



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 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,
canceling 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 A – SUPPLEMENTAL VARIANCE 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. Legal description of the property as it was last recorded.2. Written statement addressing the variance approval standards.3. Building elevations drawn to scale (show the height and bulk of proposed structure).4. Neighborhood vicinity map that includes the following:<ol style="list-style-type: none">a. Drawn to scale with a north arrow.b. Roadways, parcels, and driveways within 100 feet of the subject site in all directions.c. Location and type of all existing structures on the parcels and lots within 100 feet.d. Existing setback distances between the structures and parcel boundaries.5. Please show the following additional items on the plot plan required under item #5 of the Master Permit Application:<ol style="list-style-type: none">a. 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 watermark of the shoreline, etc.b. Critical areas: Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands and associated buffers on and off-site when they may impact 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>6. Location, size, and purpose of all permanent or temporary structures. Label each as existing or proposed.	

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<p>7. Location, dimensions and volume of all propane tanks, fuel tanks, etc. Label each as existing or proposed.</p> <p>8. Location and dimensions of all decks, roof overhangs, porches cantilevers, bay windows, retaining walls, patios, or chimneys.</p> <p>9. Distance between property lines and existing and/or proposed structures. Also show distances between these buildings.</p> <p>10. Location and width of existing and proposed driveways and/or accesses serving each structure and any parking areas. Also label with access numbers, if assigned and provide copies of the approved access permit.</p> <p>11. Indicate any and all easements (access, utility, drainage, etc.) on the property including their width. Label them with their intended use and the Auditor's File Number and provide copies.</p> <p>12. Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank. Show distance between drain field and reserve area to property lines. Provide copies of septic permit as-builts. Indicate if hooked up to sewer.</p> <p>13. Indicate location of waterlines, 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></p> <p>14. 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.</p> <p>15. 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.</p> <p>16. Existing type of proposed vegetation. Please be specific about the type, e.g., grasses, types of trees, etc.</p>	

APPLICANT USE	APPLICANT USE	COUNTY USE ONLY
	<p>17. Clearing limits: show all areas where trees and brush currently exist and where it will be cut or removed.</p> <p>18. 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.</p> <p>19. Road distances to nearest fire hydrant, if applicant has right to use fire hydrant.</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"/> 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

A

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

APPLICATION FOR VARIANCE

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

3. Specify the section of the ordinance to be varied:

4. Describe the ordinance requirement:

5. Provide a detailed description of how your proposal differs from the ordinance requirement:

6. Describe the reasons for the requested setback reduction. Be specific and provide as many details as possible. Attach additional documents as needed.

7. Provide a written statement addressing the Variance standards ([ICC 17.03.210.D](#)). In a separate document identify how your proposal addresses each of the seven standards (listed below) for approval of a variance. Please provide complete answers and details about special circumstances on your site that show a variance is justified in your particular circumstances. *This is critical because a variance application cannot be approved unless the applicant demonstrates that all seven standards are met. Please do not answer the question by restating the question – a description must be provided for each question explaining why it meets the standard.*

- a. The granting of the variance shall be consistent with the purpose and intent of this Chapter and conditions shall be imposed to ensure compatibility with surrounding permitted uses.
- b. The granting of the variance will not permit the establishment of any use which is prohibited by this Chapter.
- c. The granting of the variance must be necessary for the Reasonable Use of the land or Building and the variance as granted by the County is the minimum variance that will accomplish this purpose. The findings shall fully set forth the circumstances by which this Chapter will deprive the applicant of a Reasonable Use of the land. Mere loss in value shall not justify a variance.
- d. The granting of the variance will not impair or substantially diminish the property values of surrounding neighborhood properties.
- e. The granting of the variance will not confer on the applicant any special privilege that is denied by this Chapter to other lands or buildings in the same zoning classification.
- f. Any variation in setback and/or height is established based upon the factors set forth in ICC 17.03.180.S.5. The factors from that section are listed below and they must be documented in attachments to the application:
 - i. The typical spacing of buildings on surrounding properties;
 - ii. Visual compatibility;
 - iii. Solar access of adjacent structures;
 - iv. View obstructions;
 - v. Fire and Safety;
 - vi. Roadway and intersection sight distance;
 - vii. Land forms and natural resources.
- g. The granting of the variance shall not knowingly harm, destroy, injure, damage, or deface any archaeological resource. *Note: State law restricts the release of site specific information from archaeological sites. Only the property owner(s) or their authorized agent may request information of these items from Island County Planning and Community Development.*

8. For Variances to Building Setbacks, Parking, Signage, or Tract and parcel Size, the applicant must demonstrate the following: *The granting of the variance must be necessary for the Reasonable use of the land or Building and the variance as granted by the County is the minimum variance that will accomplish this purpose. The findings shall fully set forth the circumstances by which this Chapter would deprive the applicant of a Reasonable use of their land. Mere loss in value shall not justify a variance.*

9. For Variances in Site Coverage Ratios the applicant must demonstrate the criteria listed in ICC 17.03.210.D.4 are met.

10. For Variances in Building Heights the applicant must demonstrate the criteria listed in ICC 17.03.210.D.3 are met.