



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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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

R-1 SHORELINE EXEMPTION CHECKLIST

REQUIRED MAPS/PLOT PLANS/ SUPPORTING DOCUMENTS

- Assessor's Map(s)** –Assessor's Map that clearly identifies the subject site and any contiguous properties in same ownership: www.islandcountywa.gov/assessors/Pages/Home.aspx
- Plot plan (on 8 1/2" x 11" or 11" x 17" paper) that shows ALL of the following:**
 - Drawn to standard engineering scale, e.g., 1"=20ft. Provide scale bar and North arrow.
 - Parcel/property boundaries, lot dimensions, and area of lot (square feet or acres).
 - Name of public and/or private road(s) bordering the property and the beach access.
 - Location of septic tank, drainfield, well and/or utility lines.
 - Location of Ordinary High Water Mark (OHWM) of all water bodies.
 - Marine or lake buffer, steep slope buffer and shoreline setback relevant to the Shoreline designation for the parcel(s)
 - Location and square footage of all existing and proposed structures (including decks).
 - Distance from any existing and proposed structures to the OHWM and property lines.
 - If reduced setback is being proposed, structures on adjacent lots must be shown.
 - Shoreline armoring/Bulkheads: Type of material(s) proposed for new or replacement
 - Location of any known wetlands, steep slopes, wildlife habitats or other critical areas.
 - Top and toe of all slopes/bluffs and distance of proposed development to these features
 - Existing and proposed impervious surfaces: location and amount (includes building footprint + roof overhangs, driveways and walkways) within 200ft of OHWM (see pg. 5 worksheet).
- As-built drawings for existing septic system from the County Health Department.** If this is unavailable from County Health Department, show approximate location of the existing septic system on submitted plot plan
- Basic Elevation/Cross Section drawings** (please do not submit complete plan sets) that provide a visual diagram of the finished proposal (paper size no larger than 11" x 17")
- Shoreline Buffer Enhancement** may be required for proposed development within marine or lake buffers and/or shoreline setbacks, including addition of 200+sf impervious (see pg. 5)
- Completed Field Indicators Worksheet** (included in application)
- Shoreline designation for subject parcel(s):** _____.

SUPPLEMENTAL MATERIALS/REPORTS THAT MAY BE REQUIRED

- SEPA Environmental Checklist.** Download checklist at: <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-document-templates>
- Copies of any approvals or permits granted by other agencies**, such as U.S. Army Corps of Engineers, WA State Dept. of Natural Resources, Dept. of Archaeology and Historic Preservation, Dept. of Ecology, Dept. of Fish and Wildlife requires receipt of Island County's permit before issuing an HPA for your project.
- Supplemental reports:** Geotechnical Report Biological Site Assessment
 Geocoastal Report Landscape Enhancement Plan Arborist Report
- Dated photographs of existing structure** (for proposed normal repair and maintenance).
- Land Use Intensity Report** (if applicable) / **Wetland Buffer Worksheet** (if applicable)
- Waivers**, if granted by an Island County staff person for any of the requirements of this application. A waiver must be in writing and submitted with this application.

1. What is the shoreline environment designation for your parcel? The County has maps that show this information which you can obtain by calling us or viewing the maps on the website at <https://icgeomap.islandcountywa.gov/Html5Viewer/Index.html?viewer=ICGeoMap#>

a. Shoreline environment designation:

2. Is your proposed project within 1000ft of a Fish and Wildlife Habitat Conservation Area? _____

If yes, you may need to provide a Biological Site Assessment with this application. Please reach out to Island County Planning Department Critical Areas Planner for futher guidance.

3. Are you proposing a new or replacing an existing bulkhead? _____

If yes, you must show, through a Coastal Geologic Report, that a bulkhead is necessary for the protection of the primary structure or necessary appurtenances on the parcel. The report must address alternatives other than bulkheading such as soft shore protection.

4. Are you proposing to repair an existing jetty, groin, breakwater, boat ramp, boat launch, or boat house that extends seaward of the Ordinary High Water Mark? _____ If yes, a Coastal Geologic Report must demonstrate that the proposed development will not adversely affect natural shoreline processes, adjacent properties, or fish and wildlife habitat.

5. Are you proposing to clear or grade in a geologically hazardous area (i.e., on a bluff or within 100 feet of the top or toe of a bluff)? _____ If yes, you must submit a geotechnical engineering report.

6. Is your parcel located in a high, moderate to high, or peat soil liquefaction susceptibility zone? _____ If yes, it will require a geotechnical engineer evaluation per IRC R401.4, which addresses the site-specific potential for risk of liquefiable soils and provides any recommended mitigation strategies necessary. If the geotechnical consultant reports that the soil is stable and recommends a load-bearing value for the soil, Table R401.4.1 may be used for the foundation design. (Note: This evaluation is not required for sewage disposal system applications.)

7. Is your project located in a floodplain or wetland associated with the shoreline? _____ If yes, your proposal may require a Shoreline Variance Permit. Please reach out to the Island County Planning Department for further guidance.

ISLAND COUNTY
PLANNING & COMMUNITY DEVELOPMENT
SHORELINE EXEMPTION APPLICATION R-1
For any development within 200 feet of the Ordinary High Water Mark

APPLICATION SUBMITTALS BY APPOINTMENT ONLY, to schedule an appointment:
For Whidbey, call (360) 678-7339; for Camano, call (360) 387-3443, select 'Planning' - option 1

STAFF	APPLICATION#:	DATE FILED:	FEE PAID:	RECEIPT#:
	ASSOCIATED FILES:			ACCEPTED BY:

Provide one signed original application plus one electronic copy of all application materials.

PROPERTY OWNER	NAME:			PHONE (Required):
	MAILING ADDRESS:			E-MAIL (Required):
	CITY:	STATE:	ZIP:	SIGNATURE:
APPLICANT	NAME:			PHONE:
	MAILING ADDRESS:			E-MAIL:
	CITY:	STATE:	ZIP:	SIGNATURE:
AGENT/ CONTACT	NAME:			PHONE:
	MAILING ADDRESS:			E-MAIL:
	CITY:	STATE:	ZIP:	SIGNATURE:

PROPERTY INFORMATION			
PROJECT ADDRESS (or closest intersection) AND ZIP CODE:			
GEO ID (Parcel Number):		PARCEL SIZE:	
ZONING:	SHORELINE ENVIRONMENT DESIGNATION:		

PROJECT INFORMATION			
Brief description of property as it currently exists (including physical characteristics and existing structures):			
Brief description of proposed development activities:			
Will there be any land disturbing activity? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please fill out the attached Clearing, Grading and Drainage supplemental form.			
SEPA EXEMPT? <input type="checkbox"/> Yes <input type="checkbox"/> No Please contact the Island County Planning Department if you need consultation on SEPA exemptions.			



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: _____

SHORELINE EXEMPTION APPLICATION

IMPERVIOUS SURFACE AREA(S)

Definition per ICC17.03.040: **Impervious surface** means a surface area that prevents or impedes infiltration of water into the soil mantle; retards the infiltration of water into the soil mantle such that it causes water to run off the surface in greater quantities or at a greater rate of flow than under natural conditions. Common impervious surfaces include roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled surfaces. Open, uncovered retention/detention facilities are not considered impervious surfaces.

Impervious Surface includes the following: gravel, asphalt, concrete, brick, pavers.

Please provide information on the existing and proposed impervious surface area(s) on the subject property in the table below. Provide amounts in square feet (sf).

Table 1- Impervious Area	Existing Impervious Area (sf)	Proposed Additional Impervious (sf)			
Residential building(s) (*footprint + roof overhang)					
Garage/Shop (*footprint + roof overhang)					
Other Structures (*footprint + roof overhang)					
Driveway and parking areas					
Paved Walkways					
	Total Existing Impervious Area _____ sf	+	Total New Impervious _____ sf	A. Total Impervious (existing + proposed) = _____ sf	

Calculation of percentage (%) of Impervious Surface Area for Subject Property **Include the Lot Area that is within 200ft of the Ordinary High Water Mark (OHWM). Do not include tidelands.

A. Total Impervious (existing + proposed) _____ sf	B. **Lot area landward of Ordinary High Water mark (OHWM) & within 200ft of Shoreline = _____ sf	Percentage of Impervious Surface Area A ÷ B = _____ % of Lot area that is Impervious	% Impervious Allowed for this parcel's Shoreline Designation (see below) _____ %
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For Reference: Maximum of Impervious Surface for each Shoreline Environmental Designation (ICC17.05A- Table 3)	Shoreline Residential (SR) - 35% SR- Canal community - 40% SR- Historic Beach - 80% Rural Conservancy- 10% Natural- 10% High Intensity- 80% Urban Conservancy 10%
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SHORELINE EXEMPTION APPLICATION CLEARING, GRADING & DRAINAGE SUPPLEMENTAL FORM

CLEARING AND GRADING

- **Clearing** means **ANY** cutting and removal of vegetation by mechanical or chemical methods.
- **Grading** means **ANY** excavating or filling or combination thereof.

**If the total amount of cut + fill for this development proposal is greater than 250 cubic yards, then a Substantial Development Permit Application is required.*

Describe the purpose and location of the clearing or grading activity for this project, e.g. excavation for foundation for new single-family residence (see plot plan)

Total amount of cut and fill proposed (cubic yards):	Cut: _____	Fill: _____
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Total amount of any proposed imported fill (cubic yards):	Fill: _____
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If fill will be sourced from outside the property, provide the source and composition of the fill.

Maximum height of cut or fill proposed for the site (in feet):	Cut: _____	Fill: _____
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If materials will be exported from the site, provide the amount in cubic yards and destination for the disposed materials (address or parcel number).

STORMWATER MANAGEMENT– A description is required. All sites have stormwater from gutters, driveways, roads, cleared areas or new impervious surfaces. Describe how stormwater will be managed by the proposed development, e.g., runoff from gutters will be infiltrated by a drywell or runoff from driveway will be dispersed into landscaped areas or rain garden.

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)

<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: