



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

SUBDIVISION 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)	SITE PLAN REVIEW 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)	ZONING Certificate of Zoning Compliance Zoning Code Interpretation Zoning Code Amendment Comprehensive Plan Amendment OTHER Environmental Checklist (SEPA) Clearing and Grading (N) Water System Review Variance (A) Temporary Use Restoration
CRITICAL AREAS 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)	SHORELINE 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.

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 Z – SUPPLEMENTAL WETLAND OR BUFFER IMPROVEMENT APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist please include the following 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	FOR COUNTY USE ONLY
	<ol style="list-style-type: none">1. A legible plot plan that shows all of the following:<ol style="list-style-type: none">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.b. Critical areas: Show streams, wetlands, buffers on or within 100 feet of the site, protected species habitat, geological hazardous areas. <i>Note: If a feature is shown on the Island County Critical Areas Map, it must be shown on the plot plan; describe any observed discrepancies with the county map.</i>c. Location, size, and purpose of all existing buildings (temporary or permanent) and proposed buildings. Label each as existing or proposed.d. Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios, and chimneys.e. Distances between property line and existing and proposed buildings and between buildings.f. Location and width of existing and proposed driveways/accessible serving each structure and any parking areas. Access Permit Numbers, if assigned.g. 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 Number.h. 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.i. 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.	

APPLICANT USE	APPLICATION REQUIREMENTS	COUNTY USE ONLY
	<p>j. Grading 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.</p> <p>k. Existing and proposed vegetation: Please be specific about the type, e.g., shrubs, grasses, types of trees, etc.</p> <p>l. Clearing limits: Show all areas where trees, brush, and vegetation currently exist and will be cut or removed.</p> <p>m. 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.</p> <p>n. Indicate location of water lines, well(s), and pollution control radius. <i>Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel. Show distinct areas of existing and proposed vegetation.</i></p> <p>o. Denote the entire work area and each area to be improved.</p> <p>2. <u>SEPA – Environmental Checklist</u></p> <p>3. Additional reports, studies, and other information as required.</p> <p>4. Provide copies of any approvals or permits granted by other agencies, such as the Washington Department of Fish and Wildlife, Army Corps of Engineers, Washington State Department of Natural Resources, Department of Ecology, etc.</p>	

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"/> 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
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10. Does the soil smell sulfuric? (like rotten eggs)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> At Times
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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
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Comments:

FORM

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

APPLICATION FOR

WETLAND OR BUFFER IMPROVEMENT

Application packages must be submitted to Island County Planning & Community Development. Submit the **original plus 1 copy** of the complete and collated application packages.

1. Describe the proposed activity and its purpose:

2. Describe the current area to be improved and identify the functions and condition of the critical area and/or critical area buffer that would be improved. Please show and label distinct areas of the feature on a site plan.

3. Please describe the details of the proposed activities to improve the feature. List all species and spacing for each species to be used; all plants must be native to Island County.

4. Will this project involve any grading? All areas of grading must be shown on the site plan. If soil movement will occur, please provide the following information:

a. Quantity of grading: _____ cubic yards

b. Quantity of filling: _____ cubic yards

c. Maximum height of cut and/or fill: _____ feet

d. Type of fill:

Note: The total amount of grading includes all material relocated on site, plus any material imported to or exported from the site.

5. Describe measures to keep sediment from leaving the work area. Some measures can include mulch, silt fencing, and erosion control blankets. Covering disturbed soils with at least 3 inches of seed free mulch is recommended.

6. Please provide permit numbers for any other permits that have been submitted for the site (e.g., building permits, clearing and grading, septic, retaining walls, bulkheads, etc.)

7. Type of critical area involved: **Wetland Category:** _____ **Stream type:** _____

Land Use Intensity: _____ **Standard Buffer width:** _____ feet

(Improvement projects are generally considered Low Intensity Land Use)

Type and area of wetland improvement: **Re-establishment/Creation** _____ sq. ft.

Rehabilitation: _____ sq. ft. **Enhancement:** _____ sq. ft. **Other:** _____

Type and area of buffer improvement: **Re-establishment**: sq. ft. **Enhancement**: sq. ft.

Increasing the required buffer by **sq. ft. Other**