



## Island County Planning and Community Development

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P.O. Box 5000, Coupeville, WA 98239

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### ANIMAL MANAGEMENT PLAN QUESTIONNAIRE

#### **INSTRUCTIONS FOR FILLING OUT AND SUBMITTING THIS QUESTIONNAIRE:**

- Type or neatly print all information in blue or black ink.
- Collate the complete application and make one copy. Also include one electronic copy via email, USB, or secure file sharing link.

#### **IN OFFICE SUBMITTAL OF APPLICATIONS BY APPOINTMENT ONLY**

**Whidbey: call 360-679-7339**

**Camano: call 360-387-3443**

**Please plan for up to 60 minutes for a submittal appointment**

#### **ELECTRONIC SUBMITTAL PROCESS**

Submit application documents to [planningdept@islandcountywa.gov](mailto:planningdept@islandcountywa.gov). Emails over 7 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

<b>ANIMAL MANAGEMENT PLAN QUESTIONNAIRE</b>
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The purpose of this questionnaire is to determine whether animals, other than household pets, can be properly contained, kept and managed within a property. (NOTE: The Planning Department does not enforce restrictive covenants.)

Proper management of an animal, as well as its wastes, are important to prevent contamination of ground water resources, to control insects and odor, and to keep these problems from becoming a public health hazard or nuisance.

<b>Owner:</b>	<b>Phone:</b>
<b>Address:</b>	<b>email:</b>
<b>City, State, Zip:</b>	
<b>Owner:</b>	<b>Phone:</b>
<b>Address:</b>	<b>email:</b>
<b>City, State, Zip:</b>	
<b>Applicant/Agent</b>	<b>Phone:</b>
<b>Address:</b>	<b>email:</b>
<b>City, State, Zip:</b>	

Identify the Assessor’s Parcel Number of the subject property.

1. Parcel #: \_\_\_\_\_
2. Actual Site Address: \_\_\_\_\_
3. Section: \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_
4. Plat Name (If Applicable) \_\_\_\_\_

**DESCRIBE PROPOSAL OBJECTIVE:**

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**DESCRIPTION OF MANAGEMENT PLAN:**

- 1. Type, age, and number of animals: \_\_\_\_\_
- 2. Total area of subject property (acres or sq. ft.): \_\_\_\_\_
- 3. Total area of confinement (acres or sq. ft.): \_\_\_\_\_
- 4. Method of Confinement: \_\_\_\_\_

**INDOORS** within an accessory structure:

- a. Total area of structure: \_\_\_\_\_
- b. Is the structure existing?      Yes          No          To Be Built
- c. Is this structure to be used for any purpose other than to house the animals?  
Yes                  No  
If yes, Indicate the following:
  - i. Dimensions/area of that portion to be used for animals
  - ii. Use of remaining portion of structure
- d. Will the structure have gutters?      Yes      No

If yes, where will the rainwater flow?

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**OUTDOORS** within a confinement area (Fence **MUST** be determined to be capable of keeping the animals from escaping)

- a. Size of confinement area: \_\_\_\_\_
- b. Specific type and height of fencing: \_\_\_\_\_

c. Will electric fencing be used on any portion?    Yes    No

If yes, describe the specifics of the electric portion:

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d. Existing vegetation growing in confinement area:

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e. Are there plans to change the vegetation?    Yes    No

If yes, what will be planted and when?

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f. Describe methods to be used during the rainy season to control mud or limit the creation of mud holes:

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**ANIMAL WASTE HANDLING:**

1. How often will waste be cleaned out of indoor confinement area? \_\_\_\_\_

Outdoor confinement area: \_\_\_\_\_

2. Size, type, and location of waste storage area:

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3. Method of cover for storage area: \_\_\_\_\_



## **PLOT PLAN REQUIREMENTS**

A plot plan (site plan) is an accurate detailed map of your property. It shows the size, shape and special features of your property and the size and location of any buildings, septic area, and other improvements to the property. Your plot plan will show what currently exists and any changes or improvements you are proposing to make.

### **Plot Plan requirements are as follows:**

1. Must be drawn to a standard scale (i.e., 1" = 30')
2. Name and address of property owner
3. Shape and size of lot with accurate dimensions
4. Show land features (pastures/grassy areas, wooded areas, slope direction, bluff line, streams, ponds, wetlands, etc.)
5. Location and size of all existing and proposed buildings. Show setback distances from property lines.
6. Location of septic tank, drainfield, and reserve area.
7. Location of well(s) and indicate 100' radius.
8. Location of fencing, posts, and gates.
9. Location of access.
10. Names of roads bordering property.
11. Indicate any and all easements on the property (access, utility, drainage, etc.)
12. Indicate any critical areas on the property (streams, wetlands, etc.)