



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 H – SUPPLEMENTAL FINAL SHORT PLAT APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist a Final Short Plat 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 that you prepare two separate plot plans.

APPLICANT USE	APPLICATION REQUIREMENTS	COUNTY USE ONLY
	<ol style="list-style-type: none">1. Certificate of Title dated within the last thirty days of the date of submittal.2. A legible Short Plat survey showing the following elements:<ol style="list-style-type: none">a. Size of paper is 18 inches by 24 inchesb. The legal description of the land within the subdivision.c. The boundary lines of the land division showing the full extent of the parcel from which the land division is to be segregated.d. Set survey corners for each corner of each lot within the plat area of each lot.e. Boundary lines of all proposed Lots and Tracts.f. The location of monuments or evidence used as ties to establish the boundaries.g. The location, dimensions, and auditor's file number of all easements and/or private right-of-way within or serving the plat, together with the names of all public and private rights-of-way within or adjoining the land division.h. Identification of private roads as "Private"i. The location of all improvements, critical areas and their buffers (includes wetlands, streams, special waterfront setbacks, and geological hazardous areas), and other development-limiting overlay zones within the land division.j. Owner's consent and acknowledgement of the land division, signed by the Owners of the property.k. Approved addresses of each lot.	

APPLICANT USE	APPLICATION REQUIREMENTS	COUNTY USE ONLY
	<ul style="list-style-type: none"> l. The boundaries and locations of all parcels dedicated to the public or reserved for community use. m. Deeded and as-built center lines of all abutting county rights-of-way and the widths on both sides of centerline. n. Status of all adjacent properties (e.g. Plat of Whidbey Acres, Division 3, Lot 5, unplatted, etc.) o. Agriculture and Forestry Protection Declaration if within 500 feet of an RA, RF or CA zone or mineral lands. p. Name of short subdivision. q. Title block on the lower right corner to include: <ul style="list-style-type: none"> i. Name of the applicant(s), owner(s) and surveyor. ii. Date of preparation r. Island County Application File number and all assessor parcel numbers associated with the proposal in a block on upper right corner of every sheet. s. North Arrow t. Engineering scale (written out) and bar scale. u. Notes of restrictions required by Public Works and Health v. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of two inches on the left edges and one-half inch on the other three sides. w. The subdivision title and scale shall be shown on each sheet x. All signatures placed on the Final short Plat shall be original signatures written in permanent black ink. 	

APPLICANT USE	APPLICATION REQUIREMENTS	COUNTY USE ONLY
	<p>y. Necessary certificates and declarations, including:</p> <p>i. Surveyor Certificate:</p> <p>This map correctly represents a survey made by me or under my direction in conformance with the requirements of Island County and the Washington State Survey Recording Act, in the month of _____, _____ [year]</p> <p>_____ Signature and Seal Certificate Number</p> <p>ii. Treasurer's Certificate</p> <p>All taxes levied which have become a lien upon the lands herein described have been fully paid and discharged according to the records of my office, including taxes for the current year, [year].</p> <p>_____ Signature and Seal</p> <p>iii. Director's Approval Certificate</p> <p>This plat conforms to the requirements of Subdivisions as established by Chapter 16.06, Island County Code, and is hereby approved this ____ day of _____, _____ [year].</p> <p>_____ Signature and Seal</p> <p>iv. Certificate of Title</p> <p>Recorded _____, [Year], in volume _____, page _____, under Auditor's File Number _____, records of Island County, Washington.</p>	

APPLICANT USE	APPLICATION REQUIREMENTS	COUNTY USE ONLY
	<p>v. Auditor's Certificate</p> <p>Filed for record this _____ day of _____, [year], at _____.m. in vol. _____ of Short Plats, page(s) _____ under Auditor's File Number _____, Records of Island County at the request of the Island County Auditor.</p> <p>_____</p> <p>Island County Auditor</p> <p>vi. Owner's Consent</p> <p>Known all by these present that the undersigned Property Owner(s) hereby certify that this [proposed action] is made as their free and voluntary act and deed.</p> <p>_____</p> <p>Owner's Signature Owner's Signature</p> <p>_____</p> <p>Mortgage or Lien Holder's Signature</p> <p>vii. Acknowledgement</p> <p>State of Washington) ss. County of Island) This is to certify that on this _____ day of _____, [year], before me, the undersigned, a notary public in and for the State of Washington, duly commissioner and sworn, appeared _____, to me known to be the individual(s) described in and who executed the foregoing instrument and acknowledge to me that _____ signed and sealed the same as their free and voluntary act and deed for the uses and purposes mentioned herein.</p> <p>_____</p> <p>Notary Public for the State of Washington, residing at, _____</p>	

FORM H	<p align="center"> ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT APPLICATION FOR SHORT PLAT FINAL </p>
<p align="center"> This form is for Final Short Plat approval. The bulk of County review occurred during Preliminary Short Plat review so the information needed for final approval is limited primarily to specific map information and demonstration that the conditions attached to the preliminary approval have been satisfactorily completed. </p>	
<p>1. Provide the Preliminary Short Plat Application Number: SHP _____/_____</p>	
<p>2. Provide the date that the above Preliminary Short Plat was approved: _____</p>	
<p>3. Provide the date of any approved extensions:</p> <p style="padding-left: 40px;">Date extension approved: _____</p> <p style="padding-left: 40px;">Revised expiration of Short Plat: _____</p>	
<p>Many items on supplementary checklist H are to be included on your Plat Map. Please follow the checklist to make sure the application is complete.</p> <p>Pursuant to Island County Code requirements a Short Plat is not considered final and approved until:</p> <ol style="list-style-type: none"> 1. A copy of the application with the signature and statement of the approving authority is filed by the applicant with Planning and Community Development. 2. All site and off-site improvements required as a condition of preliminary approval are completed or, at the discretion of the Board of Island County Commissioners by recommendation of the Director and the County Engineer, are secured by bond or other surety. 3. The boundaries of the property and the proposed lots are shown on a site specific survey made by a registered land surveyor or under his direction, in conformance with legal requirements pertaining to surveying. 4. The final survey, approved by Planning and Community Development, is recorded in the Records of Island County at the Auditor's office. 	

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: