



## ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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### -MEMORANDUM-

TO: All Applicants, Consultants and/or Agents  
FROM: Hiller West, Planning Manager  
DATE: October 6, 2015  
SUBJECT: Electronic Submittals Update

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On October 1, 2015, the Island County Planning Department began requiring an electronic copy of land use application materials to be submitted in PDF format on CD. Questions have arisen regarding parts of the electronic submittal process that we expect to resolve in the near future.

We will be postponing the CD requirements for the following permits:

- Preliminary Critical Area Determinations (PCAD)
- Pre-Applications
- Temporary Use Permits
- Limited Review Shoreline Exemptions (SHE-LR)
- Boundary Line Adjustments
- Ebey's Landing National Historic Reserve Certificate of Appropriateness (EBY)

Should you have any questions regarding the submittal requirements please contact me at 360-678-7814 or Patricia Shults at 360-678-7800.

Thank you for your cooperation and support.