



**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.islandcountywa.gov/planning

INSTRUCTIONS FOR FILLING OUT AND SUBMITTING AN APPLICATION

- Type or neatly print all information in blue ink.
- 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.
- Collate the complete application and make the copy. Do not copy this instruction sheet.
- 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.

IN OFFICE SUBMITTAL OF APPLICATIONS BY APPOINTMENT ONLY

Whidbey: call 360-678-7800

Camano: call 360-387-3443 ext. 8245

Please plan for up to 60 minutes for a submittal appointment

ELECTRONIC SUBMITTAL PROCESS

Submit application documents to planningdept@islandcountywa.gov. Emails over 15 MB should be sent through a file sharing application or portable USB. One of our planners will look over your documents to determine if your application can be submitted or if modifications are required. When the planner approves the electronic application for submission, we will provide you with a fee estimate. Please mail in the original signed application, one complete copy, and a check. (If the application form requests more copies, please disregard. The original plus one copy is sufficient). Once Planning and Community Development receives the hard copies and payment, the application can be considered officially submitted. The planner will then verify that the hard copy is complete, and the review process can begin.

Mailing address for USPS deliveries is:

Planning & Community Development
PO Box 5000
Coupeville, WA 98239

For FedEx or UPS deliveries, mail to:

Planning & Community Development
1 NE 6th St.
Coupeville, WA 98239

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

P.O. BOX 5000, 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>

MASTER LAND DEVELOPMENT PERMIT APPLICATION

Application # _____ Date Rec'd _____ Receipt # _____ Application Fee _____

Associated Fees _____

Associated Files _____

Grayed areas to be filled out by County staff only

Complete applications, print in blue ink and provide appropriate number of copies of all required information

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
Subdivision Name			Section	Township	Range	Quarter

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

<p>Subdivision</p> <p><input type="checkbox"/> Short Plat – Preliminary (G)</p> <p><input type="checkbox"/> Short Plat – Final (H)</p> <p><input type="checkbox"/> Short Plat – Alteration (L)</p> <p><input type="checkbox"/> Long Plat – Preliminary (I)</p> <p><input type="checkbox"/> Long Plat – Final (J)</p> <p><input type="checkbox"/> Long Plat – Alteration (M)</p> <p><input type="checkbox"/> Planned Residential Development (K)</p> <p>Critical Areas</p> <p><input type="checkbox"/> Public Transportation Utility (Y)</p> <p><input type="checkbox"/> Reasonable Use (Type I) (X-1)</p> <p><input type="checkbox"/> Reasonable Use (Type II) (X-2)</p> <p><input type="checkbox"/> Wetland or Buffer Improvement (Z)</p>	<p>Site Plan Review</p> <p><input type="checkbox"/> Cell Tower (E)</p> <p><input type="checkbox"/> Surface Mine (F)</p> <p>Rural Commercial Events (EE)</p> <p><input type="checkbox"/> Type II in NR Zones (D)</p> <p><input type="checkbox"/> Type II other Zones (C)</p> <p><input type="checkbox"/> Type III in NR Zones (D)</p> <p><input type="checkbox"/> Type III other Zones (C)</p> <p>Shoreline</p> <p><input type="checkbox"/> Shoreline Exemption (R)</p> <p><input type="checkbox"/> Shoreline Development (Q)</p> <p><input type="checkbox"/> Shoreline Variance/Conditional Use (S)</p>	<p>Zoning</p> <p><input type="checkbox"/> Certificate of Zoning Compliance</p> <p><input type="checkbox"/> Zoning Code Interpretation</p> <p><input type="checkbox"/> Zoning Code Amendment</p> <p><input type="checkbox"/> Comprehensive Plan Amendment</p> <p>Other</p> <p><input type="checkbox"/> Environmental Checklist (SEPA)</p> <p><input type="checkbox"/> Clearing & Grading (N)</p> <p><input type="checkbox"/> Water System Review</p> <p><input type="checkbox"/> Variance (A)</p> <p><input type="checkbox"/> Temporary Use</p>
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APPLICANT AUTHORIZATION FORM

If you are authorizing an agent or contractor to apply for permit(s) on your behalf, you must complete this form providing authorization for a designated agent to apply for permit(s) on your behalf. This form is required for the protection of the landowner. A permit/application authorizing an agent to act on the landowner's behalf that is not accompanied by a signed and notarized Applicant Authorization Form will not be accepted. All original signatures must 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/permits on my/our behalf. I also understand that once a permit/application has been submitted that all future correspondence may be directed to said agent.

ALL PROPERTY OWNERS OF RECORD MUST SIGN THIS FORM

<p>1) _____ Property Owner Name(s) (print)</p> <p>_____ Signature(s)</p> <p>2) _____ Property Owner Name(s) (print)</p> <p>_____ Signature(s)</p> <p>3) _____ Property Owner Name(s) (print)</p> <p>_____ Signature(s)</p> <p>_____ Date</p>	<p>State of Washington) County of _____)</p> <p>I certify that I know or have satisfactory evidence that _____ 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 _____ Signature of _____ Notary Public _____</p> <p>Printed Name _____ Residing at _____ My appointment expires _____</p> <p>Stamp</p>
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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 CD containing complete application and associated reports. <u>Please send separate documents as separate files.</u> For example, the Master, application form, SEPA checklist, environmental report, 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): <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 <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> 7) 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). 8) 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. 	

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"/> Cooley'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"/> Yellow Iris |
| <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 |
|-------------------------------------|--|--------------------------------|
-
10. Does the soil smell sulfuric? (like rotten eggs)
- | | | |
|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> At Times |
|------------------------------|-----------------------------|-----------------------------------|
-
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 |
|------------------------------|--|--|

Comments:

**FORM
AA****DESIGN ALTERNATIVE APPLICATION**

For Parcels in the Freeland NMUGA

The Freeland Zoning Code offers an opportunity to apply for review and approval of a design alternative to certain standards in Chapter 17.06 ICC. **The review of a design alternative may be requested during a Pre-Application review process or as a Type I Administrative Decision.** *Obtaining approval for a design alternative prior to submittal for land use or building permit is recommended to avoid costly revisions to plans.*

GENERAL INFO

Project Name:

Parcel Number(s):

Project Type: Multi-Family Mixed-Use Non-Residential

Project Description:

Review Type Requested:

 Included in Pre-Application review process.

To have a design alternative included in a pre-application review process, this form must be submitted with the Pre-Application Meeting Form. Forms submitted separately will be processed as a Type I.

 As a Type I Administrative Decision

Design Alternative Type: (check all that apply and complete Design Alternative Summary sheet for each request checked below)

 Legal non-conforming structures

- Site layout, setbacks, and/or screening standards (ICC 17.06.250.D.4. a and b)
- Pedestrian-Oriented Open Space (PED) Design Alternative (ICC 17.06.250.D.4.c)

 Legal non-conforming lots (ICC 17.06.250.E.4) **Site Design Standards** (ICC 17.06.500.B)

- | | |
|---|---|
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Screening |
| <input type="checkbox"/> Adjacent to Right-of-Way (ICC 17.06.520.B.2.b) | <input type="checkbox"/> Adjacency to public park, open space, or mixed-use development (ICC 17.06.540.E.2.b.i) |
| <input type="checkbox"/> Internal parking lot landscaping (ICC 17.06.520.H.3.b) | <input type="checkbox"/> Landscaping in lieu of wall (ICC 17.06.540.E.2.b.ii) |
| | <input type="checkbox"/> Parking lot buffer width (ICC 17.06.540.E.11.c) |

 Lighting

- LED Alternative (ICC 17.06.570.C.1.b)
- New Technology (ICC 17.06.570.I.1)
- Designs, Materials, Methods of Installation (ICC 17.06.570.I.2)
- Security Lighting (ICC 17.06.570.I.3)

 Access (ICC 17.06.550.H.3.b) **Signs** (ICC 17.06.560.C.6) **Building Design Standards** (ICC 17.06.600.C)

- | | |
|--|--|
| <input type="checkbox"/> Building Materials | <input type="checkbox"/> Façade Articulation (ICC 17.06.610.C) |
| <input type="checkbox"/> Concrete Block (ICC 17.06.650.D.2) | <input type="checkbox"/> Building Elements and Details (ICC 17.06.640.E) |
| <input type="checkbox"/> EIFS or Similar Synthetic Stucco Finishes (ICC 17.06.650.E.2.a) | |

DESIGN ALTERNATIVE SUMMARY

Complete this sheet for EACH design alternative requested and attach appropriate documentation (e.g. manufacturer cut sheets, etc.) that demonstrate compliance with the purpose and criteria for design alternative, if any, that are adopted in Chapter 17.06 ICC. ***Applications without a completed summary sheet and supporting documentation for all requested design alternatives will be deemed incomplete and will not be accepted by County staff.***

Design Alternative Type:

Description of Standards Adopted in Chapter 17.06 ICC:

Please describe why you are requesting an alternative to the adopted development standards:

Provide a detailed description of design alternative requested and why you are proposing this alternative:

Are supporting documents attached? Yes No (see statement regarding incomplete applications above)