



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

MASTER LAND DEVELOPMENT PERMIT APPLICATION

Application # _____ date Rec'd _____ Receipt # _____ Associated Files _____

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

1 NE 6th 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>

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

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 <i>(check all that apply)</i> Form letter reference is bolded		
<u>SUBDIVISION</u> 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) <u>CRITICAL AREAS</u> Public Transportation Utility (Y) Reasonable Use (Type 1) (X-1) Reasonable Use (Type 2) (X-2) Wetland or Buffer Improvement (Z) Critical Areas Permitted Use (P)	<u>SITE PLAN REVIEW</u> Cell Tower (E) Surface Mine (F) Rural Commercial Events (EE) Type II in NR Zones (D) Type II in other Zones (C) Type III in NR Zones (D) Type III in other Zones (C) <u>SHORELINE</u> Shoreline Exemption (R) Shoreline Exemption Limited Review Shoreline Development (Q) Shoreline Variance / Conditional Use (S)	<u>ZONING</u> Certificate of Zoning Compliance Zoning Code Interpretation Zoning Code Amendment Comprehensive Plan Amendment <u>OTHER</u> Environmental Checklist (SEPA) Clearing and Grading (N) Water System Review Variance (A) Temporary Use Restoration



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: _____

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 N – SUPPLEMENTAL CLEARING AND GRADING APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist the CGP 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 to prepare two separate plot plans

Applicant Use	Application Requirements	County Use Only
	<ol style="list-style-type: none">1. Completed supplemental application and all requirements provided.2. Copies of Soil logs registered with the County Health Department or as-build drawings for existing septic systems, if available.3. Additional items to be shown on the plot plan<ol style="list-style-type: none">a. Location and width of existing and proposed driveways/accesses serving each structure and any parking areas. Access permit numbers, if assigned. Or if a private road an easement agreement.b. 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.c. Existing and proposed vegetation. Please be specific about the type, e.g. grasses, shrubs, types of trees, etc.d. Clearing Limits. Show all areas where trees and brush currently exists and will be cut or removed.e. Erosion and sedimentation control plans. Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment.f. Location, size, and purpose of all existing buildings (temporary or permanent) and proposed buildings, if any. Label existing and proposed.g. Location, dimensions, and volume of all existing and proposed propane tanks, fuel tanks, etc. Label existing or proposed.h. Locations and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios and chimneys.i. 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.	

Applicant Use	Application Requirements	County Use Only
	<ul style="list-style-type: none"> j. 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> 4. For large or complex projects, provide a separate Existing Conditions Map. Show topography contours at intervals no greater than 5' and all natural features. 5. For Class IV Forest Practice Permits & conversion Option Harvest Plans, the following are also required. <ul style="list-style-type: none"> a. Clearing/timber harvesting plan, to include percent of total tree removal, logging equipment proposed, internal road layout, seasonal scheduling, yard configuration, and slash disposal methods. b. Haul routes for logging trucks and other heavy equipment. Identify all roads/streets to be used between the project site and the main arterial roads. c. Reforestation plan; for all non-conversion permits (COHP). d. Drainage narrative or Plan per ICC 11.03. 6. For any land-disturbing activities closer than 100 ft from the top or toe of an unstable bluff a Geotechnical Engineering Report is required (DIB 511). The report must contain the following: <ul style="list-style-type: none"> a. A cross section map that provides the following: <ul style="list-style-type: none"> i. Height of the bluff ii. Type(s) of material in the bluff iii. Evidence of erosion/landsliding iv. Evidence of groundwater seepage v. A plane showing the predicted angle of repose and erosion over a 100 year period vi. The proposed single family house and setback. 7. SEPA Environmental checklist when applicable 8. To lift a moratorium, provide the following as applicable: <ul style="list-style-type: none"> a. Critical areas & their buffers identified and delineated b. Narrative – critical area and buffer restoration c. Copy of legal description of the parcel (found on recorded deed) d. Copy of Moratorium that was recorded against parcel 	

Applicant Use	Application Requirements	County Use Only
	<ul style="list-style-type: none"> e. Narrative of proposed restoration or future uses. Explain why the moratorium is being lifted. f. Erosion and Sedimentation control measures including drainage plan g. To lift the moratorium for a purpose other than one (1) single family residence, provide names and addresses of ALL parcels within 300 ft of this parcel. (Includes uses such as cell tower, commercial, etc.) 	

All statements, answers and information provided as part of this submittal are in all respects complete, true, and accurate to the best of my knowledge and belief. I understand that if I provide incomplete and/or incorrect information, this will cause a delay in the review process.

FORM N	ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT APPLICATION FOR CLEARING AND GRADING/TIMBER HARVEST
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If you plan to do any of the following land clearing or grading activities on your property, the county needs to review activities **before you begin**. Different levels of review and application requirements are needed depending on the category of activity you propose. **Please check ALL of the activities that apply.** Then follow the instructions for that activity. **Do not begin ANY work until the decision on your application has been issued.**

Timber Harvest Activities	Permits & Reports Required
<input type="checkbox"/> Request to Lift a Forest Practices Moratorium <input type="checkbox"/> Class IV Forest Practices Permit. (Conversion) <input type="checkbox"/> Conversion Option Harvest Plan (COHP) on Lands platted <i>after</i> January 1, 1960	<ul style="list-style-type: none"> ▪ This application form (CGP), and ▪ SEPA Environmental Checklist ▪ Erosion & Sedimentation Plan
<input type="checkbox"/> Class IV Platted (Non-conversion) on land Platted after January 1, 1960	Note: This is a DNR non-conversion permit. If you intend to convert or develop the parcel, select Class IV Conversion, above.
<input type="checkbox"/> Conversion Option Harvest Plan (COHP) on unplatted lands <u>or</u> lands platted before January 1, 1960	<ul style="list-style-type: none"> ▪ This application form (CGP) no SEPA Environmental checklist.
Clearing/Grading Activities	Permits & Reports Required
<input type="checkbox"/> Grading/clearing on steep slopes (40% or 22°) as Specified in ICC 11.02. <input type="checkbox"/> Grading/clearing within a geologically hazardous area as specified in ICC 11.02 within 100 ft. of the top or toe of an unstable bluff	<ul style="list-style-type: none"> ▪ For work on a steep slope or geologically hazardous area, submit a Geotechnical Report. ▪ For geologically hazardous areas submit SEPA Environmental Checklist and an Erosion and Sedimentation control plan.
<input type="checkbox"/> Grading an area to bare earth of greater than Two (2) acres in size but under 500 cb.yd.	<ul style="list-style-type: none"> ▪ This application form (CGP) ▪ Erosion and Sedimentation control plan
<input type="checkbox"/> Cumulative grading exceeding 500 cubic yards	<ul style="list-style-type: none"> ▪ This application form (CGP) ▪ Erosion and Sedimentation control plan ▪ SEPA Environmental Checklist
<input type="checkbox"/> Cumulative grading less than 500 cubic yards clearing less than 2 acres, not within a critical area	DO NOT USE THIS APPLICATION. <i>May be reviewed with a building permit application.</i>

ACTIVITIES IN CRITICAL AREAS

For cumulative grading exceeding 250 cubic yards within 200' of the ordinary high water mark (OHWM) of the shoreline of Puget Sound or a lake per ICC 16.21 require the Substantial Shoreline Development (SDP) permit application and SEPA Environmental Checklist. For work within archeological areas, wetlands, streams, Fish and Wildlife Habitat Conservation Areas, protected species habitat areas, or their buffers this may not be the correct application. Please contact Planning and Community Development directly to discuss your project.

Continued on next page

PART A

Please take your time to provide complete answers and all information requested. If you believe any portion is not applicable explain why in the blank. Illegible and/or incomplete applications will not be accepted.

Collate this application together with plans and necessary documentation outlined in this application and the Master Permit Application. Submit in accordance with the Master Permit Application instructions. The county may request additional materials as needed.

1. General Questions:

- a. Provide a detailed description of the overall proposal. Please attach additional documents as needed.

- b. What is the current use of the parcel? (e.g., vacant, single family residence, forest land, etc.)

- c. All sites have stormwater runoff from things such as gutters, driveways, roads, cleared areas, or new impervious surfaces. Describe how it will be managed. Please be specific indicating management items such as drywells, catch basins, and tightlines. *Note: An answer of "no runoff" is not acceptable.* Attached additional documents or plans if necessary.

2. Timber Harvest/Clearing Questions:

- a. Was a Forest Practice Permit issued for the site within the last six years? ☐ Yes ☐ No
If yes, provide the date it was issued, the class/type and the Associated Forest Practice number or clearing & Grading Number: _____
- b. Is there a moratorium on the parcel(s)? ☐ Yes ☐ No
If yes, provide copy of recorded moratorium and Legal Description of parcel, as it was last recorded.
- c. Describe the purpose of the proposed timber harvest/clearing activities; include as many details as possible. (i.e. the intention of future development)
- _____
- _____
- _____
- _____
- d. What is the **total** estimated volume of clearing activity (i.e. 6,000 board feet or 6 logging trucks) and how many trees per acre will be remaining after harvest is complete?
- _____
- _____
- _____
- e. Describe how you intend to remove the slash from the parcel. (i.e. burning, chipping, etc.)
Note: Burning is not allowed in the Urban Growth Areas.
- _____
- _____
- _____

3. Grading Questions:

- a. What is the Cumulative total amount of excavated and fill material? *Note: the total amount includes all material relocated on site plus any material imported to or exported from the site. For example, if you excavate 100 cubic yards and then return the 100 cubic yards the total is 200 cubic yards.*
- _____ cu. yd. excavated + _____ cu. yd. fill or relocated on site = _____ cu. yd.

Continued on next page

If materials will be exported from the site, provide the amount in cubic yards, the address, parcel number(s), and location of disposed materials.

_____ cubic yards excavated will be exported to the following parcel #s _____

- b. What is the maximum height of cut or fill proposed for the site? _____ feet. On a separate document provide the before and after cut and fill measurements.
- c. Is there any road work development associated with this application? ☐ Yes ☐ No
*If yes, complete the following and **label each separately on the plot plan.***

New road construction: _____ feet Existing road reconstruction: _____ feet

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 |
|-------------------------------------|--|--------------------------------|
-
10. Does the soil smell sulfuric? (like rotten eggs)
- | | | |
|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> At Times |
|------------------------------|-----------------------------|-----------------------------------|
-
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 |
|------------------------------|--|--|

Comments: