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ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT  
**APPLICATION FOR  
 SHORELINE DEVELOPMENT PERMIT**

Application packages must be submitted in person to Island County Planning & Community Development. Submit the **original plus 5 copies** of the complete and collated application packages.

You will use this form if you are proposing a new shoreline development that is located within 200 feet of the shoreline. All shoreline developments are classified as a Type II decision unless there is another development/activity proposed on the site that is classified as a Type III decision. In that case this shoreline development permit would be reviewed as a Type III decision. Type II and Type III decisions are processed differently.

**TYPE II DECISION** – Complete the application questions as outlined in this form. Island County staff will review the proposal and issue a decision. A public hearing is not required unless the decision is appealed.

**TYPE III DECISION** – All Type III Decisions require that a Pre-Application Conference be held no more than 6 months prior to submittal of this application. Many Type III Decisions require that a Community Meeting be held prior to submittal of this application. Island County staff will review the proposal and issue a recommendation to the Island County Hearing Examiner. The Hearing Examiner will conduct a public hearing and issue a formal decision.

**Use the front and back of this sheet to determine if this is the correct form and if you are ready for application submittal.**

Check all boxes that apply	Pertinent Information
<input type="checkbox"/> New bulkhead on a vacant lot	<ul style="list-style-type: none"> <li>• Replacement of existing and functioning structures is reviewed under the shoreline exemption application.</li> <li>• You will need to submit a building permit once the shoreline development permit has been approved.</li> <li>• You will need to contact the Washington State Department of Fish and Wildlife to determine if they will also require a Hydraulic Project Approval.</li> </ul>
<input type="checkbox"/> Installation of underwater cables <input type="checkbox"/> Installation of new piling(s)	<ul style="list-style-type: none"> <li>• For any proposed structures you will need to submit a building permit once the shoreline development permit is approved.</li> <li>• You will need to contact the Washington State Department of Fish and Wildlife to determine if they will also require a Hydraulic Project Approval.</li> <li>• You will need to contact the U.S. Army Corps of Engineers to determine if they will also require a permit.</li> </ul>
<input type="checkbox"/> Grading in excess of 250 cubic yards (combined cut and fill)	<ul style="list-style-type: none"> <li>• You will also need to submit Form N with this application</li> </ul>
<input type="checkbox"/> Other: Please describe in the available box:	<hr/> <hr/> <hr/>

## BEFORE YOU BEGIN

**Please answer the following questions before you complete and submit this application. Failure to do so may result in delays in the permit process after you have submitted the 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 [www.islandcounty.net/planning](http://www.islandcounty.net/planning). Shoreline environment designation: \_\_\_\_\_

2. Is your proposed project within 75 feet of a county mapped marine Fish and Wildlife Habitat Conservation Area? \_\_\_\_\_ If yes, you must provide a Biological Site Assessment with this application.

3. Are you proposing to either construct or expand a dock or other over water structure in a man made canal or other marine area? \_\_\_\_\_ If yes, you must provide a preliminary eelgrass survey following the State Department of Fish and Wildlife guidelines. (*Note: this is not required if you are replacing an existing functional structure without expanding the footprint, in which case you should be using Form R*).

4. Are you proposing a bulkhead on a beach which currently does not have a bulkhead on either of the adjacent lots or that is located at the toe of a bluff? \_\_\_\_\_ 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.

5. Are you proposing a jetty, groin, breakwater, boat ramp, boat launch or boat house? \_\_\_\_\_ If yes, you must show through a Coastal Geologic Report that the proposed development will not adversely affect natural shoreline processes, adjacent properties and fish and wildlife habitat.

6. Is your parcel or proposed project in a known archaeological area? \_\_\_\_\_ If yes, you must submit an archaeological report that identifies any existing resources and how they will be protected.

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

1. What are the existing uses and structures (including septic systems) that are currently on the site (e.g. vacant, single family residential, pasture)? Attach photos if available. \_\_\_\_\_

2. Describe the purpose and nature of the shoreline development activities. Provide as much detail as possible, including method of construction/installation, construction materials, duration of project, hours of operations, how the site will be accessed, potential short and long term impacts to the neighboring uses and measures to mitigate those impacts. Also describe alternatives that were considered. \_\_\_\_\_

3. Please provide a description of the sequence of activities related to the project (e.g. (1) excavate for new bulkhead, (2) install rip-rap, (3) backfill). \_\_\_\_\_

4. Describe the equipment to be used and how the equipment will access the beach or location(s) for the proposed work (e.g. from the road, the parcel, a public beach access, by barge). \_\_\_\_\_

5. Will this project result in any structures being located seaward of the ordinary high water mark? Please describe: \_\_\_\_\_

6. Please provide the following information pertaining to any clearing and/or grading activities:

a. Total amount of cut/excavation proposed: \_\_\_\_\_ cubic yards; b. Total amount of fill: \_\_\_\_\_ cubic yards

c. Total amount of fill proposed from an offsite source: \_\_\_\_\_ cubic yards

d. Identify the source(s) of fill material (e.g. from the south part of the parcel; off-site from parcel number...):

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e. How will the excavated materials be used and where will they finally be located? \_\_\_\_\_

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f. If materials will be exported from the site, provide the amount in cubic yards, the address and parcel number of the receiving site and the location of where the material will be placed: \_\_\_\_\_

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g. What is the maximum height of cut of the proposed fill: \_\_\_\_\_ feet; and the maximum fill: \_\_\_\_\_ feet

h. All sites have stormwater runoff from such things as gutters, driveways, roads, cleared areas, or new impervious surfaces. Describe how stormwater will be managed. Please be specific (e.g. runoff from gutters and parking areas will be infiltrated by a drywell located near the Southeast corner of the house, or runoff from driveway will be captured in a catch basin and routed to a tight line over the bluff to the beach). An answer of "no runoff" is not acceptable. \_\_\_\_\_

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7. Describe any noted evidence of erosion on the site: \_\_\_\_\_

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	<ul style="list-style-type: none"> <li>a. Height of the proposed bulkhead.</li> <li>b. Depth of footings or excavation that is proposed.</li> <li>c. Where the toe of the bluff or slope is expected to meet the structure, if relevant.</li> <li>d. Type of material proposed to be used.</li> <li>e. The ordinary high water mark.</li> <li>f. Bulkhead design. All bulkheads that retain the toe of a bluff/slope, or will have a surcharge must be structurally designed as a retaining wall, and the design must stamped by a professional engineer.</li> </ul>	
	<p>5. Applications for Jetties, Docks, Marinas, Groins, Floats, etc. require a Cross Section Map that shows the following:</p> <ul style="list-style-type: none"> <li>a. Height of the proposed structure.</li> <li>b. Depth of footings or excavation that is proposed.</li> <li>c. Structural design stamped by a professional engineer.</li> <li>d. The ordinary high water mark.</li> </ul>	
	<p>6. Applications for Grading Projects in the Shoreline Jurisdiction require the following:</p> <ul style="list-style-type: none"> <li>a. Grading Plans. Show existing and proposed finished grade contours for any cut or fill 2 feet or greater in height in plan view and cross sections. Indicate quantities of fill or excavation in cubic yards. For any material exported from the site, state quantity and where materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.</li> <li>b. Drainage. Location and description of all existing and proposed drainage features and systems, including natural drainage ways, culverts and ditches. Show the direction of water flow.</li> <li>c. Existing and proposed vegetation. Please be specific about the type, e.g. grasses, shrubs, types of trees, etc.</li> <li>d. Clearing Limits. Show all areas where trees and brush currently exist and will be cut or removed.</li> <li>e. Erosion and sedimentation control plans. Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment.</li> <li>f. Indicate location of water lines, well, and pollution control radius. Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel.</li> </ul>	
	<p>7. <b>Waivers</b>, if granted by Island County Staff for any of the requirements of this application. They must be in writing <u>and</u></p>	

<p>_____</p> <p>_____</p> <p>_____</p>	<p>submitted with this application.</p> <p>8. Environmental Checklist</p> <p>9. Reports, studies, or other information required – refer back to your responses to questions on your “Before You Begin Page” for these requirements.</p> <p>10. Provide copies of any approvals or permits granted by other agencies, such as U.S. Army Corps of Engineers, Washington State Department of Natural Resources, Department of Ecology. Department of Fish and Wildlife requires receipt of Island County’s permit before issuing an HPA for your project.</p>	<p>_____</p> <p>_____</p> <p>_____</p>
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