



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

## 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 G – SUPPLEMENTAL PRELIMINARY SHORT PLAT (SHP) CHECKLIST**

In addition to the items identified in the Master Permit Application Checklist a Preliminary Short Plat Application also requires the following additional items. For those items below that must be shown on a plot plan please show them on the plot plan required under item #5 of the Master Permit Application checklist – it is not necessary to include two separate plot plans.

<b>APPLICANT USE</b>	<b>APPLICATION REQUIREMENTS</b>	<b>COUNTY USE ONLY</b>
	<ol style="list-style-type: none"> <li>1. Legal description of the property as it was last recorded.</li> <li>2. Copy of an approved Certificate of Transportation Concurrency.</li> <li>3. Proposed source of water (e.g.; water availability verification form, well site verification, or letter of commitment from a water provider.</li> <li>4. Copies of soil logs registered with the County Health Department or a letter of commitment from a sewer district.</li> <li>5. Documentation of a legal means of access to a public road (e.g., existing access permit number, access permit application, recorded easement).</li> <li>6. Legible short plat map no larger than 24" x 36" that shows the following (<b>when the location of a specific feature or structure is required a site specific survey by a registered surveyor is required</b>): <ol style="list-style-type: none"> <li>a. Location and dimensions of existing structures and other improvements, such as buildings, drainfields, wells, driveways, propane tanks, fuel tanks, and fences.</li> <li>b. Location and dimensions of parcel to be divided, showing the full extent of the parcel from which the proposed short plat is to be segregated.</li> <li>c. Location, dimensions, and area of all proposed and existing lots.</li> <li>d. Proposed lots identified by number (Lot 1, etc.) and proposed tracts, including private roads identified as letters (Tract A, etc.)</li> <li>e. Approximate location of existing and any proposed accesses to all lots. Include, if available, existing Access Permit numbers.</li> <li>f. 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.</li> </ol> </li> </ol>	

APPLICANT USE	APPLICATION REQUIREMENTS	COUNTY USE ONLY
	<p>g. Approximate location of existing drainage patterns and systems including ditches and French drains.</p> <p>h. Location and description of proposed temporary and permanent stormwater systems.</p> <p>i. Location of existing and proposed utilities (e.g., well sites, water and sewer lines, etc.)</p> <p>j. Approximate location of all soil test holes on each proposed lot.</p> <p>k. Distance between existing and/or proposed property lines and existing structures.</p> <p>l. Title block on the lower right corner of the plat map showing:</p> <ul style="list-style-type: none"> <li>i. Name, address, and telephone number of the applicant, and the fee owner(s).</li> <li>ii. Date of drawing</li> </ul> <p>m. Legal description of the property proposed for division.</p> <p>n. Legend that includes:</p> <ul style="list-style-type: none"> <li>i. Site address if already assigned.</li> <li>ii. Assessor parcel number(s) of the property proposed for division.</li> <li>iii. Total area of the site and area of each existing and proposed parcel.</li> </ul> <p>7. Drainage Narrative or Preliminary Drainage Plan, as applicable.</p> <p>8. Reports, studies, or other information required.</p> <p>9. <a href="#">SEPA – Environmental Checklist</a>, if required.</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 \_\_\_\_\_

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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"/> 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:

**FORM  
G**

**ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT  
APPLICATION FOR  
SHORT PLAT PRELIMINARY**

**Use the following information to determine if this is the appropriate application for dividing the proposed project.**

**IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS DO NOT USE THIS FORM**

1. Dividing land into 5 lots or more:  Yes  No  
*If yes, use Application for Preliminary Long Plat, Form I.*
2. Dividing a lot that was previously divided in a separate short plat during the last 5 years and the combined number of lots created between the previous short plat and this short plat exceeds 4 lots (the prior short plat was a 3 lot division and the current short plate is a 4 lot division, the total number is 6 lots within the past 5 years.  Yes  No  
*If yes, use Application for Preliminary Long Plat Form I.*
3. Adjusting boundary lines between existing parcels:  Yes  No  
*If yes, use Boundary Line Adjustment Application*
4. Creating parcels that are 10 acres or larger (20 acres or larger in Commercial Agriculture Zone).  
 Yes  No  
*If yes, this type of land division is an Unregulated Segregation and is reviewed and processed by the Island County Assessor's Office.*

Please select from the following list the item that most closely matches the proposed project.

- Proposing to divide land into 4 or fewer parcels.
- Proposing to divide land into 4 or fewer parcels in conjunction with a Planned Residential Development (Form K) or a Site Plan Review (Form D).
- Proposing to divide land into 4 or fewer parcels using lot size averaging.
- Proposing to divide land into 2 parcels and parcel being divided was created as part of a previous short plat that was approved within the last 5 years.

1. Provide the legal description of the real property as last recorded (either fill in the following, provide an attached document, or submit a copy of the recorded deed).

2. Provide the date that the proposed parcel was created as a legal lot(s): \_\_\_\_\_

3. Provide the total number of lots you are proposing to create: \_\_\_\_; List the size of the new lots:

LOT #1 \_\_\_\_\_ LOT #2 \_\_\_\_\_

LOT#3 \_\_\_\_\_ LOT #4 \_\_\_\_\_

4. What is the current zoning of your property? \_\_\_\_\_

5. If located in Rural or Rural Residential Zone are you proposing Lot Size Averaging?

Yes

No

6. What is the proposed density of the development? (e.g., single dwelling unit per lot; number of dwelling units per acre; etc.)

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

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8. Describe the proposed source of sewage disposal, including the name of the district if it is to be served by a sanitary sewer: \_\_\_\_\_

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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 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 to complete the application.*

12. Describe any existing uses on the property and include any permit numbers for these uses (e.g., single family residence, bed and breakfast, etc.):

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13. Describe any critical areas and their buffers, on site or off-site when they may impact the proposal.