



## **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***

#### **All Boundary Line Adjustments, Short or Long Plat Applications still require the following:**

1. Applications must be signed (e-signature accepted)
2. Maps (2-hardcopy) must be submitted on 18x24 paper drawn to scale per ICC 16.060 *Application Requirements*

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 |             |          |       |     |        |
| <b>PROPERTY INFORMATION</b>            |           |             |          |       |     |        |
| <b>Project Address (include city):</b> |           |             |          |       |     |        |
| Parcel<br>#                            | 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.?   |
| <b>PROJECT INFORMATION</b> <i>(check all that apply)</i> Form letter reference is bolded   |   |   |
| <b>Subdivision</b><br>Short Plat – Preliminary <b>(G)</b><br>Short Plat – Final <b>(H)</b><br>Short Plat – Alteration <b>(L)</b><br>Long Plat – Preliminary <b>(I)</b><br>Long Plat – Final <b>(J)</b><br>Long Plat – Alteration <b>(M)</b><br>Planned Residential Development <b>(K)</b><br>Boundary Line Adjustment <b>(BB)</b><br>Lot Combination <b>(BB)</b><br><br>Critical Areas<br>Public Transportation Utility <b>(Y)</b><br>Reasonable Use (Type I) <b>(X-1)</b><br>Reasonable Use (Type II) <b>(X-2)</b><br>Wetland or Buffer Improvement <b>(Z)</b><br>Critical Areas Permitted Use <b>(P)</b> | <b>Site Plan Review</b><br>Cell Tower <b>(E)</b><br>Surface Mine <b>(F)</b><br>Rural Commercial Events <b>(EE)</b><br>Type II in NR Zones <b>(D)</b><br>Type II other Zones <b>(C)</b><br>Type III in NR Zones <b>(D)</b><br>Type III other Zones <b>(C)</b><br><br><b>Shoreline</b><br>Shoreline Exemption <b>(R)</b><br>Shoreline Exemption - Limited Review<br>Shoreline Development <b>(Q)</b><br>Shoreline Variance/Conditional Use <b>(S)</b> | <b>Zoning</b><br>Certificate of Zoning<br>Compliance Zoning Code<br>Interpretation Zoning Code<br>Amendment Comprehensive Plan Amendment<br><br>Other<br>Environmental Checklist (SEPA) Clearing & Grading <b>(N)</b><br>Water System Review Variance <b>(A)</b><br>Temporary Use |



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

|   |  |
|---|--|
| <b>FORM<br/>BB</b>  | <b>ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT<br/>APPLICATION FOR BOUNDARY LINE ADJUSTMENT (BLA) OR LOT<br/>COMBINATIONS</b> |
| <p>1) Is this application to adjust an encroachment? YES NO</p> <p>i) The boundary line adjustment shall only move a property line enough to allow for regular maintenance/repair of the structure without having to trespass on the abutting parcel. In circumstances where the adjustment would require a structure to have a fire rating, a building permit shall be obtained, and final inspection provided prior to BLA approval.</p> <p>2) Is the proposal to combine lots? YES NO</p> <p>i) combining parcels may require a plat alteration.</p> <p>ii) If the combination would result in more than one dwelling on the parcel, a demolition, or guest cottage certificate is required.</p> <p>3) Provide the date(s) the parcels were created as legal lots: _____</p> <p>i) If divided after April 10, 2000, a plat alteration may be required.</p> <p><b>If you answer Yes to any of the following questions, please contact Island County Planning and Community Development for further information before proceeding with this application.</b></p> <p>4) Will this boundary line adjustment create an additional lot?</p> <p>(i) <u>IF YES, STOP</u> this is the wrong application. BLA's do not "create any additional lots" only less.</p> <p>5) Are non-existing easements or relocation of any type of easement proposed?</p> <p>i) <u>IF YES, STOP</u>. Easements cannot be created or moved through a Boundary Line Adjustment process.</p> <p>6) Are these parcels within a Planned Residential Area (PRD)? <u>IF YES, STOP</u></p> <p>7) Will the adjustment result in unpermitted structures on the resulting parcel? <u>IF YES, STOP</u></p> <p>8) Were these parcels previously divided using lot size averaging? <u>IF YES, STOP</u></p> <p><b>If you answer NO to any of the following questions, please contact Island County Planning and Community Development for further information before proceeding with this application.</b></p> <p>8) Are all lots involved adjacent to each other? YES NO</p> <p>9) Do all lots involved share the same taxing district: YES NO</p> <p>10) If a platted parcel, are the lots in the same Plat? YES NO</p> <p>11) Are all lots involved legally created lots? YES NO</p> <p>i) Provide the date(s) the parcels were created as legal lots:</p> <p>13) Are the lots in the same Zoning District? Yes No Zoning Designation:</p> <p>14) What will be the size of Lots after the adjustment (in acres or square feet)?</p> <p>Parcel A: Parcel B: Parcel C: Parcel D:</p> |  |

## LOT COMBINATION AND BOUNDARY LINE ADJUSTMENT INFORMATION

- 1) If the property is located within the city or town limits, you will need to contact that particular municipality and this form **CANNOT** be used.
- 2) In almost all cases once recorded this will be a **PERMANENT** combination. The properties will probably not be able to be separated again.
- 3) For parcels only proposing a lot combination, the ownership shall be identical on all parcels (for example, if the owner of record for Parcel A is "Doghouse LLC "and Parcel B is an owner's name rather than Doghouse LLC, one or the other will have to change so they are identical).
- 4) Before the survey can be recorded in the Auditor's Office you may need to pre-pay, in some cases, the taxes through the end of the current year on all parcels involved.

### 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.

|  |  |  |
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|  | <ol style="list-style-type: none"><li>1) Payment, as established by the Board of Island County Commissioners</li><li>2) A complete application, in a format by the county, shall include the following.<ol style="list-style-type: none"><li>(a) Electronic copy of complete application, 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, Survey, site registrations, asbuilts, easements, etc. should all be separate files with clear filenames.</li><li>(b) Original signatures of <u>all owners</u> having an ownership interest.</li><li>(c) Original signatures of agent/persons selected to act on behalf of the owner(s)</li><li>(d) Assessor's parcel numbers/geo ID of every parcel included within the proposal</li><li>(e) Zoning classification and minimum lot size of all parcels included within the proposal</li><li>(f) Area calculations, in acres, for the existing and proposed lots. Square footage shall only be used in zones allowing square feet as minimums. (e.g. rural residential, rural center, light manufacturing)</li><li>(g) Date and how the parcels were created. (e.g. through short plat, large lot segregation, testamentary division, deed)</li><li>(h) <u>Copies</u> of access permits, easements, and septic permits/as-builts on file with the county or Department of Transportation</li><li>(i) Copy of prior plat or short plat for parcels involved</li><li>(j) Regarding nonconforming parcels. Explanation of how the proposed adjustment or lot combination would achieve greater conformity of setback requirements or minimum lot size for the zone within which it is located.</li></ol></li><li>3) Legible map meeting the requirements of RCW 58.09.060, along with legal descriptions, prepared by a Washington State licensed surveyor, shall be submitted for review and approval drawn to a standard engineering scale (not larger than 1" = 20' or smaller than 1" = 100') on 18 x 24 paper:<ol style="list-style-type: none"><li>a) A marginal line shall be drawn completely around the map, leaving an entirely blank margin of two (2) inches on the left edge, and one-half (½) inch on the other three (3) sides</li></ol></li></ol> |  |
|--|--|--|

|  |   |  |
|--|---|--|
|  | <p>b) North arrow and engineering scale, written out and bar scale of drawing.</p> <p>c) Location, dimensions, bearings, and area of all existing and proposed lots</p> <p style="padding-left: 40px;">(i) Identify existing property lines with a solid black line. Should further detail be necessary, place an arrow with the notation "line to be removed."</p> <p style="padding-left: 40px;">(ii) Identify proposed property lines with a dashed line</p> <p>d) Existing and proposed map and legal descriptions, prepared by a Washington State licensed surveyor, of all lots, parcels or tracts.</p> <p>e) Location, setbacks, use, and dimensions of existing structures and other improvements such as, but not limited to, drain fields, wells, and driveways.</p> <p>f) Location of all easements or rights-of-way, for public service or utilities serving or affecting the subject property. Include access permit numbers and auditor's file numbers for easements.</p> <p>g) Critical areas. Show location of protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, and wetlands, as well as all of their associated buffers</p> <p><b>h) Planning Director approval block that shall state:</b></p> <p style="padding-left: 40px;">Approval of Boundary line adjustment _____. This boundary line adjustment conforms to the requirements as established by chapter 16.06 of the Island County Code and is hereby approved. Island County does not in any way warrant nor guarantee the accuracy of this record of survey.<br/> Note: Approval expires if this document is not recorded within six (6) months of the following date.<br/> Approved this ____ day of _____, 20____.</p> <p style="padding-left: 40px;">_____<br/> Island County Planning Director or appointed designee.</p> <p><b>i) Necessary Certificates including:</b></p> <p style="padding-left: 40px;">(i) SURVEYOR CERTIFICATE<br/> This map correctly represents a survey made by me or under my direction in conformance with the requirements of Island County and the Washington State Survey Recording Act per the request of _____, in the month of _____, 20____.</p> <p style="padding-left: 40px;">Seal                      Signature and Seal Certificate Number _____</p> |  |
|--|---|--|

(i) TREASURER'S CERTIFICATE

All taxes levied which have become a lien upon the lands herein described have been fully paid and discharged according to the records of my office, including taxes for the current year.

\_\_\_\_\_  
Island County Treasurer or appointed designee and Seal.

(ii) AUDITOR'S CERTIFICATE

Filed for record this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Island County Auditor or appointed designee.

j) **Necessary Acknowledgments.**

(i) COMPLIANCE WITH ISLAND COUNTY CODE

I/We acknowledge that Island County does not determine that the reconfigured lots are useable or buildable during the review of this Boundary Line Adjustment, and that compliance with all applicable County Codes, including those contained in Titles 8 (Health, Welfare and Sanitation), 11 (Land Development Standards), 13 (Public Works), 14 (Building Code), 16 (Planning and Subdivision), and 17 (Island County Critical Areas and Zoning Ordinance) will be required before any development of the modified lots is permitted or before any permits are issued by Island County.

(ii) CONSENT:

I/We acknowledge being duly sworn, depose and say that I am (we are) the Owner(s) of the property involved in this application, and that I (we) have familiarized myself (ourselves) with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my (our) knowledge and belief.

Parcel # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Owner (print) Owner Signature Date

Parcel # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Owner (print) Owner Signature Date

Parcel # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Owner (print) Owner Signature Date



|  |   |  |
|--|---|--|
|  | <p>j) NOTARY:</p> <p>State of: _____</p> <p>County of: _____</p> <p>I hereby certify that on this ____ day of _____ 20____, that the above individual(s) signatory certify that this boundary line adjustment is made as their free and voluntary act and deed for the uses and purposes mentioned.</p> <p>Notary Name: _____ Signature: _____</p> <p>Notary Public in and for the State of _____ (Stamp)</p> <p>Residing at: _____ My appointment expires: _____</p> |  |
|--|---|--|