



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

MASTER LAND DEVELOPMENT PERMIT APPLICATION

Application # _____ date Rec'd _____ Receipt # _____ Associated Files _____

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

1 NE 6th 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>

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

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	SITE PLAN REVIEW	ZONING
Short Plat - Preliminary (G)	Cell Tower (E)	Certificate of Zoning Compliance
Short Plat - Final (H)	Surface Mine (F)	Zoning Code Interpretation Zoning
Short Plat - Alteration (L)	Rural Commercial Events (EE)	Code Amendment Comprehensive Plan
Long Plat - Preliminary (I)	Type II in NR Zones (D) Type	Amendment
Long Plat - Final (J)	II in other Zones (C)	
Long Plat - Alteration (M)	Type III in NR Zones (D)	
Planned Residential Development (K)	Type III in other Zones (C)	
Boundary Line Adjustment (BB)		
Lot Combination (BB)		
OTHER		
Environmental Checklist (SEPA)		
Clearing and Grading (N)		
Water System Review		
Variance (A)		
Temporary Use		
Restoration		
CRITICAL AREAS		
SHORELINE		
Public Transportation Utility (Y)		
Shoreline Exemption (R)		
Reasonable Use (Type 1) (X-1)		
Shoreline Exemption Limited Review		
Reasonable Use (Type 2) (X-2)		
Shoreline Development (Q)		
Wetland or Buffer Improvement (Z)		
Shoreline Variance / Conditional Use (S)		
Critical Areas Permitted Use (P)		



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
	<ol style="list-style-type: none"> 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) <ol style="list-style-type: none"> 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): <ol style="list-style-type: none"> 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 D – 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">1. On a separate document provide a written description of proposal (question 18).2. On a separate document provide a detailed written statement addressing required criteria and standards (not required for Home Industries).3. Legal description of the property as it was last recorded.4. Proposed source of water (e.g. water availability verification form, letter of commitment from water provider, well site location and/or verification).5. Copies of soil logs registered with the County Health Department or a letter of commitment from a sewer district6. Copy of approved Certificate of Transportation Concurrency, if applicable.7. Documentation of legal means of access to a public road (e.g. recorded easement, existing access permit number, access permit application).8. For Type III applications (see question 19) the following must be provided:<ol style="list-style-type: none">a. Community Meeting required: Submit meeting notes, a tape copy of the recorded meeting and an affidavit of notice of the meeting.b. Pre-Application Conference required: Provide the date of the meeting (must be after the community meeting but within 6 months of the date this application is submitted).c. Provide the names and mailing addresses of property owners within a 300 foot radius of the site on mailing address label sheet(s).d. An Assessor's quarter section map that shows all parcels within a 300 foot radius of the site.	

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<p>9. Please show the following additional items on the plot plan required under item #5 of the Master Permit Application Checklist:</p> <ul style="list-style-type: none"> a. The plot plan must be no larger than 11X17 inches. b. Location, size, height, number of stories, and gross floor area for all structures or other improvements, existing and proposed. Includes buildings, drainfields, wells, driveways and fences. Label each as existing or proposed. c. Location, dimensions and volume of all propane tanks, fuel tank, etc. Label each as existing or proposed. d. Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios or chimneys. e. Distance between property lines and existing and/or proposed structures. Also show distances between these buildings. f. Location of proposed entrances and exits, location and width of existing and proposed driveways/accessible serving each structure, direction of traffic flow into and out of off-street parking and loading areas, location and size of each parking space and each loading berth, areas of turning and maneuvering vehicles, and relationship of circulation with adjacent properties. Show access permit numbers, if assigned. g. Approximate location, width, and name of each recorded easement, right-of-way for public service or utilities, serving or affecting the subject property, and existing and proposed public and private roads in or adjacent to the site. Label them with the existing and intended use and the Auditor's File No. h. Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank. Show distance between drainfield and reserve area to property lines. Indicate if hooked up to sewer. 	

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<ul style="list-style-type: none"> i. Indicate location of water lines, well, and pollution control radius. Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel. j. If the proposal includes a subdivision, show the location and dimension of all proposed and existing lots. Show the location of all soil test holes on each proposed lot. Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank and the distance between the drainfield and reserve area to existing and proposed property lines. Also provide the legal descriptions of existing and proposed parcels and a legend that includes a site address and Assessor parcel number of the parcel proposed for division. k. Drainage. 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. l. Grading plans. Show existing and proposed finished grade contours for any cut or fill 2 feet or greater in height in plan view and cross sections. Indicate quantities of fill or excavation in cubic yards. For any material exported from the site, state quantities and where the materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials. m. Existing and proposed vegetation. Please be specific about the type, e.g. grasses, types of trees, etc. n. Clearing limits. Show all areas where trees and brush currently exist and where it will be cut or removed. o. Location of proposed open space. p. Erosion and sedimentation control plans. Show all areas where soil will be exposed along with measures to limit the erosion and transport of silt and sediment. q. Approximate number of square feet proposed in paved or other impervious surfaces, open space, wetlands, steep and unstable slopes and the total area of the site. 	

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<p>r. Layout of all existing and proposed pedestrian walkways, landscaped areas, curbs, gutters, the extent of street paving, the location of exit, and proposed fire hydrants, on-site water sources, and sewage disposal systems.</p> <p>10. Phasing Plan, if development will not occur at one time.</p> <p>11. A Landscape Plan, drawn to scale, showing the following:</p> <ul style="list-style-type: none"> a. Open space, including any community area. b. Location and type of significant landscape features and vegetation on site. c. Location and design of landscaped areas. d. Plant specifications including genus/species type, sizes at time of planting (including gallon/caliper/height) and maturity, growth habits. Also provide photos and written documentation. e. Other pertinent landscape features and irrigation systems required to maintain trees and plants. <p>12. Visual Analysis, to identify the effect of the proposed development on surrounding properties and uses.</p> <p>13. Architectural Plan showing elevations and specifications as to type, color and texture of exterior surfaces of proposed structures.</p> <p>14. Sign Plan, drawn to scale, showing the location, size, design, material, color, and method of illumination of all exterior signs.</p> <p>15. Lighting Plan.</p> <p>16. A plan to limit and/or control noise, dust, dirt, heat, glare, vibration, odors, toxic gases, and liquid and solid waste.</p> <p>17. Reports/Plans required by Critical Area Regulation.</p> <p>18. Drainage Narrative or Preliminary Drainage Plan.</p> <p>19. <u>SEPA - Environmental Checklist</u>, if required.</p>	

2. Provide names, addresses and telephone numbers of associated professional consultants such as architects or engineers not identified on cover sheet: _____

3. Provide the date that the parcel(s) was created (if known): _____

4. Total square footage of all structures on site: _____;

Square footage dedicated to commercial use _____;

Total impervious surface of the site (e.g. pavement, buildings): Square feet _____;

Percent of site _____

5. For a residential use, provide the total number of units proposed: _____;

Proposed density: _____;

Describe the type of units proposed (single family detached, duplex, townhouse, etc.):

6. Will the proposal create any new parcels?

Yes

No

If yes, how many new parcels will be created? _____

7. Describe the proposed source of water supply, including the name of the provider if it is to be served by a public system: _____

8. Describe the proposed method of sewage disposal, including the name of the district if it is to be served by a public sewer system: _____

9. Provide the Certificate of Transportation Concurrency No. _____

10. Will the proposal access directly onto an adjacent public road?

- Yes
- No

If yes, provide a copy of the existing Access Permit or submit an Access Permit application with this application. If no, provide documentation of the legal access to a public road.

11. Is the project within 200 feet of the shoreline?

- Yes
- No

If yes, a Shoreline Substantial Development Permit may be required along with this submittal (Form Q).

12. Identify any existing uses that are already taking place on the property (e.g. single family residence, agriculture, forestry, bed and breakfast)

Provide the permit numbers of any previously approved permits

13. Are the existing uses allowed in the current zoning designation of the site?

- Yes
- No

If no, describe which uses are not allowed and when they were established

14. If this project will be completed in phases, describe each phase and their associated timeframes:

15. Estimate the total amount of cut and fill (includes all material relocated on the site plus imported and exported material)? _____ cubic yards. What is the maximum height of cut or fill? _____ feet.

16. If material will be exported to another site provide the amount, address and parcel number of the receiving property. _____

17. 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 plan or document if necessary.

18. In a separate document, provide a detailed description of the proposal. Include descriptions of (1) the general purpose of the project, (2) features and pertinent matters not readily identifiable in map form, (3) specific uses permitted on the site and the area(s) to be designated as Open Space and Community Area, and (4) necessary or proposed restrictions. Upon approval of the application, this text will constitute a contractual limitation to those uses and standards otherwise provided in the County Code.

19. For Type III Conditional Uses (For an explanation see the top of this form):

- a. Pre-Application Meeting. All Type III Decisions require a formal Pre-Application Conference no more than 6 months prior to submittal of this application.

Pre-Application Conference Date: _____ File Number: PRE _____ / _____

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"/> Cooley'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: