



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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www.islandcountywa.gov/planning

PRE-APPLICATION CONFERENCE REQUEST

A **Pre-Application Conference** is a meeting scheduled with Island County staff members to discuss a potential land use development proposal before a formal application is submitted. **By providing answers to the following questions, County staff will better understand your proposal and be able to prepare for your meeting.** At the meeting, staff describes County standards, processes, and regulations that would apply to the proposal described in the conference application and the applicant has an opportunity to ask questions of County staff. Representatives from Island County Health, Engineering, Planning, and Building departments attend the meeting; application packages will be routed to appropriate outside agencies for comments or possible attendance. A meeting is scheduled after this application and associated materials are completed and submitted to the Planning and Community Development Department and is scheduled on a “first come-first serve” basis, at least three weeks after the pre-application materials are submitted.

PLEASE NOTE: The Pre-App Conference Meeting is NOT an authorization or approval of a development proposal. You must submit a separate application for any proposal and a decision must be issued prior to any site disturbance. This conference will not vest your proposal, and future permit application submittals will be subject to codes/ordinances in effect at the time of the application submittal.

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. E.g., **Johnson_APP_091324.pdf** / **Johnson_SPLAN_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 an email communication from the assigned Planner with a scheduled date for the conference and/or any additional information that may be required.

IF APPLICANT CHOOSES IN PERSON SUBMITTAL AN APPOINTMENT IS PREFERRED

Whidbey: call 360-678-7339

Camano: call 360-387-3443

FORM PRE

PRE-APPLICATION CONFERENCE APPLICATION

TO BE COMPLETED BY COUNTY STAFF ONLY:

Application # _____ Date Rec'd _____ Application Fee _____ Receipt # _____
 Associated Files _____ Associated Fees _____

Application information must be TYPED or NEATLY PRINTED. Provide detailed answers and all information requested; if any portion is not applicable, enter N/A in the blank. Assemble this application with all maps and requested documents outlined below to create an organized, complete packet. Submit original application with supporting materials and one electronic copy of your complete packet.

PART A – GENERAL INFO

Owner	Phone
Address	Email
City, State, Zip	Signature
Owner	Phone
Address	Email
City, State, Zip	Signature
Applicant/Agent*	Phone
Address	Email
City, State, Zip	Signature

Project Location: ☐ Camano Island ☐ North Whidbey ☐ Central Whidbey ☐ South Whidbey ☐ Freeland

Project Address (or nearest cross streets):

Parcel # <i>(attach additional sheet if needed)</i>	Key #	Parcel Size	Division	Block	Lot	Zoning

Subdivision/Plat Name	Section	Township	Range	Quarter
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Do you own contiguous parcels? <input type="checkbox"/> No <input type="checkbox"/> Yes, parcel(s):	Is the property in a special tax program (forest, agriculture, senior citizen, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes, parcel(s):
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Are you within an Overlay area (ICC 17.06.140)? ☐ No ☐ Yes – ☐ Hwy 525 ☐ View Corridor Parcel(s):

In simple terms, briefly describe the project:

PART B – DETAILED SITE INFO

Please describe the existing parcel(s) and land use(s). You may attach a separate sheet to supplement your description.

Describe the EXISTING structures, uses, and other improvements on the site:

Total square footage of existing building footprint(s): _____	Building height: _____
Total square footage (in all stories/buildings): _____	Number of stories: _____
Percent of site covered by impervious surfaces: _____ %	Total acreage: _____

What is the existing source of water? _____

How is existing sewage disposal handled? _____

Describe the type and location of topography on the site. (e.g. Flat, gently sloping, steep, and/or depressed.)**Describe soils on the site** (clay, gravelly, sandy or loam).

Are there areas with mature vegetation, steep slopes or critical areas such as wetlands, streams, or geologically hazardous unstable slopes? If so, please describe the types and locations.

Is the project site within 200 feet of the shoreline? ☐ No ☐ Yes

What public or private roads are adjacent to or on the site? Describe the location of existing access point(s), driveway(s), and access and/or utility easements.

Attach a Site Plan/Map of the Proposal. Provide a conceptual plot plan of your proposal. It should be drawn to scale and it should clearly show your property boundary lines, existing natural features and topography, shorelines and other critical areas, existing and proposed structures and land uses, vegetation, existing water and sewage disposal systems, and the existing and proposed access. *Provide as much of the following information as possible. More information will provide the staff with a better understanding of existing conditions on the site.* **See Application Requirements Checklist to help you draw your plan/map.**

PART C – DETAILED PROJECT INFO

Please provide details and to describe the proposed land uses and any features that are not identifiable in map form. You may attach additional sheets to supplement your description if needed.

PROPOSED USES

List Proposed Use(s)	Allowed use in that zone?	If existing use, year established	CZC issued for this use?	Sq Ft for this use	% of Total Bldg Sq Ft	Residential Uses?	
						# of Units	Density

Describe each proposed land use in detail. What type of residential units (townhomes, tri-plex, cottage homes, etc.)? Does the proposal include outdoor storage, utilities, or other high-intensity use(s)?

Is the proposed use an accessory use? ☐ No ☐ Yes

Is the use proposed as a transitional use under the provisions of ICC 17.06.205? ☐ No ☐ Yes

PROPOSED STRUCTURES

Describe each proposed structure(s) in detail. Does the proposal include bulkheads, docks or piers, or other shoreline access structures, etc.? Describe the structure design; include factors such as siding, roofing and/or construction materials, roof type (gable, hipped, flat, etc.), and architectural style.

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Total square footage of existing and proposed building footprint(s): _____ Building height: _____

Total square footage (in all proposed stories/buildings): _____ Number of stories: _____

Percent of site covered by impervious surfaces: _____ %

Are any of the proposed structures/uses within 200 feet of the shoreline or other critical areas? ☐ No ☐ Yes

Distance from shoreline: _____ ft

Distance from other critical area: _____ ft Type of critical area: _____

LAND DIVISION

Does the proposal include the division of land to create lots? ☐ No ☐ Yes *If yes, please answer the following:*

How many separate parcel numbers exist today?

On what date was the existing parcel(s) created?

Total number of separate parcels that are proposed? _____

Proposed Access. *Describe the proposed access onto public and private roads. Are new roads intended to be private or public?*

Describe the location and amount of area to be cleared and/or graded.

Proposed Source of Water. *What is the proposed source of water supply for the proposed use or land division? If the site is within the boundaries of an approved water system, what is the system and has it committed water to the proposed use?*

Proposed Sewage Disposal. *What is the proposed method of sewage disposal for the proposed use or land division? If the site is within the boundaries of an approved sanitary sewer district, what is the system and has it committed service to the proposed use?*

Other County, State or Federal Applications or Permits Obtained or Pending:

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Applicant Use	PART D - APPLICATION REQUIREMENTS CHECKLIST	County Use Only
_____	1) Fees, as established by the Board of Island County Commissioners.	_____
_____	2) Completed PRE Application form, with all information provided (Parts A, B & C).	_____
_____	3) Design Alternative Form AA, if applicable.	_____
	4) Owner Certification signed by all property owners.	
_____	5) Plot Plan / Maps no larger than 11x17 that shows all of the following:	_____
_____	a. Drawn to a standard <u>engineering</u> scale.	_____
_____	b. North arrow.	_____
_____	c. Location, dimensions, and area of full extent of land included in proposal.	_____
_____	d. Location and size of existing and proposed buildings and other improvements, including, drainfields, wells, fences, driveways, entrances, and exits serving each structure, off-street parking and loading areas, and bulkheads.	_____
_____	e. Setback distances between property lines and structures.	_____
_____	f. Location and amount of proposed open space.	_____
_____	g. Location of existing and proposed roads.	_____
_____	h. Total area of the site & square feet in paved or other impervious surfaces.	_____
_____	i. Show all easements & label with the existing and intended use.	_____
_____	j. Drainage. Show existing drainage systems and the direction of the water flow.	_____
_____	k. Grading (excavating) 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 quantity and where materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.	_____
_____	l. Indicate location of water lines, well, and any pollution control radius around wells both on and off your site.	_____
_____	m. Location of all soil test holes on each proposed lot. Also, location of septic tank, drainfield, and reserve area. Indicate if hooked up to sewer.	_____
_____	n. For a subdivision, show location and dimensions of all proposed and existing lots. For long plats in Freeland, show location and total acreage of open space.	_____
_____	o. Land features. Show top and toe of all slopes, direction of slope, percentage of slope or slope angle, seasonal drainage ways and soggy areas, ditches, ravines, lakes, ordinary high water mark of shoreline, etc.	_____
_____	p. Critical Areas. Show streams, wetlands, protected species habitat, geological hazard areas, & archaeological sites and their buffers on or within 100' of the site.	_____
_____	q. Existing and proposed vegetation. Please be specific about the types.	_____
_____	r. Clearing Limits. Show areas where existing trees & brush will be cut or removed.	_____

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_____	s. Title block on the lower right corner of plat map.	_____
_____	t. Legend that includes:	_____
_____	i) Site address if assigned,	_____
_____	ii) Assessor parcel number(s) of the parcel proposed for division, and	_____
_____	iii) Total area of the site and area of each proposed and existing parcel or lot.	_____
_____	iv) Name, address, and telephone number of applicant(s), and fee owner(s), and	_____
_____	v) Date of drawing.	_____

Please provide any additional information that you believe will help the staff understand your proposal. This will ensure you receive the most accurate information available at the time of your meeting. Items such as as-builts, site registrations, well site inspections, photographs, geology reports, wetland delineations, drainage reports, or other information you have would be helpful.

PART E - OWNER CERTIFICATION

I hereby certify I am (we are) the owner(s) or the authorized agent, and that I/we are familiar with the rules, regulations, and procedures with respect to preparing and filing for this pre-application conference. All statements, answers and information provided as part of this submittal are in all respects complete, true, and accurate to the best of my/our knowledge and belief.

Owners' Signature(s)

Date

Agent's Signature

Date

(All owners must sign*)

Owners' Signature(s)

Date

(All owners must sign*)