



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

ANIMAL MANAGEMENT PLAN QUESTIONNAIRE

The purpose of this questionnaire is to determine whether animals, other than household pets, can be properly contained, kept and managed within a property. (NOTE: The Planning Department does not enforce restrictive covenants.)

Proper management of an animal, as well as its wastes, are important to prevent contamination of ground water resources, to control insects and odor, and to keep these problems from becoming a public health hazard or nuisance.

Owner:	Phone:
Address:	email:
City, State, Zip:	
Owner:	Phone:
Address:	email:
City, State, Zip:	
Applicant/Agent	Phone:
Address:	email:
City, State, Zip:	

Identify the Assessor's Parcel Number of the subject property.

1. Parcel #: _____
2. Actual Site Address: _____
3. Section: _____ Township _____ Range _____
4. Plat Name (If Applicable) _____

DESCRIBE PROPOSAL OBJECTIVE:

DESCRIPTION OF MANAGEMENT PLAN:

1. Type, age, and number of animals: _____
2. Total area of subject property (acres or sq. ft.): _____
3. Total area of confinement (acres or sq. ft.): _____
4. Method of Confinement: _____

INDOORS within an accessory structure:

a. Total area of structure: _____

b. Is the structure existing? Yes No To Be Built

c. Is this structure to be used for any purpose other than to house the animals?

Yes No

If yes, Indicate the following:

i. Dimensions/area of that portion to be used for animals

ii. Use of remaining portion of structure

d. Will the structure have gutters? Yes No

If yes, where will the rainwater flow?

OUTDOORS within a confinement area (Fence **MUST** be determined to be capable of keeping the animals from escaping)

a. Size of confinement area: _____

b. Specific type and height of fencing: _____

c. Will electric fencing be used on any portion? Yes No

If yes, describe the specifics of the electric portion:

d. Existing vegetation growing in confinement area:

e. Are there plans to change the vegetation? Yes No

If yes, what will be planted and when?

f. Describe methods to be used during the rainy season to control mud or limit the creation of mud holes:

ANIMAL WASTE HANDLING:

1. How often will waste be cleaned out of indoor confinement area? _____

Outdoor confinement area: _____

2. Size, type, and location of waste storage area:

3. Method of cover for storage area: _____

4. How often will storage area be emptied: _____

5. Where and how will dry wastes be utilized:

6. What method will be used to drag field/pasture: _____

7. How are flies and odors to be controlled:

8. Explain in detail on an attached document how surface water runoff is to be managed, especially during the rainy season. Include information on gutters, down spouts, piping, culverts, drainage ditches, slope of property, and diversion methods.

9. Characterize the top 6 inches of soil in confinement area:

gravelly sandy loamy clay

Other/combination: _____

Property Owner: _____
Signature Date

Agent/Applicant: _____
Signature Date

PLOT PLAN REQUIREMENTS

A plot plan (site plan) is an accurate detailed map of your property. It shows the size, shape and special features of your property and the size and location of any buildings, septic area, and other improvements to the property. Your plot plan will show what currently exists and any changes or improvements you are proposing to make.

Plot Plan requirements are as follows:

1. Must be drawn to a standard scale (i.e., 1" = 30')
2. Name and address of property owner
3. Shape and size of lot with accurate dimensions
4. Show land features (pastures/grassy areas, wooded areas, slope direction, bluff line, streams, ponds, wetlands, etc.)
5. Location and size of all existing and proposed buildings. Show setback distances from property lines.
6. Location of septic tank, drainfield, and reserve area.
7. Location of well(s) and indicate 100' radius.
8. Location of fencing, posts, and gates.
9. Location of access.
10. Names of roads bordering property.
11. Indicate any and all easements on the property (access, utility, drainage, etc.)
12. Indicate any critical areas on the property (steams, wetlands, etc.)