



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

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? <input type="checkbox"/> Yes (if yes, list) <input type="checkbox"/> 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
<input type="checkbox"/> Short Plat – Preliminary (G) <input type="checkbox"/> Short Plat – Final (H) <input type="checkbox"/> Short Plat – Alteration (L) <input type="checkbox"/> Long Plat – Preliminary (I) <input type="checkbox"/> Long Plat – Final (J) <input type="checkbox"/> Long Plat – Alteration (M) <input type="checkbox"/> Planned Residential Development (K) Boundary Line Adjustment (BB) Lot Combination (BB)	<input type="checkbox"/> Cell Tower (E) <input type="checkbox"/> Surface Mine (F) Rural Commercial Events (EE) <input type="checkbox"/> Type II in NR Zones (D) <input type="checkbox"/> Type II other Zones (C) <input type="checkbox"/> Type III in NR Zones (D) <input type="checkbox"/> Type III other Zones (C)	<input type="checkbox"/> Certificate of Zoning Compliance <input type="checkbox"/> Zoning Code Interpretation <input type="checkbox"/> Zoning Code Amendment <input type="checkbox"/> Comprehensive Plan Amendment
Critical Areas	Shoreline	Other
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)	<input type="checkbox"/> Shoreline Exemption (R) <input type="checkbox"/> Shoreline Exemption - Limited Review <input type="checkbox"/> Shoreline Development (Q) Shoreline Variance/Conditional Use (S)	<input type="checkbox"/> Environmental Checklist (SEPA) <input type="checkbox"/> Clearing & Grading (N) <input type="checkbox"/> Water System Review <input type="checkbox"/> Variance (A) <input type="checkbox"/> 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
	<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 EE – 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. Provide a detailed description of the proposal. (If needed provide a separate document, see question 3)2. In a separate document provide a detailed written statement addressing required criteria and standard minimum requirements. (See minimum standards ICC link Page 1 Form EE)3. Proposed source of water (e.g., water availability verification form, letter of commitment from water provider, well site location and/or verification).4. Copies of soil logs registered with the County Health Department or a letter of commitment from a sewer district.5. Copy of approved Certificate of Transportation Concurrency, if applicable.6. Documentation of legal means of access to a public road (e.g., existing access permit number, access permit application, recorded easement).7. Please show the following additional items on the Plot plan under item #5 of the Master Permit Application Checklist.<ol style="list-style-type: none">a. Plot Plan no larger than 11 x 17 inches.b. Location, size, height, number of stories, and gross floor area of all structures or other improvements, existing and proposed. Including buildings, drainfields, wells, driveways, and fences. Label each existing or proposed.c. 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.	

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<p>d. Critical areas. Show streams, wetlands, protected species habitat, geologically hazardous areas, and archaeological sites. For any of these features also show their buffers. <i>Note: if a feature is shown on the County's Critical Areas map it must be shown on the plot plan.</i></p> <p>e. Location, dimensions, and volume of all propane tanks, fuel tanks, etc. Label each as existing or proposed.</p> <p>f. Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios, or chimneys.</p> <p>g. Distance between property lines and existing and/or proposed structures.</p> <p>h. Distance of event locations and parking to the nearest adjacent residential structure.</p> <p>i. Identification of abutting zoning districts and distance to Rural Residential RAID boundary, if applicable.</p> <p>j. The use of existing and proposed buildings and location of all event areas.</p> <p>k. 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.</p>	

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<ul style="list-style-type: none"> <li data-bbox="551 323 1220 566">I. 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 Number. <li data-bbox="551 597 1220 745">m. 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. <li data-bbox="551 777 1220 925">n. Indicate location of water lines, well, and pollution control radius. <i>Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel.</i> <li data-bbox="551 956 1220 1104">o. Drainage. Location and description of all existing and proposed drainage features and systems, including nature drainage ways, culverts, and ditches. Show the direction of water flow. <li data-bbox="551 1136 1220 1421">p. 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. <li data-bbox="551 1453 1220 1558">q. Existing and proposed vegetation. Please be specific about the type, e.g., grasses, types of trees, etc. <li data-bbox="551 1590 1220 1695">r. Clearing limits. Show all areas where trees and brush currently exist and where it will be cut or removed. <li data-bbox="551 1727 1220 1759">s. Location of proposed open space. 	

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<ul style="list-style-type: none"> t. 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. u. 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. v. Layout of existing and proposed pedestrian walkways, landscaped areas, curbs, gutters, the extent of street paving, and the location of existing and proposed fire hydrants, onsite water sources, and sewage disposal systems. <p>8. Phasing plan, if development will not occur all at one time.</p> <p>9. A landscape plan, drawn to scale, showing the following</p> <ul style="list-style-type: none"> a. Open space, including any community areas. b. Location and type of significant landscape features and vegetation on site. c. Location and design of landscaped areas. d. Type, sizes, and number of trees and plant materials to be planted on site. e. Parking screening, if applicable. f. Buffer screening provided in lieu of minimum separation or for sound attenuation. g. Other pertinent landscape features and irrigation systems required to maintain trees and plants. <p>10. Neighboring land-use details to include: unique topography, existing mature vegetation, etc.</p>	

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<p>11. Architectural plan showing elevations and specifications as to type, color, and texture of exterior surfaces of proposed structures.</p> <p>12. Sign plan, drawn to scale, showing the location, size, design, material, color, and method of illumination of all exterior signs.</p> <p>13. Lighting Plan</p> <p>14. A plan to limit and/or control noise, dust, dirt, heat, glare, vibration, odors, toxic gases, and liquid and solid waste.</p> <p>15. Reports/Plans required by Critical Areas Regulations.</p> <p>16. Drainage narrative or Preliminary Drainage Plan.</p> <p>17. <u>SEPA – Environmental checklist</u>, if required.</p> <p>If a Noise Management Plan is required, the plot plan should also include:</p> <p>18. Location and orientation of stages, public address, and/or sound systems.</p> <p>19. Location of any proposed sound mitigation to include berms, walls, or fences.</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

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:

FORM EE	ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT APPLICATION FOR SITE PLAN REVIEW Rural Commercial Events
<p>This form is for proposing to establish a rural commercial event venue in the R, RA, RF, or CA zones. All rural commercial events are classified as a Type II decision.</p> <p>TYPE II DECISION – Complete the application questions as outlined in this form. Island County staff will review the proposal and issue a decision. A public hearing is not required unless the decision is appealed.</p> <p>Applicability. Rural Commercial Event permits are required for commercial events that are held at a specific site ten (10) times or fewer in a given year and include but are not limited to events where there is compensation to the property owner and/or where there is an agreement between a private individual or a group and the property owner. Rural commercial events are incidental and subordinate to the primary use on a parcel and include activities such as music/entertainment events (with or without amplified sound), receptions, meetings, weddings, and other advertised events. Rural Commercial Event permits are not required for uses that are accessory to a single family residential use including private parties, family events, holiday gatherings, and similar activities that are not subject to an agreement between a private individual or a group and the property owner and where there is no direct or indirect compensation to the property owner. Applicants are strongly encouraged to contact Island County planning staff for a pre-application conference before submitting an application.</p> <p>Minimum Standards 17.03.180.EE</p> <p>A. Zoning: Rural Commercial Events are permitted in all zones with the exception of: Rural Residential (RR) Light Manufacturing (LM) or zones within the Oak Harbor UGA.</p> <p>B. Area: Minimum five (5) acre lot or parcel.</p> <p>C. Frequency: Rural Commercial Events can be held no more than ten (10) times a year with limitations on frequency during summer months. Events that are either completely contained indoors, or where there is no utilization of sound equipment, and where the number of attendees is equal to or less than 35% of the maximum number of attendees approved for the Rural Commercial Event site, will not be counted toward the allowable 10 (ten) events a year.</p> <p>D. Access: All new facilities must have access from a state highway, county arterial, or county collector. Primary access, in order of priority, shall be off a state highway (subject to the requirements of RCW 47.50, and WAC 468-52-040), county arterial, or county collector. A county local road may be approved by the county engineer.</p> <p>E. Charitable Events: Up to five (5) charitable events held for the specific purpose of benefitting a not-for-profit organization, exempt from federal income tax under section 501(c) of Title 26 of the United States Code, that meet one of the following conditions will not be counted towards the maximum number of events allowed on a lot, parcel, or site:</p> <ul style="list-style-type: none"> • <i>Events completely contained indoors in accordance with the Noise Management BMPs identified in this section; or</i> • <i>Events with outdoor components held during the months of October through May where the location has an approved Noise Management Plan that identifies such potential uses</i> 	

- G. **Parking**: Parking must be provided in accordance with ICC 17.03.180.Q at a rate of one space for every two attendees. Up to 50% of parking maybe provided offsite in accordance with 17.03.180. EE.11.c.
- H. **Notice**: Public notice or posting of all events on either the lot, parcel, or site or on the venue webpage at least fourteen (14) days before the scheduled event is required if the following conditions are applicable:
 - a. Proposed events are within 500 feet of a Rural Residential RAID; or
 - b. Proposed events are within 200 feet of a residential structure.

1. Provide the date the parcel was created and the legal description of the real property as last recorded (list here, provide a separate document, or submit copy of recorded deed):

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

3. Provide a detailed written description of the proposal. Include description and list of all activities and types of events proposed for the venue including the following items:

- a. Number and type of events anticipated to occur **indoors**: _____
- b. Anticipated maximum attendance: _____
- c. Types of indoor events:

- d. Number and type of events anticipated to occur **outdoors**: _____
- e. Anticipated maximum attendance: _____
- f. Types of outdoor events:

4. Hours of operation: _____

5. Will the event occur within 500' of a Rural Residential RAID zoning district?

Yes
 No

6. Will sound equipment be utilized indoors for a facility that is within 500 feet of a Rural Residential RAID or will there be outdoor events, with or without sound equipment?

Yes
 No

If yes, a Noise Management Plan is required.

7. Total square footage of all structures on site: _____;
Square footage dedicated to event use _____;
Total impervious surface of the site (e.g., pavement, gravel, buildings) _____ sqft;
_____ % of site

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

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

10. Provide the Certificate of Transportation Concurrency Number: _____

11. 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.

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

Yes
 No

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

13. Identify any existing uses on the property (e.g., single family residence, agriculture, forestry, bed and breakfast) included permit numbers of any previously approved permits.

14. Are 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:

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

16. Estimate the total amount of cut and fill (includes all material on the site plus imported and exported material): _____ cubic yards; Maximum height of cut/fill _____ ft.

a. 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"). Include additional plan or documents if necessary:

18. Applicants are strongly encouraged to have a pre-application conference before submitting an application:

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

Noise Management Plan Application

A Noise Management Plan will be required when sound equipment is utilized indoors and the facility is within 500 feet of a Rural Residential RAID or where outdoor events, with or without sound equipment, are anticipated. Outdoor events include events where bay doors and retractable sliding doors are open.

The applicant must demonstrate compliance with the minimum requirements provided below.

- i. In no case shall outdoor sound equipment be allowed within 300 feet of a neighboring residential structure.
- ii. In no case shall the decibel level exceed 60dBA at the exterior boundaries of the property line of the event location.
- iii. In no case shall fireworks be utilized in association with a rural event center or rural commercial event permit.

It is highly recommended where residences are in close proximity an acoustical professional is consulted to determine appropriate sound attenuation measures.

NOISE MANAGEMENT PLAN BEST MANAGEMENT PRACTICES		
SOURCE	POSSIBLE EFFECTS ON IMPACT	MITIGATION
Inside music, films, etc.	Hours and no. of events Doors and windows Vents Building design and construction Location of speakers Base control	Specify hours and consider frequency Keep doors closed at all or certain times Keep retractable and bay doors closed Acoustic baffles Sound insulation improvement and lobbies Keep speakers away from doors/windows Limit Bass
Outside Music	Hours Direction of Speakers Location of Speakers Bass Control	Limit hours Point speakers away from neighbors Speakers minimum 300 feet away from nearest neighbor Limit Bass
Smoking shelters, seating areas, eating areas	Location Tables and Chairs	Site away from noise sensitive locations, no music Provide rubber feet to chairs and tables when located on a hard surface. Don't collect tables/chairs from outside late at night.
Parking areas	Leaving Customers	No stereo rule No entry after specified late hour. Re-entry policy for smoking

The Noise Management Plan must include the following information and should reference applicable Best Noise Management Practices attached. Attach additional documents if needed.

6. Identify steps that will be taken to minimize the risk of nuisance (see Best Noise Management Practices):

7. How will you monitor acoustic levels at the event?

8. Describe measures and provisions to be taken to avoid exceeding maximum decibel levels at the exterior property lines. These may include but are not limited to berms, fences or walls which include continuous landscaping screening components (including both shrubs and trees) consistent with the provisions of section 17.03.180.P.3. of ICC, provided on the exterior side where it is visible to the neighboring property.

9. How will complaints received before, during, and after the event be addressed?