ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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APPLICATION HANDBOOK

For Comprehensive Plan Amendments & Development Regulation Amendments

[CPA APPLICATION]

- PROCESS OVERVIEW
- APPLICATION PART 1: Project Description, Checklist, and Forms
- APPLICATION PART 2: Supporting Documentation
- APPLICATION PART 3: Supplemental Attachments

May 2018

Project # _____ (assigned by staff) Applicant Initials: _____

HANDBOOK CONTENTS

FOR REFERENCE	• **PROCESS OVERVIEW** – This section includes a step by step look at the application review process (including flow charts), what to do prior to submittal, and general application instructions. – **Please read carefully to unsure that you are aware of the process for the review of your specific type of request.**
REQUIRED FOR SUBMITTAL	• **APPLICATION PART 1: Narrative Description, Checklist, & Forms (all applications)** – **To be submitted by all applicants, regardless of request type**. – This section is for contact information, affidavits, detailed description of your request, and the reasoning for the request. An analysis of alternatives considered and impacts of the proposal are required. • **APPLICATION PART 2: Supporting Documentation (by application type)** – **Part 2 will correspond to the type of request (see Section II, Request Types).** Use the Application Checklist to ensure you submit the required information *based on your application type*. Only the section(s) relevant to your proposal are required at submittal. – Detailed information is required to support your request. Consultant support may be needed to complete this section. • **APPLICATION PART 3: Supplemental Attachments (by application type)** – **Part 3 provides additional information and requirements, only applicable to applications involving:** ▪ UGA, JPA, and/or Zoning Amendments ▪ Nominations of a habitat or species of local importance

STAFF CONTACT

This handbook is a guidance document only, and may be amended at any time. All decisions and any conflicts will be controlled by the ICC and state law. If you have any questions, please do not hesitate to email, phone, or make an appointment with Long Range Planning staff:

Long Range Planning
CompPlan@co.Island.wa.us

1 NE 6th Street,
Coupeville, WA 98239

Phone: (360) 679-7339

TOLL FREE to the Main Office in Coupeville
- From Camano Island: (360) 629-4522 ex. 7339
- From South Whidbey Island: (360) 321-5111 ex. 7339
- From Central & North Whidbey Island: (360) 679-7339

This handbook, and additional related information, is available online at:
www.IslandCountywa.gov/Planning/Pages/LongRange.aspx.

CPA TYPES

NOTE: The types of proposals that require this application handbook are outlined below. Many CPAs involve a Joint Planning effort that with one or more of the local jurisdictions; review and analysis can be a significant undertaking that may be a multi-year process.

TYPE A - PLAN AMENDMENTS

Plan amendments can be submitted for the Island County Comprehensive Plan (Plan) and/or the Freeland Subarea Plan (FSP). The sub-types for plan amendments are detailed below. **All Plan amendments are processed as a Type IV decision**, pursuant to ICC Chapters 16.19 and 16.26, and must be docketed and approved by the Board of Island County Commissioners. Per state law, plan amendments are processed once a year unless exempt, as outlined in ICC 16.26.050(D). **Type IV decisions go before the Planning Commission and the Board of Island County Commissioners, and require a minimum of one public hearing.**

➡ **Type A. Comprehensive Plan Amendments**

A1. Island County Comprehensive Plan Amendment (Plan amendment)
A2. Freeland Subarea Plan Amendment (FSP amendment)

Plan Amendment sub-types:

A.I. **Text Amendment** – changes to the text of the Plan(s). The chapter and sections to be revised must be shown.

A.II. **UGA/NMUGA Boundary Revision** – revision to a Urban Growth Area (UGA) boundary or the Freeland Non-Municipal UGA (NMUGA). A new Land Use Designation is required with a UGA expansion, and a rezoning may also be required. Revisions are a Joint Planning effort of all of the Island County Jurisdictions.

A.III. **JPA/FPA Boundary or Overlay Revision –** revision to a Joint Planning Area (JPA) or to the Freeland Future Planning Area (FPA), or to a JPA overlay. JPA revisions are a Joint Planning effort that involves the relevant city or town.

A.IV. **Land Use Designation Revision –** a map revision to a Future Land Use Map. A Land Use Designation change is accompanied by a Zoning Map change.

A.V. **Other Map Revision –** a revision to any other maps found in the Plan.

TYPE B - DEVELOPMENT REGULATION AMENDMENT OR PROPOSAL

All proposals for a development regulation amendment (revision to Island County Code) must use a CPA application. After review of the application, staff will determine if the proposal would require a Plan amendment as well.

- If a Plan amendment would be required, the application will be a sub-type of B1, and will require docketing (i.e. a nomination of species or habitat of local importance, etc). NOTE: A nomination of a

species or habitat of local importance requires both a development regulation amendment and a plan amendment.

- If a Plan Amendment will not be required, the application will be a sub-type B2, and will not require docketing. B2 applications are not subject to the docketing timelines, but are subject to Board approval as part of a **Work Plan** before they can move forward for review and consideration.

➡ **Type B.** **Development Regulation Amendment** (a.k.a. Island County Code Amendment)

B1. Development regulation amendment that requires a plan amendment
B2. Development regulation amendment that does not require a plan amendment

TYPE C - TYPE IV DECISION REZONING REQUEST

Rezoning applications shall be categorized as a Type III or Type IV decision, as set forth in ICC 16.19.040, Table A, and ICC 17.03.220.

- **Type III decisions** are quasi-judicial decisions made by the hearing examiner following an open record pre-decision hearing.
  - A site-specific rezoning request that does not require a Plan amendment but involves contiguous parcels or parcels under single ownership is processed as a Type III decision, and does not utilize this application (see the Zoning Amendment Application [ZAA Application]).
- **Type IV decisions** are legislative decisions made by the Board of Commissioners after recommendation by the Planning Commission. Public hearing(s) conducted by the Planning Commission precede a recommendation. The Board may choose to conduct its own public hearing(s) as well.
  - There are two types of rezoning that are consistent with the Land Use Map (where no plan amendment is required) that are processed as a Type IV decision through the CPA application process (Subtype C1):
    1) A request that includes non-contiguous parcels, or
    2) A request with parcels under separate ownership.
  - Rezoning requests that also require a Land Use Map designation amendment, per ICC 17.03.220, are processed as a Type IV decision (Subtype C2).
  - A Type IV decision rezoning request is reviewed using the same process and procedures as a plan amendment, and requires docketing.

➡ **Type C.** **Type IV decision rezoning request**

C1. Non-Contiguous Parcels or Parcels under separate ownership, no Plan map amendment
C2. Rezoning Request that would require a Plan map amendment

Project # _____ (assigned by staff) Applicant Initials: _____

BEFORE SUBMITTING AN APPLICATION

STEP 1. Research & Development.

Take the time to fully research and develop your proposal, including an evaluation of options and completion of the SEPA Checklist. An amendment will typically involve research and data that may require one or more consultant(s) to complete. *Staff is available to answer questions and provide general guidance during this phase.*

STEP 2. Determine Application Type.

Determine the application type(s) and sub-type(s) that is/are applicable to your proposal. NOTE: **A pre-application meeting is highly recommended AT THIS TIME** so that staff may assist you with this determination. An incomplete application will not be accepted.

STEP 3. Review CPA Application Checklist.

Review the application checklist (Application Part 1, Section III) to determine the submittal requirements by application type and sub-type. Please review the complete application handbook for the information, forms, and supporting documentation that will need to be prepared and submitted with your application. **Coordination with local jurisdiction is required prior to submittal for municipal UGA Amendment requests, and they should be contacted early on in your preparation to ensure that you are able submit a complete application (incomplete applications will not be accepted.**

STEP 4. Pre-Application Meeting.

A pre-application meeting required. If not completed earlier, schedule a pre-application at this time. **Plan ahead!** Applications are due by August 1st of each year, so you should plan on scheduling your pre-application before July 15th *at the latest* to ensure you have some time to address any issues (step 5). Note: The fee for the pre-application meeting will be credited towards your application submittal fee.

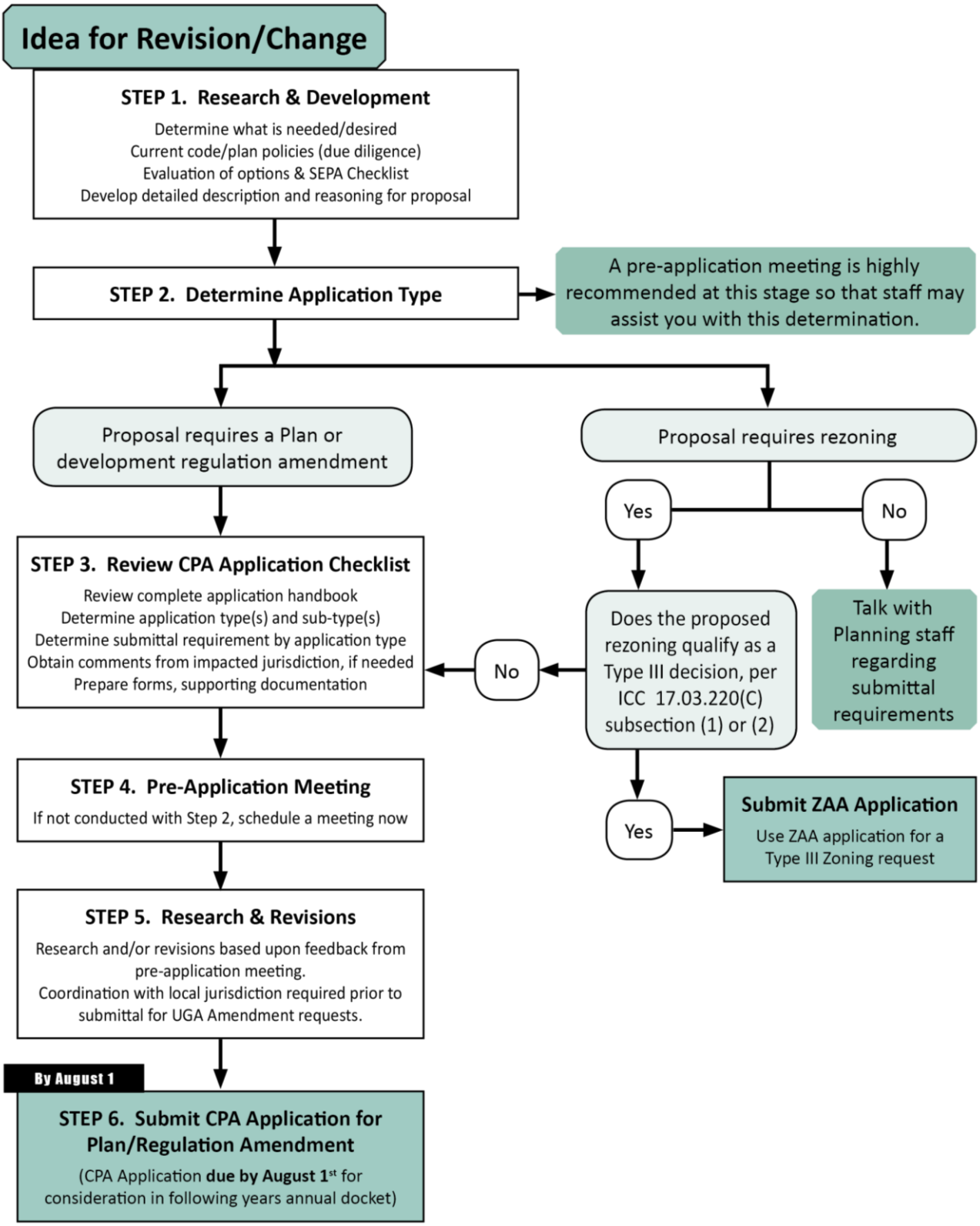
STEP 5. Research & Revisions

Conduct any research or revisions based upon feedback from your pre-application meeting.

STEP 6. Submit CPA Application.

PROCESS OVERVIEW

Project # _____ (assigned by staff) Applicant Initials: _____



COMPREHENSIVE PLAN AMENDMENT / DOCKETING PROCESS

State law provides for reviewing potential comprehensive plan amendments (WAC 365-196-640). The process is referred to as docketing, with the list of items approved for review known as the docket.

> *(3) Amendments. (a) All proposed amendments to the comprehensive plan must be considered by the governing body concurrently and may not be considered more frequently than once every year, so that the cumulative effect of various proposals can be ascertained (with some exceptions).*
>
> *(5) Evaluating cumulative effects. RCW 36.70A.130 (2)(b) requires that all proposed amendments in any year be considered concurrently so the cumulative effect of the proposals can be ascertained. The amendment process should include an analysis of all proposed amendments evaluating their cumulative effect. This analysis should be prepared in conjunction with analyses required to comply with the State Environmental Policy Act under chapter 43.21C RCW.*
>
> *(6) Docketing of proposed amendments. (a) RCW 36.70A.470(2) requires that comprehensive plan amendment procedures allow interested persons, including applicants, citizens, hearing examiners, and staff of other agencies, to suggest amendments of comprehensive plans or development regulations. ... These suggestions must be docketed.*

Docketing is a legislative decision of the Board of Island County Commissioners, and as such **docketing is at the discretion of the Board**. Per RCW 36.70A.130(1)(a) and WAC 365-193-640(6)(d), once a proposed amendment is received, the county may determine if a proposal should receive further review and consideration as part of the comprehensive plan amendment process. The Board may choose to include, exclude, or defer an application from the docket as a discretionary legislative decision.

There are two types of docket, an annual docket and a periodic docket:

- ***Annual review docket*** is the annual list of proposed comprehensive plan amendments and related development regulations that the Board of Island County Commissioners determines, after review and consultation with the Planning Director and Planning Commission, to be included for review and consideration for any given year.
- ***Periodic review docket*** refers to the items that are required by state law to be reviewed during multi-year (periodic) intervals and also includes items identified by the County and by the state to be reviewed for potential updates (see ICC 16.26.090).

All docket items must be approved by the Board of County Commissioners. Submittal of a complete Comprehensive Plan / Development Regulation Amendment [CPA APPLICATION] begins the process to be considered for placement on the docket. A pre-application meeting is required, as most applicants will require assistance and/or guidance on how to complete the application. Incomplete applications will not be accepted.

DOCKET DETERMINATION TIMELINE

Per state law, a Plan amendment must be included on a docket before it can be considered by the Board of Island County Commissioners. To be reviewed for inclusion on any given annual docket, applications from the public must be submitted **before** August 1 of the prior year. *Applications received on or after August 1 of each calendar year shall be reviewed during the next annual docket cycle.*

DOCKET APPLICATION DEADLINES

DOCKET YEAR | APPLICATION DEADLINE
2019 | July 31, 2018
2020 | July 31, 2019
2021 | July 31, 2020

REVIEW OF ANNUAL DOCKET APPLICATIONS

DUE BY	PROCESS
July 15	Pre-Applications for CPA amendments should be scheduled no later than July 15
July 31	**Applications due**
September 1	List of all proposed amendments (public, Board, Planning Commission, or staff requests) presented to the Board & Planning Commission
October 1	Board and Planning Commission review the proposed docket items
November 30	Board determines the docketing request outcomes (include, exclude, or defer) **Board approval of docket by Resolution no later than the end of November**

CONSIDERATIONS FOR DOCKETING:

Per ICC 16.26.060, in making its docket recommendation to the Board, the Planning Commission will consider at minimum the following:

1. The application is deemed complete.
2. The application, in light of all proposed amendments being considered for inclusion in the year's annual docket, can be reasonably reviewed within the staffing resources and operational budget allocated to the Department by the Board.

3. The proposed amendment would not require additional amendments to the Comprehensive Plan or development regulations not otherwise addressed in the application, and is consistent with other goals, objectives, and policies of the Comprehensive Plan (the Plan would remain internally consistent).
4. The proposed Plan amendment raises policy, land use, or scheduling issues, or the proposal is comprehensive enough in nature that it would more appropriately be addressed as part of a periodic review cycle.
5. The application only proposes a regulatory or process change for which no amendment to the comprehensive plan is required and, therefore, need only be reviewed for potential consideration as a part of the work plan (inclusion on the docket is not necessary).
6. The application lacks sufficient information or adequate detail to review and assess whether or not the proposal meets the applicable approval criteria. A determination that the proposal contains sufficient information and adequate detail for the purpose of docketing does not preclude the Department from requesting additional information at a later time.

DOCKETING OUTCOMES:

The Board and Planning Commission shall review and consider whether any proposed amendment should be included on or excluded from the annual review docket or be deferred to the next annual docket cycle or periodic review docket cycle.

- **INCLUDE.** ***Application included in the adopted annual docket.***

  The Board's decision to include an application in the annual docket is procedural only and does not constitute a decision by the Board as to whether the proposed amendment will ultimately be approved.

- **EXCLUDE.** ***Application excluded in the adopted annual docket.***

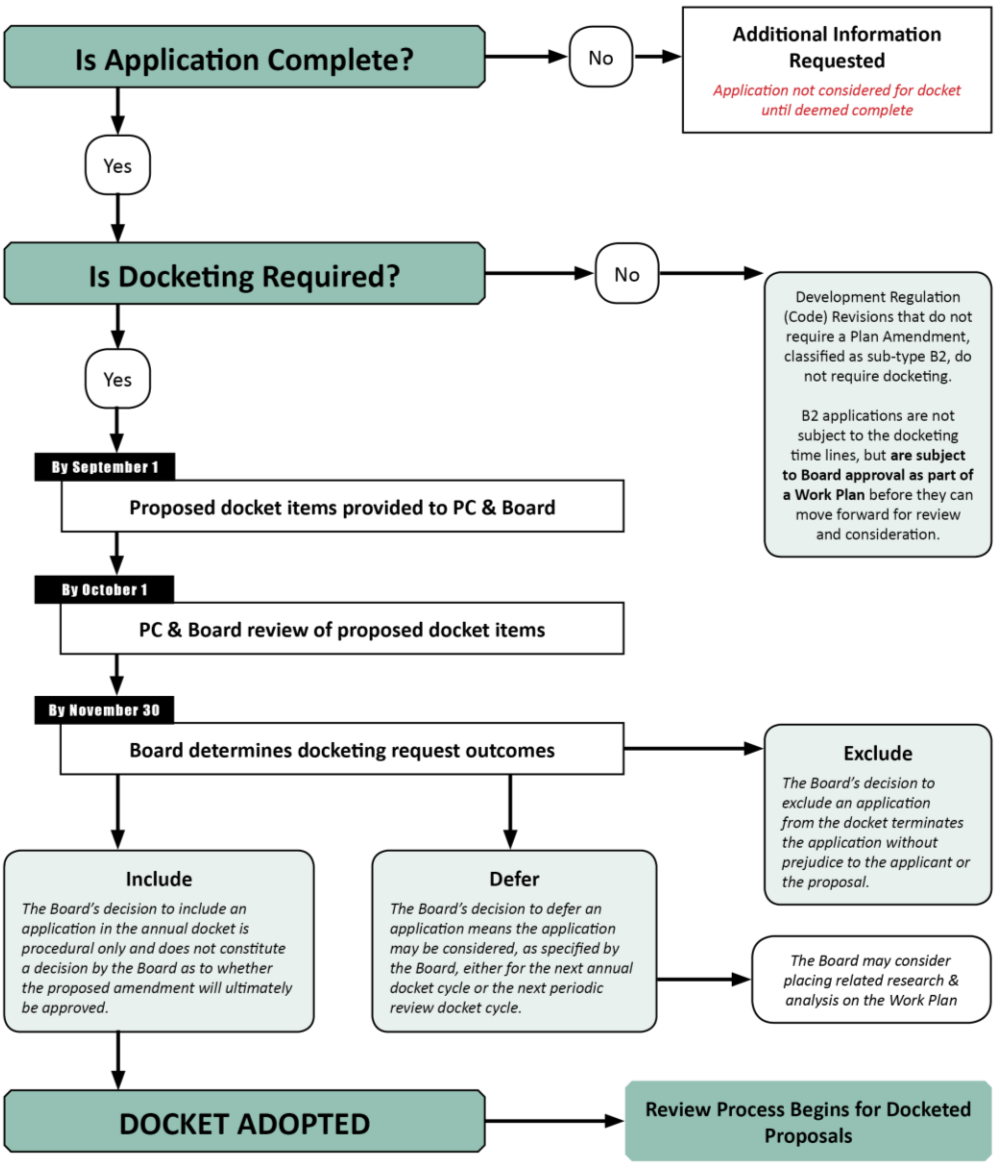
  The Board's decision to exclude an application from the docket terminates the application without prejudice to the applicant or the proposal (applicant may reapply for a future docket cycle). The applicant may request a refund of the unused portion of any application fees. Decisions to exclude an application from the docket are subject to appeal pursuant to ICC 16.19.205.

- **DEFER.** ***Application excluded in the adopted annual docket, but will be considered for a later docket cycle.***

  The Board's decision to defer an application means the application **may** be considered either for the next annual docket cycle or the next periodic review docket cycle (as specified by the Board).

Deferral may or may not include placing related research & analysis on the Work Plan.

If the Board would like research to be completed before determining the docketing status of an application, the Board may place the related research and resulting analysis on the Planning Work Plan (see page 13).

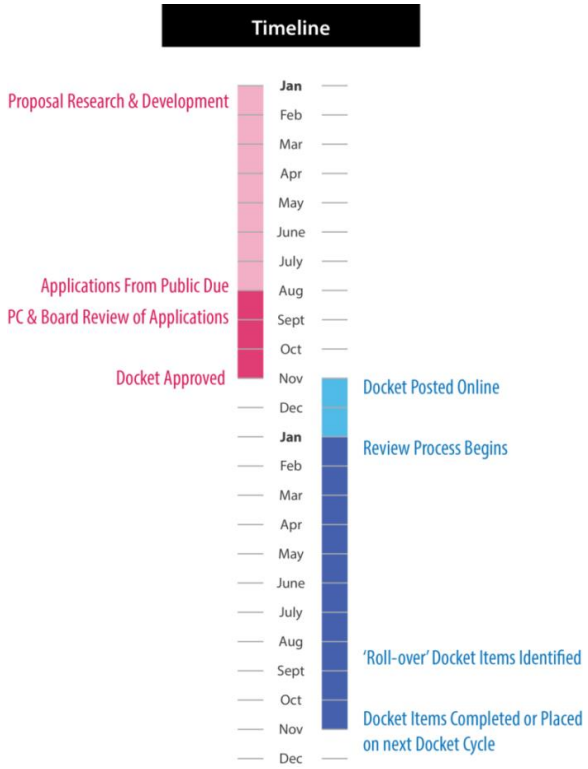


After the docket is approved, docketed items will go through review and public engagement process and recommendation by the Planning Commission before the proposed comprehensive plan amendment is considered for final approval, denial, or deferral by the Board.

REVIEW OF DOCKETED PROPOSED AMENDMENTS

An extensive amount of review and evaluation occurs for all docketed items. This includes public notification, SEPA review, public hearings, review and recommendation from the Planning Commission, and a final determination by the Board of Island County Commissioners. This extensive review may take more than one year to complete (such as projects that require a complete Environmental Impact Statement, UGA boundary revisions, etc.). Procedures for plan amendment review and public notice and comment have been adopted in ICC Section 16.26.080.Procedures specific to the periodic review are found in ICC 16.26.090.

The Island County's timeline for review and consideration of docketed proposed amendments shall occur on the following schedule:



REVIEW OF PROPOSED AMENDMENTS INCLUDED IN THE DOCKET

DUE BY	PROCESS
November 30 of prior year	Docket approval, per ICC 16.26.060, and posted to web site
Throughout the year	Planning Commission to hold public hearing(s) on proposed amendment(s)
No later than November 30	**Board to review and make a decision to approve, deny, or defer action on each item on the docket** (may include identification of items that will be continued into next docket cycle or placed on a work plan)

The review process for docketed proposals begins with a SEPA review and public notification. All docket and work plan items are posted online at **www.IslandCountyWA.gov/Planning**. Staff will review and conduct any required analysis on the proposals (varies by request type), and will present such analysis to the Planning Commission and the Board. The Planning Commission shall hold at least one (1) public hearing on each proposed amendment and shall forward to the Board its recommendations and findings of fact.

Upon receipt of the Planning Commission's recommendation on all or any part of a plan, plan amendment, or development regulation updates, the Board shall schedule review so as to consider and take action on the

proposed amendments. The Board's decision to either approve, deny, or defer action on every item in the annual review docket concludes that year's annual docket cycle, which should occur no later than November 30 of each calendar year.

WORK PLAN ITEMS (NOT DOCKETED)

Island County utilizes a work plan process that includes, in part, the preliminary development phases of proposed plan amendments and development regulation updates.

> ***Work plan*** or ***work plan items*** refers to a list of proposed department tasks, maintained by the Planning Director and approved by the Board, that may be related to commitments made during previous updates, review, research, and/or updates to policies and regulations for which no amendment to the comprehensive plan is required. *County-initiated plan amendments not a part of the periodic review will also be a part of the work plan, to be evaluated for inclusion on a future annual docket.*

Work plan items may span multiple years and may be proposed by the Board, Planning Commission, Planning Director, or the Department Director responsible for the administration of a development regulation. **Local jurisdictions and members of the public may also request an item to be placed on the work plan.** In addition, when an application for a plan amendment is deferred, the Board may choose to place related research and analysis on the work plan (to be completed prior to a docketing decision on that application), if the Board finds such research and analysis would allow them make a fully-informed decision related to docketing the application (to include, exclude, or defer the application from the docket).

Development regulation amendments that do not require a Plan amendment do not require docketing, and will be considered for the Work Plan. This application is not required for work plan requests that do not involve a regulatory update, i.e. a procedural update that does not require a Plan or code change, etc., but may be submitted in writing to the Planning Director by mail or by email to CompPlan@co.island.wa.us.

All work plan requests will be considered **on the same schedule as plan amendment applications, per ICC 16.26.060(A).** The work plan may be updated more than once a year, with Board approval. If the work plan is modified mid-year, resources may need to be reallocated.

The Board's approval for placement on the work plan indicates that the Board has approved staff time for research and development for that project. Not all work plan items are ultimately approved or adopted; if after additional research and public feedback the Board determines that no change is necessary, then that item will be cancelled and removed from the work plan.

Work plan items that do not require a Plan amendment may move forward as soon as they are fully developed, with Board approval, which may be a matter of months or a matter of years (small code updates can be developed quickly, larger code updates may involve the hiring of consultants, etc.). Work plan items proposed by the County that *do* require a Plan amendment will move forward with a staff-prepared CPA application for docketing consideration (must be SEPA ready).

APPLICATIONS THAT ARE DEFERRED TO A WORK PLAN

If the Board would like research to be completed before determining the docketing status of an application, the Board may place the related research and resulting analysis on the Planning Work Plan

Example 1. An application for a development regulation change that would require a comprehensive plan amendment is proposed, and the Board would like additional research completed to fully understand the potential implications of the change and the extent of the plan amendments that would be required to maintain consistency.

Example 2. An application cites outside numbers and research that cannot be verified before a docket for the following year must be adopted. The Board wants to ensure that they have accurate and up-to-date information.

Example 3. An application for an expansion to an Urban Growth Area had been received that would require a Buildable Lands Analysis. If a potential capacity concern has been identified (per CWPP 3.3.3), the Board may choose to defer the application and place research and analysis on the Work Plan (note: this may be a multi-year process, and is subject to resource availability). For more information on this process related to UGA amendments, see the UGA Supplemental Attachment (pages 29 & 31-33).

These are just a few examples that illustrate circumstances where the Board may request additional information prior to making a docketing determination on the application. The Board may choose to defer the application docketing decision until the analysis is completed so that the Board can make a fully-informed decision. Please note: the Board docketing decisions after a deferral remain the same – they have the legislative discretion to include, exclude, or defer an application.

The types of research and analysis that the Board may choose to place on a Work Plan for completion prior to consideration of an application for docketing may include, but is not limited to, a review of Best Available Science, benchmark studies, meetings with state and federal agencies, a review of the Buildable Lands Analysis, evaluation of Alternative Measures, etc.

SUBMITTAL OF AN APPLICATION:

Please note: An incomplete application will not be accepted.

- Please verify that you have the most current version of this handbook and forms prior to submittal (a pre-application meeting is highly recommended). Applications will be reviewed under the codes in effect at the date the application is deemed complete. To ensure compliance with state and local laws and policies, **only the most current application form will be accepted at time of submittal**.
- The application must be submitted in person to the Planning Department. **Scheduling an appointment for submittal is required.** Anticipate the submittal process will take at least 60 minutes.
- May be submitted at either the main County campus in Coupeville, or at the Camano annex:

Planning & Community Development

Whidbey Island: To schedule a submittal appointment, call 360-678-7800
Camano Island Annex: To schedule a submittal appointment, call 360-387-3443 ext. 8245

- Permit fees are posted online, at www.islandcountywa.gov/planning/pages/fees.aspx. Payment must be cash or check; credit cards are not accepted at this time (confirm with Planning prior to submittal, as we will be accepting credit cards starting in 2018).
- **All pages of the application handbook (including Part 3, if applicable)**, and any related documentation, are required at the time of submittal. Mark N/A where applicable instead of leaving blank or excluding from application. Initial the header of each page .
    - **Application Part 3, Supplemental Attachments, must be attached for:**
        - UGA Boundary Revisions *(Type A.II applications)*
        - JPA Boundary Revisions or Overlay Revisions *(Type A.III applications)*
        - Nomination of Species or Habitat of Local Importance *(Type B applications, as applicable)*
        - Type IV Rezoning Request *(Type C applications)*
- **Two hard copies (one original and one copy) and a CD** containing all of the completed forms and all required documentation. PDF Documents on the CD shall be in an unlocked format.

NOTE: This handbook is a guidance document only, and may be amended at any time. Additional information may be required for review, and varies by proposal type, scale, and intensity. All decisions and any conflicts will be controlled by the Island County Code and state law.

Project # _____ (assigned by staff) Applicant Initials: _____

I. GENERAL INFORMATION

PROJECT/DEVELOPMENT TITLE: _____

Planning Area: ☐ North Whidbey ☐ Central Whidbey ☐ South Whidbey ☐ Camano ☐ Countywide

Did you attend a Pre-Application Meeting? ☐ No ☐ Yes – Date(s): _____

Have you contacted the impacted city/town regarding the amendment? ☐ No ☐ Yes ☐ N/A

Is the amendment to correct an error? ☐ No ☐ Yes

Requested Docket Type: ☐ Periodic Update ☐ Annual Review - Docket Year: _____

Has this proposal been previously submitted? ☐ No ☐ Yes – Docket cycle(s) or year(s): _____

APPLICATION TYPE(S) – check all that apply

☐ **A. Plan Amendment**

☐ **A1. Island County Comprehensive Plan** (Plan Amendment)
☐ **A2. Freeland Subarea Plan** (Subarea Plan Amendment)

Amendment type:

☐ A.I. **Text Amendment** Chapter(s)/Section(s): _____

☐ A.II. **UGA/NMUGA Boundary Revision:**_____
(A new land use designation is required with a UGA expansion and must be described below.)

☐ A.III. **JPA/FGA Boundary or Overlay Revision**

☐ A.IV. **Land Use Map Designation Revision**
From: _____
To: _____

☐ A.V. **Other Map Revision** Map Number(s):_____

☐ **B. Development Regulation Amendment or Proposal**
☐ Amendment to ICC Code Section(s): _____
☐ Nomination of species or habitat of local importance: _____

☐ **C. Type IV Rezoning Request** From: _____
To: _____

☐ **C1. Rezoning consistent with Future Land Use Designation (no Plan map amendment required)**
☐ Non-Contiguous Parcels ☐ Parcels under separate ownership

☐ **C2. Rezoning Request that would require a Plan map amendment**
(The associated Land Use Designation Revision must be described above.)

II. APPLICANT AFFIDAVIT

I, _____, hereby certify that I am the authorized applicant and that I have familiarized myself with the rules, regulations, and procedures with respect to preparing and filing this application and that all statements, answers and information provided as part of this submittal are in all respects complete, true, and accurate to the best of my knowledge and belief.

I hereby request that the following amendment to be considered for placement on the docket:

APPLICATION TYPE (Check all that apply):

- ☐ **A. Plan Amendment**
- ☐ **B. Development Regulation Amendment**
- ☐ **C. Type IV Rezoning Request**

_____ **I understand that ALL of the application checklist items must be submitted at the time of application or the application will not be accepted.** After the application is accepted, the Planning Department will perform a detailed review of the application and will advise me if the application is technically complete.

_____ I understand that I am requesting a Comprehensive Plan Amendment, a legislative discretionary decision of the Board of Island County Commissioners (Board) and that the Board makes the final determination on any plan amendments.

_____ I understand the final decision about any changes may not reflect what I have requested in this application. **I acknowledge that the County will determine the location of any boundary revisions**, if they are determined to be needed, after a thorough review and Joint Planning effort and may not reflect the size and location submitted in my application.

_____	_____	_____
Full Name (Please Print)	Signature (Owner or Authorized Agent)*	Date

State of Washington
County of _____

On This day personally appeared before me _____

to me proven to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that _____ signed the same as _____ free and voluntary act and deed, for the uses and purposes therein mentioned.

(SEAL)

_____	_____	_____
(Notary Signature)	(Printed Notary Name)	(Date)

_____	_____
(Residing at)	(My commission Expires)

* If the signature is other than the property owner, then the Applicant Authorization Form must be signed and notarized (Section IX).

III. APPLICATION CHECKLIST

Application must be typed or printed in ink and all attachments must be labeled per handbook instructions. Provide all information requested; if any portion is not applicable, enter N/A.

Applicant	Planning	APPLICATION REQUIREMENTS by Application Type	A Plan Amendment	B Code Amendment	C Type IV Rezoning
☐	☐	Application Fee (application + SEPA + technology fee): $ _____	✓	✓	✓
Application Part 1.		**Narrative Description, Checklist, & Forms**	**A**	**B**	**C**
☐	☐	Section I. General Information	✓	✓	✓
☐	☐	Section II. Applicant Affidavit	✓	✓	✓
☐	☐	Section III. Application Checklist	✓	✓	✓
☐	☐	Section IV. Contact Information	✓	✓	✓
☐	☐	Section V. Project Narrative	✓	✓	✓
Application Part 2.		**Supporting Data & Documentation**	**A**	**B**	**C**
☐	☐	Section VI. Parcel Information	A.II, A.III, A.IV, A.V	✓	✓
☐	☐	Section VII. Property Owner Notification (if applicable)	A.II, A.III, A.IV, A.V	✓	✓
☐	☐	Section VIII. Property Owner Affidavit	A.IV, A.V		✓
☐	☐	Section IX. Applicant Authorization (if applicable)	A.IV, A.V		✓
☐	☐	Section X. SEPA Documentation	✓	✓	✓
☐	☐	Section XI. Supporting Data	✓	✓	✓
Application Part 3.		**Supplemental Attachments**	**A**	**B**	**C**
☐	☐	Supplemental for UGA Boundary Revisions	A.II		
☐	☐	Supplemental for JPA Boundary Revisions or Overlay Revisions	A.III		
☐	☐	Supplemental for Nomination of Species or Habitat of Local Importance		✓	
☐	☐	Supplemental for Type IV Rezoning Request			✓

IV. CONTACT INFORMATION

AGENT	
Agent [1] Name:	
Agent Mailing Address:	
Agent Phone Number:	
Agent Email Address:	
APPLICANT	
Applicant [2] Name:	
Applicant Mailing Address:	
Applicant Phone Number:	
Applicant Email Address:	

[1] An Applicant Authorization Form is required if an applicant uses an agent to apply on their behalf.
[2] The applicant is considered to be the property owner unless otherwise noted.

Please attach any additional names, addresses, telephone numbers, and emails of professional consultants such as architects, engineers, or scientists associated with this application not otherwise identified above. Label attachment as '**Part 1 – Section IV, Consultant Contacts**.'

V. PROJECT NARRATIVE

On a separate sheet of paper provide the following information, attached to this application and labeled as '**Part 1 – Section V, Project Narrative**.' **Please number your answers in accordance with the question you are answering.**

☐ 1. A detailed description of the proposal.

☐ 2. Reasoning for why the amendment/revision is being proposed. If proposed to correct an error, explain how or why the map or text is in error.

☐ 3. An analysis of alternatives considered and why the proposed option was selected over other alternatives.

☐ 4. A detailed and thoughtful explanation of anticipated impacts to be caused by the proposed change. Include impacts to the public (traffic, noise, water, sewer, public facilities needed, etc.) as well as a discussion of potential un-intended consequences and possible ways to prevent them. Environmental impacts will be detailed in the SEPA checklist, but should be summarized with this response.

☐ 5. An explanation of how the change relates to or impacts existing Island County development regulations (would a regulatory change be needed) or how the amendment brings the development regulations into compliance with the plan.

☐ 6. To maintain consistency, please identify impacts to other Island County Comprehensive Plan Elements, zoning districts, permit processing procedures, or related plans and/or policies.

☐ 7. A detailed explanation of how the proposed amendment is consistent with the applicable provisions of the:

a. Growth Management Act (GMA).

b. Countywide Planning Policies (CWPPs).

c. Comprehensive Plan value statements, implementation strategies, goals, and policies.

d. Freeland Subarea Plan, if property within or change proposed to the Freeland NMUGA

☐ 8. Are the assumptions underlying the applicable portions of the plan or development regulations no longer valid because new information is available which was not considered at the time the plan or regulation was adopted? Provide a detailed explanation and source(s) of new information.

☐ 9. Unless specifically authorized by the Board, no docketed plan amendment application submitted by a member of the public that is ultimately denied by the Board may be resubmitted for three (3) years. If this proposal was previously denied within the past three (3) years, what circumstances have significantly changed to justify this resubmitted application (ICC 16.25.050(G))?

VI. PARCEL INFORMATION

Parcel information is required for all applications except plan text amendments and amendments that are countywide *(see description of application types on page 3).*

- For **Type A, Sub-type A.I applications** are exempt from this section – please mark as N/A.
- For **Type B applications** that impact a small subset of parcels (for instance a habitat or species of local importance), properties impacted by the proposed change must be identified and property owners notified of the proposed change (see Section VII).
- For **Type C applications** that involve more than one parcel, please submit the required information for Table A under item 2 below in a spreadsheet format.

☐ 1. For all proposed amendments that are not countywide, provide the following:

a. Total acreage impacted: _____

b. Zoning & Land Use on parcels surrounding the subject parcels (residential, commercial, agricultural, etc.).

	ZONING	LAND USE
North:		
South:		
East:		
West:		

☐ 2. For **each parcel** included in the proposal, please provide the information included in the two tables below. Additional sheets can be attached as necessary; please label any attachments as '**Part 2 – Section VI, Parcel Information**.'

Project # _____ (assigned by staff) Applicant Initials: _____

A. PARCEL INFORMATION				
Taxpayer or Legal Owner:				
Owner Mailing Address (1):				
Tax Parcel Number:				
Lot Size (Acreage/Sq. Ft.) (2):				
Site Address (1):				
Location:	*Range*	*Township*	*Section*	*Quarter*
Current Land Use Designation				
Proposed Land Use Designation				
Current Zoning Classification				
Proposed Zoning Classification				
Current Use Code:				
Current Use of the Property *(Improvements on the site)*				

1 If no address, provide nearest crossroads and written directions to the property on a separate sheet of paper.

2 If more than one parcel, fill out Tables A & B separately for each parcel, and provide as an attached spreadsheet labeled as Part 2 – Section VI, Parcel Information.

B. SERVICES

Sewer/Septic *(Check One)*: ☐ Septic ☐ Sewer *Sewer Provider:* _____

Water Service: ☐ Well ☐ Public Water System *Water Purveyor:* _____

Road Type: ☐ Public Road ☐ Private Road

Road Name(s): _____

VII. PROPERTY OWNER NOTIFICATION

The applicant is required to mail a notice of application to all taxpayers or property owners potentially impacted prior to submittal. This requirement is not applicable for countywide proposals (same exceptions as in Section VI). Such notice shall be mailed directly to the owners of the impacted properties, and to all property owners within 300 feet of the subject property or properties (at minimum).

The notification letter must include the following information.

- ☐ You are submitting an application for an amendment to the Island County Comprehensive Plan.
- ☐ The existing and proposed land use designation(s) and/or zoning(s), as applicable.
- ☐ The acreage and number of parcels included in the application.
- ☐ The property owned by the person being notified is included in the proposal or directly impacted by the proposal.
- ☐ An explanation that a public hearing will be held on the proposed amendment.
- ☐ "Additional information on this process is available at the Island County Planning Department by phone at (360) 678-7972 or by email to CompPlan@co.island.wa.us."
- ☐ Map of proposal, if applicable

For **applications that include a nomination for a species or habitat of local importance**, the letter must also include the following information.

- ☐ That the application includes a nomination for a species or habitat of local importance.
- ☐ A map or maps of purported species and/or habitat location(s) showing parcels, roads, and approximate specie boundaries must be included (marked as draft).
- ☐ That the applicant must show that the proposed amendment:
  - Satisfies the nomination criteria and includes the information required by ICC 17.02B.500;
  - Is supported by best available science for the subject species or habitat;
  - For which management strategies are practicable; and that
  - Without protection, there is a likelihood that the species or habitat will not persist over the long term.
- ☐ That Island County species and habitats of local importance are governed by the Critical Areas Ordinance, which can be found in Island County Code Chapter 17.02B.
- ☐ An explanation that any proposed development or activity that would result in an adverse alteration or impact to a species or habitat of local importance is subject to review on a case-by-case basis and may require the preparation of a Biological Site Assessment and/or Habitat Management Plan.
- ☐ Nomination proposals shall be reviewed by the County and may be forwarded to the State Departments of Fish and Wildlife, Natural Resources, and/or other local, state, federal, and/or tribal agencies or experts for comments and recommendations.

AFFIDAVIT OF MAILING NOTICE TO PROPERTY OWNERS

I, _____, certify that I am the applicant/authorized agent for an application for (project/development title) _____, and do hereby depose and swear I did on the _____ day of _____, 20____, mail notice to affected property owners (affected parcels and property owners within 300') as reflected in the mailing list attached herein, advertising an application to Island County for a Comprehensive Plan Amendment.

_____ _____
Name of Applicant/Agent (print) Signature of Applicant or Agent

Attachments (labeled as 'Part 2 – Section VII, Property Owner Notification):

Exhibit 1: Copy of Letter

Exhibit 2: Copy of map and other attachments (if any)

Exhibit 3: List of Property Owners Notified (including parcel numbers)

State of Washington

County of _____

On This day personally appeared before me _____ to me proven to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that _____ signed the same as _____ free and voluntary act and deed, for the uses and purposes therein mentioned.

_____ _____ _____
(Notary Signature) (Printed Notary Name) (Date)

(SEAL)

_____ _____
(Residing at) (My commission Expires)

VIII. PROPERTY OWNER AFFIDAVIT

Property Address: _____

Parcel Number: _____

I/we, _____, hereby certify that I am the property owner(s) of record for the subject property.

I hereby request a:

☐ **Land Use Designation Revision** From: _____
To: _____

☐ **JPA Overlay Revision** From: _____
To: _____

☐ **Rezone** From: _____
To: _____

_____ _____ _____
Full Name (Please Print) Signature (Owner or Authorized Agent)** Date

State of Washington
County of _____

(SEAL)

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Date: _____

_____ _____
Notary Signature Notary Printed Name

_____
My appointment expires

** If the signature is other than the property owner, then the Applicant Authorization Form on the next page must be signed and notarized.

IX. APPLICANT AUTHORIZATION FORM

If you are authorizing an agent or contractor to apply for permit(s) on your behalf, you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf (Plan amendments are a Type IV Permit). 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.

All property owners of record must sign this form. For additional property owners, copy this page and attach to the application, labeled as '**Part 2 – Section IX, Applicant Authorization**.'

Property Address: _____

Parcel Number: _____

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 said agent will be authorized to submit applications on my/our behalf. I also understand that once an application has been submitted that all future correspondence will be directed to said agent only.

_____
Property Owner Name (printed)

_____
Property Owner Signature

Date: _____

_____
Property Owner Name (printed)

_____
Property Owner Signature

Date: _____

State of Washington
County of _____

I certify that I know or have satisfactory evidence that
_____ **is/are the person(s) who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.**

(SEAL)

Date: _____

_____
Notary Signature

_____
Notary Printed Name

_____
My appointment expires

X. SEPA DOCUMENTATION

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. A **SEPA Checklist** and the **Non-Project Review Form**, if applicable, are required at time of application (excepting proposals that are simply to correct an error or do not have a specific location identified), and are available online at:

http://www.ecy.wa.gov/programs/sea/sepa/forms.htm

To achieve maximum effectiveness and efficiency, the use of the SEPA forms should begin at the initial time a project proposal is being contemplated to help evaluate alternatives and impacts. Consultant assistance may be needed to complete this requirement.

The SEPA information is helpful to determine if:

- The environmental impacts of your proposal are significant, and
- If available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts, and/or
- If an environmental impact statement (EIS) will be required to further analyze the proposal.

Some proposals may be exempt from the SEPA process, others may be covered under previously issued EIS documents, and some will require a complete EIS (a lengthy process that will impact your review timeline). The information that you submit will help the County to determine the appropriate process that will be required. All docketed items shall be considered concurrently by the County so that the cumulative effect of the various amendments can be ascertained.

Please note that the SEPA fee may be waived at application and submitted if included on a docket (must be submitted within 14 days of docketing).

☐ SEPA information should be attached to the application, labeled as **'Part 2 – Section X, SEPA Documentation**.'

XI. SUPPORTING DATA

☐ All supporting data should be submitted with the application. PDF documents should be in an unlocked format.

NOTE: Application Part 3, Supplemental Attachments, must be attached for:

- **UGA Boundary Revisions** *(Type A.II applications)*
- **JPA Boundary Revisions or Overlay Revisions** *(Type A.III applications)*
- **Nomination of Species or Habitat of Local Importance** *(Type B applications, as applicable)*
- **Type IV Rezoning Request** *(Type C applications)*