



## 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.islandcounty.net/planning](http://www.islandcounty.net/planning)

### SHORELINE EXEMPTION CHECKLIST

TIME & DATE OF MEETING: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

#### FILLING OUT AN APPLICATION:

- Neatly print all information.
- If someone other than the landowner is applying for the permit, the application must be accompanied by a signed notarized "Applicant Authorization Form." Without this form, the application will be incomplete and will not be accepted by Island County staff.

#### SUBMITTAL OF AN APPLICATION BY APPOINTMENT ONLY:

**Whidbey** To schedule a submittal appointment, call 360-678-7800.

**Camano** To schedule a submittal appointment, call 360-387-3443 ext. 251.

- Anticipate the submittal process will take approximately 30 to 60 minutes.
- Payment must be cash or check; credit cards are not accepted at this time.

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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 County review. Exempt simply means that your proposal does not have to be reviewed through the shoreline substantial development permit process which involves State Agency review.

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Please use the following detailed checklist to ensure you provide all items identified in the Island County Code (ICC) and throughout this form. The items listed below are the minimum requirements that must be provided and complete at the time you submit your application to the county, or the application will not be accepted.

- Fees, as established by Board of Island Commissioners. For fees call (360) 679-7339 or visit [www.islandcounty.net/planning/fees/htm](http://www.islandcounty.net/planning/fees/htm)
- Completed Application Form, with answers provided to all questions. To download the application visit: [http://www.islandcounty.net/planning/land\\_use.htm](http://www.islandcounty.net/planning/land_use.htm). Provide one (1) original and three (3) collated copies of entire packet.
- Signed and notarized original Applicant Authorization Form, if someone other than the property owner is applying for permit. To download the application visit: <http://www.islandcounty.net/planning/documents/ApplicantAuthorizationForm.pdf>
- Map and directions to the site and access to the beach on a separate 8 ½ x 11 inch sheet. Part of a road map with the site and beach access location marked is acceptable.
- Assessor's Map(s) that clearly indentifies the subject site and any contiguous properties in the same ownership. To look up ownership and map visit: <http://www.islandcounty.net/assessor/>
- As-built drawings for existing septic systems from the County Health Department, if available. If there are no existing or proposed septic systems, indicate "none" here. If no file is available at the County Health Department, provide your own drawing showing the approximate location of the existing septic system.
- A legible plot plan that shows all of the following:
  - Drawn to a standard engineering scale not to exceed 1"=60'. Indicate the engineering scale and provide a bar scale.
  - North Arrow.
  - Boundaries, dimensions, and area of lot (square feet or acres).
  - Setbacks of all structures on the site.
  - Name of public or private road(s) bordering the property, and where to access the beach.
  - Location and type of proposed structures.
  - Location of Ordinary High Water Mark (OHWM) of all water bodies.
  - Distance from any structures to the OHWM.
  - Location of septic tank, drainfield, and well or utility lines.
  - Location of any wetlands, steep slopes, wildlife habitats or other critical areas, if known.
  - Submit a separate Existing Conditions Map for large or complex projects. Show topography with contours at intervals no greater than 5' and all natural features.
  - If stringline setback is being proposed, structures on adjacent lots must be shown.
- Applications for new or replacement structures require a cross section map that shows the following:
  - Height of proposed structures above beach grade.
  - Depth of footings or excavation that are proposed.
  - Where the toe of the bluff or slope is expected to meet the structure, if relevant.
  - Type of materials proposed to be used for any shoreline armoring.
- Structural Design. All bulkheads that retain the toe of a bluff or slope or will have a surcharge must be structurally designed as a retaining wall, and the design must be stamped by a professional engineer. All over-water or within water structures shall also be designed by a professional engineer.
- Dated photographs of existing structure (for normal repair and maintenance).

- Completed Field Indicators Worksheet (from Wetland ID Guide) located <http://www.islandcounty.net/planning/criticalareas.htm>.
  - Land Use Intensity Worksheet (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.
  
  - SEPA Environmental Checklist, if required. To download the application visit: <http://www.islandcounty.net/planning/permits.htm>
  
  - 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, or Department of Ecology. Department of Fish and Wildlife requires receipt of Island County's permit before issuing an HPA for your project.
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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 <http://www.islandcounty.net/planning/shorelines.htm>
  - a. 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 if you are proposing new construction. This requirement does not apply to repair and replacement of existing structures.
  
3. 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.
  
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.



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

**SUBMITTALS BY APPOINTMENT, to schedule an appointment:**

**Whidbey call (360) 678-7800 for Camano call (360) 387-3443 ext. 251**

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

**FILLING OUT AN APPLICATION:**

Provide all information requested below with original signatures and three (3) copies collated of the application materials must be submitted

<b>PROPERTY OWNER</b>	NAME:			PHONE:
	MAILING ADDRESS:			E-MAIL:
	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:

**PROPERTY INFORMATION**

**PROJECT ADDRESS(or closest intersection) AND ZIP CODE:**

**GEO ID (Parcel Number):**

**PARCEL SIZE:**

**ZONING:**

**SHORELINE ENVIRONMENT DESIGNATION:**

**PLAT NAME:**

**PROJECT INFORMATION**

**Description of proposed shoreline development and activities:**

**Will there be any clearing or grading, if any, involving this project?  Yes  No**

**If yes, please fill out shoreline supplemental grading form.**

**SEPA EXEMPT?  Yes  No If No, complete Environmental Checklist (SEPA).**

**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 ink.

I, \_\_\_\_\_, 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.

I do \_\_\_/do not \_\_\_ wish to receive copies of the correspondence or review comments on this application.

I also understand that once an application has been submitted that all future correspondence will be directed to the agent only.

<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><b>State of Washington</b>            ) <b>County of</b> _____)</p> <p>I certify that I know or have satisfactory evidence that _____</p> <p>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><b>State of Washington</b>            ) <b>County of</b> _____)</p> <p>I certify that I know or have satisfactory evidence that _____</p> <p>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> </p>	

PLOT PLAN

In the space below, please provide a plot plan of the property and show what work you are proposing. You may also attach a plot plan on a separate page. The plot plan must show all of the following information:

- Entire parcel boundary.
- North arrow.
- Scale of the map not to exceed 1"=60' on an engineering scale.
- Show all structures and label them as "existing" or "proposed" (including septic components).
- Dimensions and square footage of structures.
- Location and type of proposed structures.
- Label the Ordinary High Water Mark (OHWM) and distance to structures.
- Location of any wetlands, steep slopes, geo hazardous areas, wildlife habitats or other critical areas if known.
- Label the Marine Fish & Wildlife Habitat Conservation Area (MFWHCA) buffer, if applicable.

OHWM verified by staff \_\_\_\_\_

FOR COUNTY USE ONLY

SHE \_\_\_\_/\_\_\_\_ is hereby approved / denied, subject to the following conditions:

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative decisions of the Director on **Type I** applications shall be final and conclusive unless within fourteen (14) days following mailing of the Director's decision, a written statement of appeal, accompanied by a fee is filed with the Board by the Applicant. A more comprehensive statement setting forth in detail alleged errors and/or the basis for appeal must be submitted by the appealing Person within thirty (30) days following mailing of the Director's decision, or the appeal is not properly filed and will be dismissed without Hearing. The appeal of a Type I decision shall be an Open Record Appeal.

Administrative decisions of the Director on **Type II** applications shall be final and conclusive unless within fourteen (14) days following mailing of the Director's decision, a written statement of appeal, accompanied by a fee, is filed with the Hearing Examiner by the Applicant. A more comprehensive statement setting forth in detail alleged errors and/or the basis for appeal must be submitted by the appealing Person within thirty (30) days following mailing of the Director's decision, or the appeal is not properly filed and will be dismissed without Hearing. The appeal of a Type II decision shall be an Open Record Appeal.

**SHORELINE EXEMPTION APPLICATION  
CLEARING & GRADING (EXCAVATING) SUPPLEMENTAL FORM**

**Please provide the following information pertaining to any clearing or grading activities (if more than 250 cubic yards of accumulative cut or fill combined is anticipated, you will need to complete a Substantial Development Permit Application):**

1. What kind of clearing or grading (excavating), if any, will this project involve?

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Location and total amount of cut or excavation proposed (in cubic yards):	Cut: _____ Fill: _____
Total amount of any off-site imported fill proposed from an off-site source (in cubic yards):	Fill: _____
What is the maximum height of cut or fill proposed for the site (in feet):	Cut: _____ Fill: _____
How will the excavated materials be used and where will they finally be located: <hr/> <hr/> <hr/> <hr/>	
If materials will be exported from the site, provide the amount in cubic yards and the location of the disposed materials. <hr/> <hr/> <hr/> <hr/>	

# 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

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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.

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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/<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: