



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522 ■ from S. Whidbey
(360) 321-5111 ■ FAX: (360) 679-7306 ■ P. O. Box 5000, Coupeville, WA
98239-5000 ■ 121 N East Camano Drive, Camano Island, WA 98282 ■

Phone (360) 387-3443 www.islandcounty.net/planning

Type I (Ministerial) Application

For Permitted Uses in the Zone where specific Land Use standards apply, pursuant to Chapter 17.03.040 and/or 17.03.180.

FILLING OUT AN APPLICATION:

- Neatly print all information in blue ink.
- If someone other than the landowner is applying for the permit, the application must be accompanied by a signed, notarized "Applicant Authorization Form". Without this form, the application will not be accepted by County staff. The "Applicant Authorization Form" is attached to this application. (**Original signatures only**)
- Collate the complete application and make the appropriate number of copies that are required to accompany the original (the actual number will be indicated on the specific application).
- Depending upon your specific proposal you will need to fill out supplemental attachments to this application that provide more specific information.

SUBMITTAL OF AN APPLICATION:

- A submittal appointment is not mandatory, but encouraged – call (360) 678-7800 to schedule an appointment.
- Must be submitted in person at either of the following locations:

Camano Annex offices

Monday through Thursday – 8:00 a.m. to 11:00 a.m.

1:00 p.m. to 2:00 p.m.

Coupeville Annex offices

Monday through Thursday – 8:00 a.m. to 2:00 p.m.

- Must pay with check or cash; credit cards are not accepted
- Anticipate that the submittal process will take 30 minutes

TYPE I (MINISTERIAL) APPLICATION

GREYED SECTION FOR COUNTY USE ONLY			
Application Number	Date Received	Fee Paid	Receipt

Please type or neatly print all information and provide the signatures in **blue ink** and provide **detailed answers and all of the information** requested.

Assemble this application with all maps and requested documents outlined below to create an organized, complete packet. Submit the **original and four (4) separate, collated copies** of the application packet to Island County Planning & Community Development. The county may require additional application packets if review by additional agencies would be helpful.

PART A

Contact Person Name _____ Phone (____) _____
(The agent or consultant for the application will be the **only** party to receive correspondence and inquiries.)

Mailing address _____ E-Mail Address _____
City, State, Zip Code _____

Applicant Name _____ Phone (____) _____
Mailing address _____ E-Mail Address _____
City, State, Zip Code _____

Owner Names _____ Phone (____) _____
(If other than the applicant)
Mailing address _____ E-Mail Address _____
City, State, Zip Code _____

In simple terms, briefly describe the project: _____

Project Address and Zip Code: _____

Assessor Parcel Numbers (Geo ID): _____

Section _____ Township _____ Range _____ 1/4 Section _____
Location: North Whidbey Central Whidbey South Whidbey Camano Island
Plat Name _____

PART B

In addition to the information requested in Part A, please answer the following questions and provide a map of the proposal. **By providing answers to the following questions, County staff will better understand your proposal and be able to process your application without undue delay.**

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

1. Describe the **EXISTING** structures, uses, and other improvements on the site.

- * What is the total acreage of the site? _____
- * What is the zoning of all parcels? _____
- * Is the property located within Ebey's Reserve? _____
- * Square footage of existing building footprints: _____
- * Total square footage in all stories: _____
- * Number of Stories: _____ Building Height: _____
- * Percent of site covered by impervious surfaces: _____

2. What is the existing source of water? _____

3. How is existing sewage disposal handled? _____

4. Describe the type and location of topography on the site. (e.g. Flat, gently sloping, steep, and/or depressed.) _____

5. Describe soils on the site (clay, gravelly, sandy or loam). _____

6. 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. _____

7. Is the project site within 200 feet of the shoreline? _____

8. Distance from each structure to the Ordinary High Water Mark (OHWM) of any creek, stream, lake, or shoreline. _____

(Indicate on plot plan)

9. Existing Access. Named public or private roads are adjacent or on the site? Describe the location of existing access point(s), driveway(s), and access and/or utility easements. (Indicate on plot plan)

10. Access permit #(s): _____ Access easement #(s): _____

Plan/Map of the Proposal. Provide a plot plan of your proposal, drawn to engineering scale, with North arrow. Show property boundary lines with dimensions, existing features and topography, distance to ordinary high water mark or critical areas, existing and proposed

structures and/or land uses, areas of vegetation, existing water and sewage disposal systems, existing and proposed access.

Description of the Proposal

1. **Proposed Land Uses.** Please provide details and describe existing and proposed land uses and any features not identifiable in map form. You may use a separate sheet to provide additional information.

a. Describe each proposed land use in detail. Are they residential, commercial, industrial, storage, utilities, bulkheads, stairways, docks or piers, or other? Describe the structure design.

b. **Proposed Structures.** Describe the proposed structures.

* Total square footage of existing and proposed footprints: _____

* Total square footage in all proposed stories: _____

* Structure Height: _____ Number of Stories: _____

* Percent of site to be covered by impervious surfaces: _____

* Distance from Ordinary High Water Mark of shorelines or other critical areas?

2. **Clearing and Grading?** Describe the location and amount of area to be cleared and/or graded or excavated?

3. **Proposed Access.** Describe the proposed access onto public and private roads.

Please show the proposed lot lay-out, access, and areas of clearing and grading or excavating on the map.

4. **Proposed Source of Water.** What is the proposed source of water supply for the proposed use? 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?

5. **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?

6. **Existing Character.** Describe how the proposed development will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing intended character of the area.

7. **Does the project require security?** Yes _____ No _____ If the answer is yes, please describe in detail how security will be addressed for this use.

8. **Does the project require screening?** Yes _____ No _____ If the answer is yes, please describe in detail how screening will be addressed for this use.

Including as-builts, site registrations, well site inspections, photographs, geology reports, wetland delineations, drainage reports, or other information you have would be very helpful.

I hereby certify I am the owner or the authorized agent named above, and that I have familiarized myself with the rules, regulations, and procedures with respect to preparing and filing this application. All statements, answers and information provided as part of this submittal are in all respects complete, true, and accurate to the best of my knowledge and belief. I understand that if I provide incomplete and/or incorrect information, this will cause a delay in the review process.

Owners' Signatures	Date	Agent's Signature	Date
(All owners must sign*)			

Owners' Signatures	Date	Agent's Signature	Date
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*If there is not enough space for all property owners' signatures, or if an agent is submitting the application, a notarized letter of consent signed by all owners shall be attached to this application.

APPLICANT AUTHORIZATION FORM

If you are authorizing an agent to apply for permits on your behalf, you must either sign each of the applications that you submit or complete this form, which will provide authorization for a designated agent to apply for permit(s) on your behalf. This form is required for the protection of the property owner. Planning and Community Development will not accept an application that is not either signed by all property owners or accompanied by this form. **All original signatures shall be in blue ink.**

I/we, _____, the owner(s) of the subject property, understand that by completing this form I/we hereby authorize _____ to act as my/our agent. I/We understand that said agent will be authorized to submit applications on my/our behalf. I/We also understand that once an application has been submitted that all future correspondence will be directed to said agent.

ALL PROPERTY OWNERS OF RECORD MUST SIGN THIS FORM

<p>1) _____ Property Owner Name(s) (print)</p> <p>_____</p> <p align="center">Signature(s)</p> <p>2) _____ Property Owner Name(s) (print)</p> <p>_____</p> <p align="center">Signature(s)</p> <p>_____</p> <p align="center">Date</p>	<p>State of Washington _____) County of _____)</p> <p>I certify that I know or have satisfactory evidence that _____</p> <p>signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.</p> <p>Dated _____</p> <p>Signature of _____</p> <p>Notary Public _____</p> <p>Printed Name _____</p> <p>Residing at _____</p> <p>My appointment expires _____</p>
<p>1) _____ Property Owner Name(s) (print)</p> <p>_____</p> <p align="center">Signature(s)</p> <p>2) _____ Property Owner Name(s) (print)</p> <p>_____</p> <p align="center">Signature(s)</p> <p>_____</p> <p align="center">Date</p>	<p>State of Washington _____) County of _____)</p> <p>I certify that I know or have satisfactory evidence that _____</p> <p>signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.</p> <p>Dated _____</p> <p>Signature of _____</p> <p>Notary Public _____</p> <p>Printed Name _____</p> <p>Residing at _____</p> <p>My appointment expires _____</p>

Administrative Approval 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.

Applicant Use	Application Requirements	County Use Only
	1) Fees, as established by the Board of Island County Commissioners	
	2) Completed Administrative Approval Permit Application	
	3) Completed Field Indicators Worksheet (from Wetland ID Guide)	
	a) Land Use Intensity Worksheet (If applicable)	
	b) Wetland Buffer Worksheet (If applicable)	
	4) Completed project specific Forms (e.g. Form A Variance, etc.)	
	5) A legible plot plan no larger than 11 x 17 that shows all of the following:	
	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) Location of loading docks, if applicable	
	e) Name of road(s) bordering the property and their width	
	f) 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.	
	g) Critical Areas. Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands <u>as well as all of their associated buffers onsite or off-site when they may affect the proposal</u> . If the proposal is in an archaeological area, a report must be submitted that identifies resources and how they will be protected. (<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>). .	
	h) Ordinary High Water Mark for all shoreline lots	
	6) 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).	
	7) 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.	