

**FORM
C**

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

APPLICATION FOR SITE PLAN REVIEW

**Rural, Rural Residential, Rural Forest, Rural
Agriculture and Commercial Agriculture Zones**

Application packages must be submitted in person to Island County Planning & Community Development. Submit the **original plus 6 copies** of the complete and collated application packages.

You will use this form if you are proposing to establish a conditional use in the R, RR, RF, RA or CA zones. All conditional uses are classified as either a Type II or a Type III decision. Type II and Type III decisions have slightly different application requirements.

TYPE II DECISION – Complete the application questions as outlined in this form. Island County staff will review the proposal and issue a decision. A public hearing is not required unless the decision is appealed.

TYPE III DECISION – All Type III Decisions require that a Pre-Application Conference be held no more than 6 months prior to submittal of this application. Many Type III Decisions require that a Community Meeting be held prior to submittal of this application. Island County staff will review the proposal and issue a recommendation to the Island County Hearing Examiner. The Hearing Examiner will conduct a public hearing and issue a formal decision.

1. Provide the date the parcel was created and the legal description of the real property as last recorded (list here, provide on attached sheet, or Submit copy of recorded deed): _____

2. Provide names, addresses and telephone numbers of associated professional consultants such as architects or engineers not identified on cover sheet: _____

3. On a separate sheet, provide a detailed written description of the proposal. Include descriptions of (1) the general purpose of the project, (2) features and pertinent matters not readily identifiable in map form, (3) specific uses permitted on the site and the area(s) to be designated as Open Space and Community Area (4) necessary or proposed restrictions and (5) phasing schedules. Upon approval of the application, this text will constitute a contractual limitation to those uses and standards otherwise provided in the county code.

4. Provide the date that the parcel(s) was created (if known): _____

5. Total square footage of all structures on site: _____; Square footage dedicated to commercial use _____

Total impervious surface of the site (e.g. pavement, buildings): Square feet _____; Percent of site _____

<p>6. For a residential use, provide the total number of units proposed: _____; Proposed density: _____</p> <p>Describe the type of units proposed (single family detached, condos, townhouse, etc.): _____</p>
<p>7. Will the proposal create any new parcels? _____; If yes, how many new parcels will be created? _____</p>
<p>8. Describe the proposed source of water supply, including the name of the provider if it is to be served by a public system: _____</p>
<p>9. Describe the proposed method of sewage disposal, including the name of the district if it is to be served by a public sewer system: _____</p>
<p>10. Provide the Certificate of Transportation Concurrency No. _____</p>
<p>11. Will the proposal access directly onto an adjacent public road? Yes _____ No _____ If yes, provide a copy of the existing Access Permit or submit an Access Permit application with this application. If no, provide documentation of the legal access to a public road.</p>
<p>12. Is the project within 200 feet of the shoreline? Yes _____ No _____ If yes, a Shoreline Substantial Development Permit may be required along with this submittal (Form Q).</p>
<p>13. Identify any existing uses on the property (e.g. single family residence, agriculture, forestry, bed and breakfast) _____</p> <p>_____</p> <p>_____</p> <p>Provide the permit numbers of any previously approved permits _____</p>
<p>14. Are the existing uses allowed in the current zoning designation of the site? Yes _____ No _____</p> <p>If no, describe which uses are not allowed and when they were established _____</p> <p>_____</p>
<p>15. If this project will be completed in phases, describe each phase and their associated timeframes:</p> <p>_____</p> <p>_____</p> <p>_____</p>

16. Estimate the total amount of cut and fill (includes all material relocated on the site plus imported and exported material)? _____ cubic yards. What is the maximum height of cut or fill? _____ feet.

17. If material will be exported to another site provide the amount, address and parcel number of the receiving property. _____

18. All developments will generate stormwater runoff from things such as gutters, driveways, roads, areas where vegetation has been removed or new impervious surfaces. Describe how it will be managed. Please be specific (for example, "runoff from gutters and parking areas will be infiltrated by a drywell located near the SE corner of the house" or "runoff from driveway will be captured in catch basin and routed to a tightline over the bluff to the beach"). Attach additional plan or pages if necessary. _____

19. For Type III Conditional Uses (For an explanation see the top of this form):

- a. Community Meeting. Community meetings are required for many Type III Decisions (Not required for Home Industries or Surface Mines on Mineral Lands of Long Term Commercial Significance). When a community meeting is required it must be held prior to the submittal of this application. Once completed, you must submit a tape copy of the recorded meeting, the meeting notes, and an affidavit that demonstrates the meeting was properly noticed in the newspaper and by sign on the property.

Meeting Date: _____

- b. Pre-Application Meeting. All Type III Decisions require a formal Pre-Application Conference no more than 6 months prior to submittal of this application.

Pre-Application Conference Date: _____ File Number: PRE ____/____

FORM C – SUPPLEMENTAL SITE PLAN REVIEW APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist a Site Plan Review 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	For County Use Only
_____	1. On a separate sheet provide a written description of proposal (see question 3 above).	_____
_____	2. On a separate sheet provide a detailed written statement addressing required criteria and standards (not required for Home Industries).	_____
_____	3. Legal description of the property as it was last recorded.	_____
_____	4. Proposed source of water (e.g. water availability verification form, letter of commitment from water provider, well site location and/or verification).	_____
_____	5. Copies of soil logs registered with the County Health Department or a letter of commitment from a sewer district.	_____
_____	6. Copy of approved Certificate of Transportation Concurrency, if applicable.	_____
_____	7. Documentation of legal means of access to a public road (e.g. recorded easement, existing access permit number, access permit application).	_____
_____	8. For Type III applications (see question 19 above) the following must be provided:	_____
_____	a. Community Meeting required: Submit meeting notes, a tape copy of the recorded meeting and an affidavit of notice of the meeting.	_____
_____	b. Pre-Application Conference required: Provide the date of the meeting (must be after the community meeting but within 6 months of the date this application is submitted).	_____
_____	c. Provide the names and mailing addresses of property owners within a 300 foot radius of the site on mailing address label sheet(s).	_____
_____	d. An Assessor’s quarter section map that shows all parcels within a 300 foot radius of the site.	_____
_____		_____
_____		_____
_____		_____
_____		_____

	<p>9. Please show the following additional items on the plot plan required under item #5 of the Master Permit Application Checklist:</p> <ol style="list-style-type: none"> a. The plot plan must be no larger than 11X17 inches. b. Location, size, height, number of stories, and gross floor area for all structures or other improvements, existing and proposed. Includes buildings, drainfields, wells, driveways and fences. Label each as existing or proposed. c. Location, dimensions and volume of all propane tanks, fuel tank, etc. Label each as existing or proposed. d. Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios or chimneys. e. Distance between property lines and existing and/or proposed structures. Also show distances between these buildings. f. Location of proposed entrances and exits, location and width of existing and proposed driveways/accesses serving each structure, direction of traffic flow into and out of off-street parking and loading areas, location and size of each parking space and each loading berth, areas of turning and maneuvering vehicles, and relationship of circulation with adjacent properties. Show access permit numbers, if assigned. g. Approximate location, width, and name of each recorded easement, right-of-way for public service or utilities, serving or affecting the subject property, and existing and proposed public and private roads in or adjacent to the site. Label them with the existing and intended use and the Auditor's File No. h. Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank. Show distance between drainfield and reserve area to property lines. Indicate if hooked up to sewer. i. 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. j. If the proposal includes a subdivision, show the location and dimension of all proposed and existing lots. Show the location of all soil test holes on each proposed lot. Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank and the distance between the drainfield and reserve area to existing and proposed property lines. Also provide the legal descriptions of existing and proposed parcels and a 	
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	<p>legend that includes a site address and Assessor parcel number of the parcel proposed for division.</p> <p>k. 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.</p> <p>l. 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 quantities and where the materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.</p> <p>m. Existing and proposed vegetation. Please be specific about the type, e.g. grasses, types of trees, etc. **</p> <p>n. Clearing limits. Show all areas where trees and brush currently exist and where it will be cut or removed.</p> <p>o. Location of proposed open space.</p> <p>p. Erosion and sedimentation control plans. Show all areas where soil will be exposed along with measures to limit the erosion and transport of silt and sediment.</p> <p>q. Approximate number of square feet proposed in paved or other impervious surfaces, open space, wetlands, steep and unstable slopes and the total area of the site.</p> <p>r. Layout of all existing and proposed pedestrian walkways, landscaped areas, curbs, gutters, the extent of street pavings, and the location of existing and proposed fire hydrants, on-site water sources, and sewage disposal systems.</p> <p>10. Phasing Plan, if development will not occur at one time.</p> <p>11. A Landscape Plan, drawn to scale, showing the following:</p> <p>a. Open space, including any community area.</p> <p>b. Location and type of significant landscape features and vegetation on site.</p> <p>c. Location and design of landscaped areas.</p> <p>d. ** Plant specifications including genus/species type, sizes at time of planting (including gallon/caliper/height) and maturity, growth habits. Also provide photos and written documentation.</p> <p>e. Other pertinent landscape features and irrigation systems required to maintain trees and plants.</p> <p>12. Visual Analysis, to identify the effect of the proposed development on surrounding properties and uses.</p>	
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	13. Architectural Plan showing elevations and specifications as to type, color and texture of exterior surfaces of proposed structures.	
	14. Sign Plan, drawn to scale, showing the location, size, design, material, color, and method of illumination of all exterior signs.	
	15. Lighting Plan.	
	16. A plan to limit and/or control noise, dust, dirt, heat, glare, vibration, odors, toxic gases, and liquid and solid waste.	
	17. Reports/Plans required by Critical Area Regulations.	
	18. Drainage Narrative or Preliminary Drainage Plan.	
	19. Environmental Checklist, if required.	