize tree and soil removal.
 - vi. Lighting fixtures must be shielded, hooded, and oriented towards the ground so that direct rays of light from the lighting sources are not visible past the property boundaries. The maximum number of lighting fixtures should be adequate to light the use for safety, security, operations, and visibility to the type of use.
 - c. Traffic and circulation:
 - i. Vehicular access must be designed and located to minimize interference with traffic flow on adjacent roads.
 - ii. Access points on the site must not interfere with access to adjacent properties
 - iii. Interior roads must be designed to minimize conflicts between pedestrian and vehicular circulation.
 - iv. Interior roads and parking areas must be designed so there are no conflicts between the maneuvering areas for the parking spaces and circulation through the site.
 - v. Driveways, road, and parking areas must be designed so existing vehicles are not required to back out into a public or private road that is external to the PRD.
 - d. When feasible, electrical, telephone, and cable utility lines shall be installed underground.
 - e. Recreational facilities:
 - i. Clubhouses, beaches, swimming pools, exercise pathways, tennis courts, and other special recreation features are encouraged.
 - ii. When site conditions permit, recreational structures must not be located adjacent to public or private roads that are external to the PRD.

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: