



## ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

R-1

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](http://www.islandcountywa.gov/planning)

### R-1 SHORELINE EXEMPTION CHECKLIST

Washington Administrative Code (WAC) 173-27-040 establishes a list of activities, uses, and developments that are exempt from the shoreline substantial development permit process. **Exempt does not mean the work is exempt from compliance with the shoreline rules and regulations or Island County review.** Exempt simply means that your proposal does not have to be reviewed through the Shoreline Substantial Development permit process which involves review by the WA Department of Ecology.

#### SUBMITTAL APPOINTMENTS ARE REQUIRED FOR LAND USE APPLICATIONS:

**Whidbey** - To schedule a submittal appointment, call 360-679-7339

**Camano** - To schedule a submittal appointment, call 360-387-3443, select 'Planning' – option 1

#### INSTRUCTIONS TO COMPLETE THIS APPLICATION (please print neatly)

The checklist below lists the required materials for submittal of this application.

- **ORIGINAL signatures** of all property owners or designated agents are required on the application.
- **A signed and notarized “APPLICANT AUTHORIZATION FORM” is required** if someone other than the landowner(s) is applying for the permit. Without this form, the application will be deemed incomplete and will not be accepted by Island County staff.
- **FEES- Payment is required at the time of submittal** when the application has been deemed complete. Fee schedule, as established by the Board of Island Commissioners, can be viewed at <https://www.islandcountywa.gov/Planning/Documents/LandUsePermitApplications/LandUsefees2015.pdf>

#### APPLICATION REQUIREMENTS

- One original plus one (1) copy (total of 2 copies) of the completed application form and the following supporting documents.** Applications can be downloaded at: <https://www.islandcountywa.gov/Planning/Pages/LandUsePermitApplications.aspx>
- Digital copy of complete submitted application (USB or email preferred).** Please ensure that individual files are less than 10 MB.
- Applicant/agent authorization form, available for download at:** [https://www.islandcountywa.gov/Planning/Documents/LandUsePermitApplications/CountyApp.AuthorizationForm%20\(003\).pdf](https://www.islandcountywa.gov/Planning/Documents/LandUsePermitApplications/CountyApp.AuthorizationForm%20(003).pdf)
- Shoreline designation for subject parcel(s):** \_\_\_\_\_.

## REQUIRED MAPS/PLOT PLANS/ SUPPORTING DOCUMENTS

- Assessor's Map(s)** –Assessor's Map that clearly identifies the subject site and any contiguous properties in same ownership: [www.islandcountywa.gov/assessors/Pages/Home.aspx](http://www.islandcountywa.gov/assessors/Pages/Home.aspx)
- Plot plan (on 8 ½" x 11" or 11" x 17" paper) that shows ALL of the following:**
  - Drawn to standard engineering scale, e.g., 1"=20ft. Provide scale bar and North arrow.
  - Parcel/property boundaries, lot dimensions, and area of lot (square feet or acres).
  - Name of public and/or private road(s) bordering the property and the beach access.
  - Location of septic tank, drainfield, well and/or utility lines.
  - Location of Ordinary High Water Mark (OHWM) of all water bodies.
  - Marine or lake buffer, steep slope buffer and shoreline setback relevant to the Shoreline designation for the parcel(s)
  - Location and square footage of all existing and proposed structures (including decks).
  - Distance from any existing and proposed structures to the OHWM and property lines.
  - If reduced setback is being proposed, structures on adjacent lots must be shown.
  - Shoreline armoring/Bulkheads: Type of material(s) proposed for new or replacement
  - Location of any known wetlands, steep slopes, wildlife habitats or other critical areas.
  - Top and toe of all slopes/bluffs and distance of proposed development to these features
  - Existing and proposed impervious surfaces: location and amount (includes building footprint + roof overhangs, driveways and walkways) within 200ft of OHWM (see pg. 5 worksheet).
- As-built drawings for existing septic system from the County Health Department.** If this is unavailable from County Health Department, show approximate location of the existing septic system on submitted plot plan
- Basic Elevation/Cross Section drawings** (please do not submit complete plan sets) that provide a visual diagram of the finished proposal (paper size no larger than 11" x 17")
- Shoreline Buffer Enhancement** may be required for proposed development within marine or lake buffers and/or shoreline setbacks, including addition of 200+sf impervious (see pg. 5)
- Completed Field Indicators Worksheet** (included in application)

## SUPPLEMENTAL MATERIALS/REPORTS THAT MAY BE REQUIRED

- SEPA Environmental Checklist.** Download checklist at: <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-document-templates>
- Copies of any approvals or permits granted by other agencies**, such as U.S. Army Corps of Engineers, WA State Dept. of Natural Resources, Dept. of Archaeology and Historic Preservation, Dept. of Ecology. Dept. of Fish and Wildlife requires receipt of Island County's permit before issuing an HPA for your project.
- Supplemental reports:**  Geotechnical Report  Biological Site Assessment  
 Geocoastal Report  Landscape Enhancement Plan  Arborist Report
- Dated photographs of existing structure** (for proposed normal repair and maintenance).
- Land Use Intensity Report** (if applicable) / **Wetland Buffer Worksheet** (if applicable)
- Waivers**, if granted by an Island County staff person for any of the requirements of this application. A waiver must be in writing and submitted with this application.

1. What is the shoreline environment designation for your parcel? The County has maps that show this information which you can obtain by calling us, stopping by to look at the map or viewing the maps on the website at <https://icgeomap.islandcountywa.gov/Html5Viewer/Index.html?viewer=ICGeoMap#>

a. Shoreline environment designation:

2. Is your proposed project within a Fish and Wildlife Habitat Conservation Area or its associated buffer? \_\_\_\_\_ If yes, you must provide a Biological Site Assessment with this application if you are proposing new construction. This requirement does not apply to repair and replacement of existing structures.

3. Are you proposing a bulkhead? \_\_\_\_\_ If yes, you must show, through a Coastal Geologic Report, that a bulkhead is necessary for the protection of your home or the reasonable use of your property. The report must address alternatives other than bulk heading such as soft shore protection.

4. Are you proposing to repair an existing jetty, groin, breakwater, boat ramp, boat launch, or boat house that extends seaward of the Ordinary High Water Mark? \_\_\_\_\_ If yes, a Coastal Geologic Report must demonstrate that the proposed development will not adversely affect natural shoreline processes, adjacent properties, or fish and wildlife habitat.

5. Are you proposing to clear or grade in a geologically hazardous area (i.e., on a bluff or within 100 feet of the top or toe of a bluff)? \_\_\_\_\_ If yes, you must submit a geotechnical engineering report.

6. Is your parcel located in a high, moderate to high, or peat soil liquefaction susceptibility zone? \_\_\_\_\_ If yes, it will require a geotechnical engineer evaluation per IRC R401.4, which addresses the site-specific potential for risk of liquefiable soils and provides any recommended mitigation strategies necessary. If the geotechnical consultant reports that the soil is stable and recommends a load-bearing value for the soil, Table R401.4.1 may be used for the foundation design. (Note: This evaluation is not required for sewage disposal system applications.)

**ISLAND COUNTY  
PLANNING & COMMUNITY DEVELOPMENT  
SHORELINE EXEMPTION APPLICATION R-1**  
For any development within 200 feet of the Ordinary High Water Mark

**APPLICATION SUBMITTALS BY APPOINTMENT ONLY, to schedule an appointment:  
For Whidbey, call (360) 678-7800; for Camano, call (360) 387-3443, select 'Planning'- option 1**

<b>STAFF</b>	APPLICATION#:	DATE FILED:	FEE PAID:	RECEIPT#:
	ASSOCIATED FILES:			ACCEPTED BY:

Provide one signed original application plus one (1) copy (total of 2 collated sets) of all application materials including a digital copy of the complete submittal package. \*Completed in blue ink\*

<b>PROPERTY OWNER</b>	NAME:			PHONE (Required):
	MAILING ADDRESS:			E-MAIL (Required):
	CITY:	STATE:	ZIP:	SIGNATURE:
<b>APPLICANT</b>	NAME:			PHONE:
	MAILING ADDRESS:			E-MAIL:
	CITY:	STATE:	ZIP:	SIGNATURE:
<b>AGENT/ CONTACT</b>	NAME:			PHONE:
	MAILING ADDRESS:			E-MAIL:
	CITY:	STATE:	ZIP:	SIGNATURE:

<b>PROPERTY INFORMATION</b>	
PROJECT ADDRESS (or closest intersection) AND ZIP CODE:	
GEO ID (Parcel Number):	PARCEL SIZE:
ZONING:	SHORELINE ENVIRONMENT DESIGNATION:

<b>PROJECT INFORMATION</b>	
Brief description of property as it currently exists (including physical characteristics and existing structures):	
Brief description of proposed development activities:	
Will there be any land disturbing activity? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please fill out the attached Clearing, Grading and Drainage supplemental form.	
SEPA EXEMPT? <input type="checkbox"/> Yes <input type="checkbox"/> No If Not exempt, then submit an Environmental Checklist (SEPA).	



# 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](http://www.islandcountywa.gov/planning)

## 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. An 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 hereby authorize \_\_\_\_\_ to act as my agent. I understand that the agent will be authorized to submit applications on my behalf and that all future contact and correspondence from Island County staff regarding this application will be directed only to the agent.

<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>_____ Date</p>	<p>State of _____ )</p> <p>County of _____ )</p> <p>I certify that I know or have satisfactory evidence that _____ is the person who appeared before me and 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 _____</p> <p>Signature of Notary Public _____</p> <p>Printed Name _____</p> <p>Residing at _____</p> <p>My appointment expires _____</p>
<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>_____ Date</p>	<p>State of _____ )</p> <p>County of _____ )</p> <p>I certify that I know or have satisfactory evidence that _____ is the person who appeared before me and 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 _____</p> <p>Signature of Notary Public _____</p> <p>Printed Name _____</p> <p>Residing at _____</p> <p>My appointment expires _____</p>

## SHORELINE EXEMPTION APPLICATION IMPERVIOUS SURFACE AREA(S)

**Definition per ICC17.03.040:** Impervious surface means a surface area that prevents or impedes infiltration of water into the soil mantle; retards the infiltration of water into the soil mantle such that it causes water to run off the surface in greater quantities or at a greater rate of flow than under natural conditions. Common impervious surfaces include roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled surfaces. Open, uncovered retention/detention facilities are not considered impervious surfaces.

**Impervious Surface** includes the following: gravel, asphalt, concrete, brick, pavers.

Please provide information on the existing and proposed impervious surface area(s) on the subject property in the table below. Provide amounts in square feet (sf).

Table 1- Impervious Area	Existing Impervious Area (sf)		Proposed Additional Impervious (sf)	
Residential building(s) (*footprint + roof overhang)				
Garage/Shop (*footprint + roof overhang)				
Other Structures (*footprint + roof overhang)				
Driveway and parking areas				
Paved Walkways				
	<b>Total Existing Impervious Area</b> _____sf	+	<b>Total New Impervious</b> _____sf	<b>A. Total Impervious (existing + proposed)</b> = _____sf

**Calculation of percentage (%) of Impervious Surface Area for Subject Property** \*\*Include the Lot Area that is within 200ft of the Ordinary High Water Mark (OHWM). Do not include tidelands.

<b>A. Total Impervious (existing + proposed)</b>  _____sf	<b>B. **Lot area landward of Ordinary High Water mark (OHWM) &amp; within 200ft of Shoreline =</b>  _____sf	<b>Percentage of Impervious Surface Area</b>  $A \div B = \text{_____}\%$ of Lot area that is Impervious	<b>% Impervious Allowed for this parcel's Shoreline Designation (see below)</b>  _____%
---	---	--	---

<b><u>For Reference:</u></b>  Maximum of Impervious Surface for each Shoreline Environmental Designation (ICC17.05A- Table 3)	Shoreline Residential (SR) - 35% SR- Canal community - 40% SR- Historic Beach - 80% Rural Conservancy- 10% Natural- 10% High Intensity- 80% Urban Conservancy 10%
---	---

# SHORELINE EXEMPTION APPLICATION CLEARING, GRADING & DRAINAGE SUPPLEMENTAL FORM

## CLEARING AND GRADING

- **Clearing** means **ANY** cutting and removal of vegetation by mechanical or chemical methods.
- **Grading** means **ANY** excavating or filling or combination thereof.

*\*If the total amount of cut + fill for this development proposal is greater than 250 cubic yards, then a Substantial Development Permit Application is required.*

Describe the purpose and location of the clearing or grading activity for this project, e.g. excavation for foundation for new single-family residence (see plot plan)

---

---

---

Total amount of cut and fill proposed (cubic yards):

Cut: \_\_\_\_\_ Fill: \_\_\_\_\_

Total amount of any proposed imported fill (cubic yards):

Fill: \_\_\_\_\_

If fill will be sourced from outside the property, provide the source and composition of the fill.

---

---

Maximum height of cut or fill proposed for the site (in feet):

Cut: \_\_\_\_\_ Fill: \_\_\_\_\_

If materials will be exported from the site, provide the amount in cubic yards and destination for the disposed materials (address or parcel number).

---

---

**STORMWATER MANAGEMENT** – A description is required. All sites have stormwater from gutters, driveways, roads, cleared areas or new impervious surfaces. Describe how stormwater will be managed by the proposed development, e.g., runoff from gutters will be infiltrated by a drywell or runoff from driveway will be dispersed into landscaped areas or rain garden.

---

---

---

# 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"/> Canadian Thistle/<br>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: