



## **ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT**

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[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



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

## ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

### RURAL STEWARDSHIP PLAN

A Rural Stewardship Plan establishes a long-range vision for the use of your property. Through the Plan, you commit to use specific land management techniques that will conserve and protect critical natural resources located on your property. The benefits you receive for your commitment are described in detail in the [Stewardship Plan Handbook](#). The [County's Critical Areas Ordinance](#) establishes the legal status of the Plan.

This application is split into three sections:

1. Goals Assessment
2. Natural Resource Assessment
3. Stewardship Plan

This application requires the creation of two maps. The first map is intended to define the location of uses, structures, and activities on the property. The second map is intended to define the location of important natural resources located on the property. Separating these maps offers clarity and reduces potential confusion.

#### SECTION I – GOALS ASSESSMENT

##### CONTACT INFORMATION:

NAME: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

##### PARCEL INFORMATION:

PARCEL #: \_\_\_\_\_ LOT SIZE: \_\_\_\_\_ ZONING: \_\_\_\_\_

PHYSICAL ADDRESS OF THE PROPERTY (IF APPLICABLE) \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

##### DEVELOPMENT AND USE GOALS:

1. Describe your development and land use goals (attach an additional document if needed)

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2. Describe your ownership time horizon. Do you expect to own the property for more than 10 years? Are you willing to have the Rural Stewardship Plan run with the land and establish rules and commitments for future owners?

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3. Describe your long-term plans, if any, to divide your property into smaller lots. Describe the likely parcel sizes and when you may subdivide.

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**DENSITY AND INTENSITY:**

1. Describe any clearing activities. Please provide this information in square footage or acres of clearing and the percent of the lot that will be cleared. It is also useful to know how many board feet of timber will be removed.

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2. Is, or will, your development be served by a:       septic system       sewer system

3. Is, or will, your development be served by a:       well       water system

4. How close will your development activities be to a critical area? When describing "activities" include houses, outbuildings, clearings, pastures, and any other change to the landscape.

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5. Complete attached Impervious Surface Calculator to establish the total amount of impervious surfaces created by structures, patios, driveways, or any other hardened surface and provide an estimate in total square footage and as a percentage of total parcel size.

6. How long and wide will your driveway be and what will it be made of? Please provide the average width of the driveway, an estimate for how long it will be and description of the surface (e.g., gravel, dirt, paved, etc.).

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7. Describe the uses and structures you would like to establish. Describe how big structures will be and what will be occurring on the property. Attach a separate document if necessary.

**Goals Assessment Map:** Please draw a map of your property that shows the existing and proposed uses and activities described above. Feel free to attach a separate document if needed.

Features to show on your map:

<input type="checkbox"/> Existing Structures	<input type="checkbox"/> Proposed Structures	<input type="checkbox"/> Driveways	<input type="checkbox"/> Roads	<input type="checkbox"/> Drainfields/Septic Systems
<input type="checkbox"/> Wells	<input type="checkbox"/> Fences	<input type="checkbox"/> Agricultural Pastures	<input type="checkbox"/> Lawns or Gardens	<input type="checkbox"/> Any other feature of importance

## SECTION II – NATURAL FEATURE ASSESSMENT

### WETLANDS, STREAMS, AND SHORELINES:

1. Do you have wetlands on your property? Use the [Wetland Identification Guide for Island County](#) to determine if you have wetlands on your property. You may also refer to the Critical Areas layer on [ICGeoMap](#) to determine if there is a mapped wetland on or near your property.

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2. In square footage or acres, describe the size of the wetland: \_\_\_\_\_
3. What type of wetland(s) do you have? The County's Critical Areas Ordinance establishes five different categories of wetlands (A, B, C, D, and E) \_\_\_\_\_
4. Do you have streams, ponds, or ditches on your property?      Yes      No  
If yes, describe:

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5. Is this a waterfront property?      Yes      No  
If yes, indicate whether it is lakefront or along Puget Sound: \_\_\_\_\_

### HABITAT:

1. Generally describe any habitat or species you have observed on the property:

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2. Have you observed any of the following species on or near your property:

<input type="checkbox"/> Great Blue Heron	<input type="checkbox"/> Common Loon	Pileated Woodpecker	<input type="checkbox"/> Osprey
<input type="checkbox"/> Trumpeter Swan	<input type="checkbox"/> Bald Eagle	Peregrine Falcon	<input type="checkbox"/> Northern Sea Lion
<input type="checkbox"/> Gray Whale	<input type="checkbox"/> Marbled Murrelet	Western Toad	

3. Utilizing the Habitat Checklist located in the [Wetland Identification Guide](#) for Island County, provide the Habitat Score: \_\_\_\_\_

**TOPOGRAPHY:**

1. Describe the topography of your property (flat, rolling, sloped, steep, etc.)

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2. Describe any significant topographic features on your property (e.g., bluff, ravine, etc.)

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*CONTINUED ON NEXT PAGE*

**Natural Resource Assessment Map:** Please draw a map of your property that shows the existing natural resources, habitats, and topographic features described above. Submit a separate document if necessary.

Features to show on your map:

<input type="checkbox"/> Wetlands	<input type="checkbox"/> Streams	<input type="checkbox"/> Important Habitat	<input type="checkbox"/> Ravines	<input type="checkbox"/> Bluffs	<input type="checkbox"/> Pastures	<input type="checkbox"/> Ponds
<input type="checkbox"/> Wooded areas	<input type="checkbox"/> Areas that will be restricted from clearing	<input type="checkbox"/> Any other feature of importance				

### SECTION III – RURAL STEWARDSHIP PLAN

The final step in the Rural Stewardship Plan is to make a commitment to employ land management practices that are intended to enhance water quality protection and habitat protection on your property. The plan includes mandatory and selective practices as noted below.

<b>MANDATORY WATER QUALITY PRACTICES:</b> Please read through these practices and check the boxes to acknowledge acceptance.	<b>MANDATORY HABITAT PRACTICES:</b> Please read through these practices and check the boxes to acknowledge acceptance.
<ul style="list-style-type: none"> <li><input type="checkbox"/> No intrusion into areas that are 20 feet from wetlands, streams, or other surface waters</li> <li><input type="checkbox"/> &lt;10% impervious surface coverage</li> <li><input type="checkbox"/> Use of environmentally friendly fertilizers, pesticides, and herbicides</li> <li><input type="checkbox"/> Proper pet waste disposal</li> <li><input type="checkbox"/> Proper hazardous waste disposal</li> <li><input type="checkbox"/> Proper car washing practices</li> <li><input type="checkbox"/> Proper composting and yard waste disposal</li> <li><input type="checkbox"/> Septic system maintenance (annually for alternative systems, and every three years for conventional systems)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> For parcels 1 – 4.5 acres – less than 50% clearing of timber/native vegetation</li> <li><input type="checkbox"/> For parcels 4.5 acres or larger – less than 35% clearing of timber/native vegetation</li> <li><input type="checkbox"/> Control of domestic pets, e.g., fencing</li> <li><input type="checkbox"/> Proper residential lighting</li> <li><input type="checkbox"/> Leave down trees in buffer</li> <li><input type="checkbox"/> Placement of a sign, provided to you by the County, that indicates that the property is being managed under the Rural Stewardship Plan program</li> </ul>

**SELECTIVE PRACTICES:** Please follow the instructions below and check the practices you are making a commitment to implement.

<p><b>OPTIONAL (pick at least 2 of the following)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> &lt;5% impervious surface</li> <li><input type="checkbox"/> On balance, your wetland and stream buffers must exceed the standard by 50%</li> <li><input type="checkbox"/> Rain cisterns are used to capture roof runoff and then used for gardening/irrigation</li> </ul> <p><b>OPTIONAL (pick at least 2 of the following)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parcels 1 – 4.5 acres – less than 25% clearing of timber/native vegetation</li> <li><input type="checkbox"/> Parcels 4.5 acres or larger – less than 10% clearing of timber/native vegetation</li> <li><input type="checkbox"/> Enrollment in the Backyard Wildlife Habitat Program</li> <li><input type="checkbox"/> Preparation of a Habitat Management Plan followed by implementation of recommendations</li> <li><input type="checkbox"/> A voluntary restoration plan is prepared for wetlands and streams</li> <li><input type="checkbox"/> A conservation easement will be dedicated for critical area protection</li> </ul>	<p><b>OPTIONAL (pick at least 3 of the following)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signage/marking of critical areas</li> <li><input type="checkbox"/> Narrow driveway (less than 14 feet)</li> <li><input type="checkbox"/> Wildlife nesting structures</li> <li><input type="checkbox"/> Lawn and Home less than 5,000 square feet</li> <li><input type="checkbox"/> Drought tolerant native vegetation is used in landscaping</li> </ul> <p><b>OPTIONAL (pick only 1 of the following)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use of the Rural Stewardship Plan to be eligible for a reduction in the land use intensity</li> <li><input type="checkbox"/> Use of the Rural Stewardship Plan to be eligible to be enrolled in the Public Benefit Rating System</li> </ul>
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## PROPERTY NOTICE RURAL STEWARDSHIP PLAN

The undersigned: \_\_\_\_\_

being the record owners and parties in interest of all of the real property described as  
Parcel #: \_\_\_\_\_, located in  
Island County, Washington, covering the above-described real property, agree that this notice shall run  
with the land, and shall be binding on the owners and all future owners of said real property.

**DESCRIPTION:** Plat of \_\_\_\_\_; Block \_\_\_\_\_; Lot \_\_\_\_\_;  
¼ Section: \_\_\_\_\_ of ¼ Section \_\_\_\_\_ of Section(s) \_\_\_\_\_; Township \_\_\_\_\_;  
Range \_\_\_\_\_.

### **FULL LEGAL DESCRIPTION ATTACHED**

#### **Landowner Acknowledgement:**

I/We, \_\_\_\_\_ hereby agree to implement the practices listed in  
this Rural Stewardship Plan and do commit to the above listed preservation and management goals.  
This Rural Stewardship Plan will be recorded with the Island County Auditor's Office and will be  
binding upon all future landowners. I/We understand that the practices are binding and enforceable  
in the event they are not adhered to.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **County Acknowledgement:**

Island County hereby makes the following commitments for Parcel # \_\_\_\_\_:

- Any future permits that you submit will be moved to the front of the line and expedited
- Land Use Intensity shall be designated as \_\_\_\_\_, or
- This Plan meets the eligibility criteria for purposes of classification in the PBRS tax program

County Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IMPERVIOUS SURFACE AREA(S)

**Definition per ICC17.03.040:** **Impervious surface** means a surface area that prevents or impedes infiltration of water into the soil mantle; retards the infiltration of water into the soil mantle such that it causes water to run off the surface in greater quantities or at a greater rate of flow than under natural conditions. Common impervious surfaces include roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled surfaces. Open, uncovered retention/detention facilities are not considered impervious surfaces.

**Impervious Surface** includes the following: gravel, asphalt, concrete, brick, pavers.

**Please provide information on the existing and proposed impervious surface area(s) on the subject property in the table below. Provide amounts in square feet (sf).**

<b>Table 1- Impervious Area</b>	<b>Existing Impervious Area (sf)</b>	<b>Proposed Additional Impervious (sf)</b>			
Residential building(s) (*footprint + roof overhang)					
Garage/Shop (*footprint + roof overhang)					
Other Structures (*footprint + roof overhang)					
Driveway and parking areas					
Paved Walkways					
	<b>Total Existing Impervious Area _____ sf</b>	<b>+</b>	<b>Total New Impervious _____ sf</b>	<b>A. Total Impervious (existing + proposed) = _____ sf</b>	

**Calculation of percentage (%) of Impervious Surface Area for Subject Property** \*\*Include the Lot Area that is within 200ft of the Ordinary High Water Mark (OHWM). Do not include tidelands.

<b>A. Total Impervious (existing + proposed) _____ sf</b>	<b>B. **Lot area landward of Ordinary High Water mark (OHWM) &amp; within 200ft of Shoreline = _____ sf</b>	<b>Percentage of Impervious Surface Area A ÷ B = _____ % of Lot area that is Impervious</b>	<b>% Impervious Allowed for this parcel's Shoreline Designation (see below) _____ %</b>
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<b>For Reference:</b>  Maximum of Impervious Surface for each Shoreline Environmental Designation (ICC17.05A- Table 3)	Shoreline Residential (SR) - 35% SR- Canal community - 40% SR- Historic Beach - 80% Rural Conservancy- 10% Natural- 10% High Intensity- 80% Urban Conservancy 10%
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