



## **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***

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](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,  
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

## 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

### 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 *(check all that apply)* Form letter reference is bolded

<b>SUBDIVISION</b> 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)	<b>SITE PLAN REVIEW</b> 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)	<b>ZONING</b> Certificate of Zoning Compliance Zoning Code Interpretation Zoning Code Amendment Comprehensive Plan Amendment  <b>OTHER</b> Environmental Checklist (SEPA) Clearing and Grading (N)  Water System Review Variance (A) Temporary Use Restoration
<b>CRITICAL AREAS</b> 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)	<b>SHORELINE</b> Shoreline Exemption (R) Shoreline Exemption Limited Review Shoreline Development (Q) Shoreline Variance / Conditional Use (S)	



# 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.

<b>Applicant Use</b>	<b>Application Requirements</b>	<b>County Use Only</b>
	<ol style="list-style-type: none"> <li>1) Payment, as established by the Board of Island County Commissioners</li> <li>2) Completed Master Land Development Permit Application</li> <li>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.</li> <li>4) Completed Field Indicators Worksheet (from Wetland ID Guide)             <ol style="list-style-type: none"> <li>a) Land Use Intensity Worksheet (If applicable)</li> <li>b) Wetland Buffer Worksheet (If applicable)</li> </ol> </li> <li>5) Completed project specific Forms (e.g. Form <b>A</b> Variance, etc.)</li> <li>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 <b>H</b>; for long subdivision see Form <b>J</b> for map requirements; For BLA or Lot Combination see Form <b>BB</b>):             <ol style="list-style-type: none"> <li>a) Drawn to a standard <u>engineering</u> scale (specific Forms will provide an appropriate range of scales). Indicate scale.</li> <li>b) North arrow</li> <li>c) Boundaries, dimensions and area of lot (square feet or acres)</li> <li>d) Name of road(s) bordering the property and their width</li> <li>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.</li> <li>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></li> </ol> </li> <li>7) If the proposal is in an archaeological area, a report must be submitted that identifies resources and how they will be protected.</li> <li>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).</li> <li>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.</li> </ol>	

**FORM  
AA****DESIGN ALTERNATIVE APPLICATION**

For Parcels in the Freeland NMUGA

The Freeland Zoning Code offers an opportunity to apply for review and approval of a design alternative to certain standards in Chapter 17.06 ICC. **The review of a design alternative may be requested during a Pre-Application review process or as a Type I Administrative Decision. Obtaining approval for a design alternative prior to submittal for land use or building permit is recommended to avoid costly revisions to plans.**

**GENERAL INFO****Project Name:****Parcel Number(s):****Project Type:**  Multi-Family  Mixed-Use  Non-Residential**Project Description:****Review Type Requested:** **Included in Pre-Application review process.**

To have a design alternative included in a pre-application review process, this form must be submitted with the Pre-Application Meeting Form. Forms submitted separately will be processed as a Type I.

 **As a Type I Administrative Decision****Design Alternative Type:** (check all that apply and complete Design Alternative Summary sheet for each request checked below) **Legal non-conforming structures**

- Site layout, setbacks, and/or screening standards (ICC 17.06.250.D.4. a and b)
- Pedestrian-Oriented Open Space (PED) Design Alternative (ICC 17.06.250.D.4.c)

 **Legal non-conforming lots (ICC 17.06.250.E.4)** **Site Design Standards (ICC 17.06.500.B)** **Landscaping**

- Adjacent to Right-of-Way (ICC 17.06.520.B.2.b)
- Internal parking lot landscaping (ICC 17.06.520.H.3.b)

 **Lighting**

- LED Alternative (ICC 17.06.570.C.1.b)
- New Technology (ICC 17.06.570.I.1)
- Designs, Materials, Methods of Installation (ICC 17.06.570.I.2)
- Security Lighting (ICC 17.06.570.I.3)

 **Screening**

- Adjacency to public park, open space, or mixed-use development (ICC 17.06.540.E.2.b.i)
- Landscaping in lieu of wall (ICC 17.06.540.E.2.b.ii)
- Parking lot buffer width (ICC 17.06.540.E.11.c)

 **Access (ICC 17.06.550.H.3.b)** **Signs (ICC 17.06.560.C.6)** **Building Design Standards (ICC 17.06.600.C)** **Building Materials**

- Concrete Block (ICC 17.06.650.D.2)
- EIFS or Similar Synthetic Stucco Finishes (ICC 17.06.650.E.2.a)

 **Facade Articulation (ICC 17.06.610.C)** **Building Elements and Details (ICC 17.06.640.E)**

**DESIGN ALTERNATIVE SUMMARY**

Complete this sheet for **EACH** design alternative requested and attach appropriate documentation (e.g. manufacturer cut sheets, etc.) that demonstrate compliance with the purpose and criteria for design alternative, if any, that are adopted in Chapter 17.06 ICC. ***Applications without a completed summary sheet and supporting documentation for all requested design alternatives will be deemed incomplete and will not be accepted by County staff.***

**Design Alternative Type:**

**Description of Standards Adopted in Chapter 17.06 ICC:**

**Please describe why you are requesting an alternative to the adopted development standards:**

**Provide a detailed description of design alternative requested and why you are proposing this alternative:**

**Are supporting documents attached?  Yes  No (see statement regarding incomplete applications above)**

# 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"/> Yellow Iris          |
| <input type="checkbox"/> Canadian Thistle/<br>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: