ISLAND COUNTY PLANNING

PHONE: (360) 679-7344 ■ from Camano (360) 629-4522 ■ from S. Whidbey (360) 321-5111
FAX: (360) 679-7306 ■ P. O. Box 5000, Coupeville, WA 98239-5000
Internet Home Page: http://www.islandcounty.net/planning/

Comprehensive Plan/Development Regulation Review & Amendment (CPA)

APPLICATION

Purpose of a Comprehensive Plan/Development Regulation Review and Amendment Procedures (CPA): As described in Island County Code (ICC) 16.26.010, a CPA establishes procedures pursuant to Chapter 36.70A. RCW, for the review and amendment of the Comprehensive Plan and implementing Development Regulations found in Titles 8, 13,16, and 17 ICC. All amendments to the Comprehensive Plan and Development Regulations shall be approved by the Board of Island County Commissioners and processed as a Type IV decision pursuant to Chapter 16.19 ICC.

REMEMBER: ***If you have any question or comments please do not hesitate to phone, e-mail or make an appointment with the Planning Department.*** *All of the requested items listed below must be submitted at the time of application or the application will not be accepted. The purpose of this cover sheet and checklist is to ensure that minimum requirements have been met before an application can be accepted at the counter. After the application is accepted, the Planning Department will perform a more detailed review and will advise you if the application is technically complete. Please use the Applicant Checklists below and throughout this application form (Parts B) to ensure you have provided all the information required for your project.*

COUNTER CHECKLIST

Applicant	Application Requirement	Planning
_____	**Completed Application Form (Parts A and B);**	_____
_____	**Signatures of all owners and/or an Affidavit of Owner's Consent;**	_____
_____	**All questions in Part A are completed;**	_____
_____	**Answers to the questions in Part B are completed.**	_____

I hereby certify that I am the authorized applicant named above and that I have familiarized myself with the rules, regulations, and procedures with respect to preparing and filing this application and that 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.

_____ _____ _____
Name (Please Print) Signature (Owner or Authorized Agent) Date

** REMEMBER: *IF THE SIGNATURE IS OTHER THAN THE PROPERTY OWNER, THEN A WRITTEN LETTER OF CONSENT MUST ACCOMPANY THIS APPLICATION.*

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

Application information must be TYPED or NEATLY PRINTED AND SIGNED IN BLUE INK. In order to speed our review of your application please provide all information requested. If any portion is not applicable, enter N/A in the blank. Submit the **original and 4 copies** of this application and all necessary documentation as outlined on the Application Checklist to the Island County Planning Department. Illegible and/or incomplete applications will not be accepted. An application will not be considered technically complete until a Notice of Application is provided.

PART A

APPLICANT _____ **Signature** _____

Address _____ **Phone** _____

CONTACT PERSON* _____ **Signature** _____

Address _____ **Phone** _____

OWNER _____ **Signature** _____

Address _____ **Phone** _____

PROJECT ADDRESS (or closest intersection) _____

Assessor Parcel Number _____ **Plat Name** _____

Section _____ **Township** _____ **Range** _____ **1/4 Section** _____

Location: North Whidbey ☐ **Central Whidbey** ☐ **South Whidbey** ☐ **Camano Island** ☐

Comprehensive Plan Land Use Designation _____ **Zoning** _____

Size of Parcel (Square Feet or Acres) _____ **Existing Use** _____

_____

* The authorized Contact Person will be the only party that will receive correspondence, reports, notices and inquiries.

PART B

Comprehensive Plan/Development Regulation Review & Amendment (CPA)

Process: Pursuant to ICC 16.26 Comprehensive Plan/Development Regulation Review and Amendment Procedures, the Planning Director shall prepare a report to the Island County Planning Commission. Only those applications accepted as complete by February 1 of each year may be reviewed during that calendar year. The Planning Department must forward all reports to the Planning Commission by May 1 of each year and the Planning Commission must hold at least one public hearing on the application and forward a recommendation to the Board of Island County Commissioners by July 1 of each year. The Board must act on all applications submitted for review during that calendar year even if a recommendation has not been forwarded by the Planning Commission. The Board must adopt Findings of Fact and Legislative Intent to support any approved changes to the Comprehensive Plan and/or Development Regulations.

Supplemental Application Requirements: In addition to the information required in Part A the following must also be submitted with the CPA Application:

1. On a separate piece of paper please provide a detailed description of the amendment and your reasons for requesting the amendment.
2. If the amendment involves a map change include a copy of the adopted map and clearly show how you would propose to modify the map.
3. For all applications please answer the following questions to the best of your ability:
   - i) A detailed and thoughtful explanation of anticipated impacts to be caused by the proposed change on other plan elements, zoning districts, permit processing or related aspects. Try to include a discussion of potential un-intended consequences and possible ways to prevent them;
   - ii) A detailed explanation of how the proposed amendment is consistent with GMA/SMA, the County-Wide Planning Policies, the Comprehensive Plan and adopted Findings of Fact and Legislative Intent;
   - iii) An explanation of how the change affects Development Regulations or how the amendment brings the Development Regulations into compliance with the plan;
   - iv) If applicable, an explanation of why existing Comprehensive Plan language should be added, modified, or deleted;
   - v) If necessary a SEPA checklist must be included.
4. If the Application involves nomination of species of local importance please address the following questions in detail:
   - i) Provide documentation demonstrating that the species or habitat is native to Island County existing on or prior to December 1, 1998. Please include all statistical information used to make your determination;
   - ii) Is the local populations in danger of extirpation based on existing trends since January 1, 1985 and include data to support your position;
   - iii) Is the species sensitive to habitat manipulation;
   - iv) Does the species or habitat have commercial, game, or other special value such as locally rare species;

v) Demonstrate to the extent possible why without protection, there is a likelihood that the species will not maintain and reproduce.

vi) Show where the endangered species are located on maps showing parcels, roads and approximate specie boundaries.

5. If the Application is to nominate habitat of local importance please address the following questions in detail:

   i) Where a habitat is nominated to protect a species all applicants shall demonstrate:

      a) The use of the habitat by a protected species is documented or is highly likely; or

      b) The habitat is proposed to be restored with the consent of the affected property owner so that it will be suitable for use by the species (provide property owner affidavits); and

      c) Document how the long term persistence of the species is dependent on the protection, maintenance or restoration of the habitat.

   ii) Document how the habitat nominated represents either high-quality native habitat or habitat that has an excellent potential to recover to a high quality condition and which is ether of limited availability or high vulnerability to alteration.

   iii) Show the specific habitat features to be protected (for example, nest sites, breeding areas, nurseries, etc.).

   iv) Provide mapping showing all habitat proposed to be nominated including habitat boundaries, parcel lines and roads.

6. All applications for habitat and species of local importance shall provide the following information:

   i) The application must include comprehensive management strategies for the species or habitats. Management strategies must be supported by best available science and where restoration of habitat is proposed, as specific plan for restoration must be provided prior to nomination;

   ii) All applications must include detailed professional best available science supporting the nomination;

   iii) Demonstrate why current regulations or non-regulatory tools are not adequate to prevent degradation of the species or habitat in Island County;

7. Please attach any additional names, addresses and telephone numbers of associated professional consultants such as architects, engineers, or scientists not identified on cover sheet who may be contacted by the County regarding this application.