



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

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 documents. Please submit documents in **PDF file format**, to planningdept@islandcountywa.gov. Emails over 7 MB should be sent through a file sharing application, portable USB, or contact the Planning Department for an FTP sharing link. One of our planners will look over your documents to determine if your application can be submitted or if modifications are required. When the planner approves the electronic application for submission, we will provide you with a fee estimate. Please mail in the original signed application, fee estimate, and a check. (If the application form requests more copies, please disregard. The original is sufficient). Once Planning and Community Development receives the hard copies and payment, the applicant can expect to receive a letter of completeness indicating that the review period has begun, or is incomplete and requires changes.

Mailing address for USPS deliveries is:

Planning & Community Development
1 NE 7th St.
Coupeville, WA 98239

For FedEx or UPS deliveries, mail to:

Planning & Community Development
1 NE 6th St.
Coupeville, WA 98239

IF APPLICANT CHOOSES IN PERSON SUBMITTAL AN APPOINTMENT IS PREFERRED

PLEASE BRING ORIGINAL APPLICATION AND DOCUMENTS AND ELECTRONIC COPIES (USB)

Whidbey: call 360-679-7339

Camano: call 360-387-3443

Please plan for up to 60 minutes for a submittal appointment.

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		



APPLICANT AUTHORIZATION FORM

If you are authorizing an agent or contractor to apply for permit(s) on your behalf, you must complete this form providing authorization for a designated agent to apply for permit(s) on your behalf. This form is required for the protection of the landowner. A permit/application authorizing an agent to act on the landowner's behalf that is not accompanied by a signed and notarized Applicant Authorization Form will not be accepted.

I/We, _____ the owner(s) of the subject property, understand that by completing this form I/We hereby authorize _____ to act as my/our agent. I/We understand that said agent will be authorized to submit applications/permits on my/our behalf. I also understand that once a permit/application has been submitted that all future correspondence may be directed to said agent.

ALL PROPERTY OWNERS OF RECORD MUST SIGN THIS FORM

1) _____
Property Owner Name(s) (print)

Signature(s)

2) _____
Property Owner Name(s) (print)

Signature(s)

3) _____
Property Owner Name(s) (print)

Signature(s)

Date

State of Washington)
County of _____)

I certify that I know or have satisfactory evidence that

signed this instrument and acknowledged it to be (his/her)
free and voluntary act for the uses and purposes mentioned
in this instrument.

Dated _____
Signature of _____
Notary Public _____

Printed Name _____

Residing at _____

My appointment expires _____

Stamp

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 M – SUPPLEMENTAL LONG PLAT ALTERATION APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist a Long Plat Alteration 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. Legal description of the real property as last recorded. 2. Assessor's quarter section map including the following: a. All parcels within a 300 ft radius of the subject property b. List the names and mailing addresses of the owners within a 300 ft radius of the site and provide mailing address labels. 3. Existing and proposed source of water (e.g., water availability verification form, letter of commitment from provider, well site verification). 4. Copies of soil logs and as-builts registered with the County Health Department or a letter of commitment from a sewer district. 5. Documentation of legal means of access to a public road (e.g., recorded easements, existing access permit number, access permit application). 6. Copy of the recorded long plat map with proposed revisions clearly marked. The map must also include the following a. Location and dimensions of outer boundaries of the recorded long subdivision together with the full extent of any parcel which is proposed to be added into the long subdivision boundaries. b. Location, dimensions, and area of all proposed and existing lots. c. Existing and proposed lots to be identified by number (Lot 1, Lot 2, etc.) and proposed tracts, including private roads to be identified by letter (Tract A, Tract B, etc.). d. If applicable, location of existing and proposed open space. e. Location and dimensions of existing structures and other improvements, such as buildings, drainfields, wells, driveways, and fences f. Approximate location of existing and any proposed accesses to all lots. Include, if available, existing Access Permit numbers.	

Applicant Use	APPLICATION REQUIREMENTS	County Use Only
	g. Approximate location, width, and name of each recorded easement, right-of-way for public service or utilities, serving or effecting the subject property, and existing and proposed public and private roads in or adjacent to the site. h. Approximate location of existing drainage patterns and systems including ditches and French drains. i. Location and description of proposed temporary and permanent storm water systems. j. Location of existing and proposed utilities (e.g., well sites, water and sewer lines). k. Approximate location of all soil test holes on each proposed lot. l. Title block on the lower right corner of the plat map including: i. Name, address, and telephone number of the applicant(s), and the fee owner(s). ii. Date of drawing. m. Legal description of the property proposed for division. n. Legend that includes: i. Site addresses if assigned. ii. Assessor parcel number(s) of the property proposed for division. iii. Total area of the site and area of each proposed and existing parcel or lot. 7. Reports, studies, or other information required. 8. SEPA Environmental Checklist, if required. 9. Drainage narrative or preliminary drainage plan, as applicable.	

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:

**FORM
M**

**ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT
APPLICATION FOR
LONG PLAT ALTERATION**

This form is for use of proposing to modify a long plat that has already been approved and recorded. Check the following action that applies:

- ☐ Proposal to change the boundaries of lots within a recorded final long plat that does not qualify as a boundary line adjustment, lot combination, boundary line correction, withdrawal, or vacation.
- ☐ Proposal to change easements or areas established in the long plat that are dedicated to the public
- ☐ Proposal to change a condition of approval of a recorded long plat.

TYPE III DECISION: A Long Plat Alteration is a Type III decision. All Type III Decisions require that a Pre-Application conference be held, and that it 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. All Type III decisions also require that you conduct a Community Meeting prior to submitting this application. With this application you must submit a tape, electronic audio or video file copy of the recorded meeting, the meeting notes, and affidavit that demonstrates the meeting was properly noticed in the newspaper and by sign on the Property. Please provide Community Meeting date: _____

1. Provide the full legal description of the property as last recorded either here, on an attached document, or submit a copy of the recorded deed:

2. Provide the following information about the previously recorded long plat that you are proposing to alter:

- a. Previously approved Long Plat Application number: ____/____
- b. Date the long plat was recorded: _____
- c. Auditor's File No. of the previously recorded long plat: _____
- d. Recorded at Volume _____, Page _____ of Long Plats

3. What is the total number of lots in the previously recorded long plat? _____
What will the total number of lots be following completion of this alteration? _____

4. Describe the purpose of the proposed alteration. Also include a summary of any existing and/or proposed uses on the site:

5. Describe any conditions of approval contained in the previously recorded long plat which are proposed to be amended in this application:

6. Will this alteration result in a violation of, or require change to, restrictive covenants effecting the land division?

☐ Yes

☐ No

If yes, you must provide a written agreement to all effected ownership interests.

7. Attach a list that includes the names and addresses of all affected persons with ownership interests of lots, tracts, parcels, sites, or divisions in the subject long plat or portion to be altered. Provide signatures of a majority of the affected owners expressing agreement to the proposed alteration, include written agreement to accept ownership of any property or to transfer or convey ownership of any property which may be necessary as a result of the alteration.

8. Is the affected land part of an assessment district?

☐ Yes

☐ No

If yes, please provide the name and address of the district:

9. What is the existing and proposed source of water supply, including the name of the provider if it is to be served by a public system?

10. What is the existing and proposed method of sewage disposal, including the name of the district with jurisdiction if it is to be served by sanitary sewer?

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

☐ Yes

☐ No

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

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

- ☐ Yes
- ☐ No

If yes, provide the existing Access Permit number or submit an Access Permit application with this submittal.

13. Are the existing and proposed uses allowed in the zoning classification?

- ☐ Yes
- ☐ No

Are the uses Permitted Uses?

- ☐ Yes
- ☐ No

Are the uses Conditional Uses?

- ☐ Yes
- ☐ No

If yes, has a Conditional Use Permit been granted? If so, please provide the Conditional Use Permit # ____/____. If not, a Conditional Use Permit may be required.