



## **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,  
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

### 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 X-1 REASONABLE USE APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application, Reasonable use applications also require 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 for you to prepare two separate plot plans.

Applicant Use	Application Requirements	County Use Only
	<ol style="list-style-type: none"><li>1. Completed Master Permit Application Form</li><li>2. Copies of soil logs registered with the County Health Department and as-built drawings for existing septic systems, if available.</li><li>3. A legible plot plan that shows all of the following:<ol style="list-style-type: none"><li>a. Land features and North arrow. 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.</li><li>b. Critical areas. Show streams, wetlands, buffers on or within 100 feet of the site, protected species habitat, geological hazard areas. <i>(Note: If a feature is shown on the plot plan; describe any observed discrepancies with the county map.)</i></li><li>c. Location, size, and purpose of all existing buildings (temporary or permanent) and proposed buildings. Label each as existing or proposed.</li><li>d. Location, dimensions, and volume of all existing and proposed propane tanks, fuel tanks, etc. Label each as existing or proposed.</li><li>e. Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios, and chimneys.</li><li>f. Distances between property line and existing and proposed buildings and between buildings.</li><li>g. Location and width of existing and proposed driveways/accesses serving each structure and any parking areas. Access permit numbers, if assigned.</li><li>h. Indicate any and all easements (access, utility, drainage, etc.) on the property including their dimensions. Label them with existing or intended use and the Auditor File No.</li></ol></li></ol>	

<b>Applicant Use</b>	<b>Application Requirements</b>	<b>County Use Only</b>
	<ul style="list-style-type: none"> <li>i. Indicate location of septic tank, drainfield, reserve area, and tightline between house and septic tank. Show distances between drainfield and reserve area to property lines. Indicate if hooked up to sewer.</li> <li>j. 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.</li> <li>4. Grading Plans. Show existing and proposed finished grade contours for any cut or fill 2 feet 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.</li> <li>5. Existing and proposed vegetation. Please be specific about the type, e.g. shrubs, grasses, types of trees, etc.</li> <li>6. Clearing limits. Show all areas where trees, brush and vegetation currently exist and will be cut or removed.</li> <li>7. 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.</li> <li>8. Indicate location of water lines, well, and pollution control radius. Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel.</li> <li>9. Separate Existing Conditions map for large or complex projects. Show topography with contour intervals of no greater than 5' and all natural features.</li> <li>10. Reports, studies, or other information required.</li> <li>11. Provide copies of any approvals or permits granted by other agencies such as the Washington State Department of Fish and Wildlife, Army Corps of Engineers, Washington State Department of Natural Resources, Department of Ecology, etc.</li> <li>12. Completed Field Indicators Worksheet.</li> <li>13. Land Use Intensity Worksheet and Wetland Buffer Worksheet from the Wetland ID Guide if a wetland or wetland buffer affects the property.</li> </ul>	

**FORM  
X-3**

**ISLAND COUNTY PLANNING AND COMMUNITY  
DEVELOPMENT  
APPLICATION FOR  
TYPE 2 RESTORATION**

This application is for the restoration of unpermitted work in a wetland and its buffer or fish and wildlife habitat conservation area and its buffer. If work within a wetland or FWHCA or its buffer has occurred, the Environmental Checklist (SEPA) is required and the Washington State Department of Ecology and/or the U.S. Army Corps of Engineers may also have jurisdiction over this project.

1. Please provide a description of the unauthorized alteration and the condition of the critical area or critical area buffer before alteration: \_\_\_\_\_
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2. Describe the actions necessary to restore the critical area or critical area buffer including grading and planting plans that is relevant to the proposed restoration:
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3. Provide a management plan that includes restoration goals, benchmarks and review criteria, site treatment measures for maintenance of the restoration, including but not limited to supplemental watering schedules and non-native/invasive species management:

4. Please provide a monitoring plan that specifies the standard, photo point locations, time period and frequency of reports that will be used to determine whether the restoration is successful:

5. Provide a description of a contingency plan that establishes the actions that will be taken should monitoring identify that the restoration is not successfully achieving the established benchmarks and standards within the established time periods:

6. Have any other permits been submitted for this site (e.g. building permits, clearing and grading, septic, retaining walls, bulkheads, etc.)? If so, please provide the permit numbers:

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7. Type of critical area impacted: Wetland Category\_\_\_\_ ; Stream Type\_\_\_\_ ;

Land Use Intensity \_\_\_\_\_; Standard Buffer width \_\_\_\_\_ ft

Area of buffer impacted \_\_\_\_\_ sqft; Area of buffer to be restored \_\_\_\_\_ sqft.