



**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

INSTRUCTIONS FOR FILLING OUT AND SUBMITTING AN APPLICATION

FILLING OUT AN APPLICATION:

- Neatly print all information in blue ink.
- Only fill out those portions that are not shaded in gray.
- 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 County staff. The “Applicant Authorization Form” is attached to this application.
- Collate the complete application and make the appropriate number of copies that are required to accompany the original (the actual number will be indicated on the specific application). Do not copy this instruction sheet.
- The attached application is a “Master Land Development Permit” and must be filled out for all types of development permits. Depending upon your specific proposal you will need to fill out supplemental attachments to this application that provide more specific information. There are no development proposals that can be reviewed using only this form so please do not hesitate to ask what additional application forms you will need.

SUBMITTAL OF APPLICATIONS BY APPOINTMENT ONLY: Monday Wednesday or Friday

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

Camano To schedule a submittal appointment, call 360-387-3443 ext. 8245.

- Must pay with check or cash; credit cards are not accepted
- Anticipate that the submittal process can take 30 to 60 minutes

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MASTER LAND DEVELOPMENT PERMIT APPLICATION

Application # _____ Date Rec'd _____ Receipt # _____ Application Fee _____

Associated Fees _____

Associated Files _____

Grayed areas to be filled out by County staff only

Complete applications, print in blue ink and provide appropriate number of copies of all required information

Owner	Phone
Address	e-Mail
City, State, Zip	Signature
Owner	Phone
Address	e-Mail
City, State, Zip	Signature
Applicant/Agent*	Phone
Address	e-Mail
City, State, Zip	Signature

PROPERTY INFORMATION

Project Address (include city):

Parcel #	Key #	Parcel Size	Division	Block	Lot	Zoning
Subdivision Name			Section	Township	Range	Quarter

Do you own contiguous parcels? <input type="checkbox"/> Yes (if yes, list) <input type="checkbox"/> No	Is the property in a special tax program, e.g. forest, agriculture, senior citizen, etc.?
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PROJECT INFORMATION *(check all that apply)* Form letter reference is bolded

<p>Subdivision Short Plat – Preliminary (G) Short Plat – Final (H) Short Plat – Alteration (L) Long Plat – Preliminary (I) Long Plat – Final (J) Long Plat – Alteration (M) Planned Residential Development (K)</p> <p>Critical Areas Public Transportation Utility (Y) Reasonable Use (Type I) (X-1) Reasonable Use (Type II) (X-2) Wetland or Buffer Improvement (Z)</p>	<p>Site Plan Review Cell Tower (E) Surface Mine (F) Type II in NR Zones (D) Type II other Zones (C) Type III in NR Zones (D) Type III other Zones (C)</p> <p>Shoreline Shoreline Exemption (R) Shoreline Development (Q) Shoreline Variance/Conditional Use (S)</p>	<p>Zoning Certificate of Zoning Compliance Zoning Code Interpretation Zoning Code Amendment Comprehensive Plan Amendment</p> <p>Other Environmental Checklist (SEPA) Clearing & Grading (N) Water System Review Variance (A) Temporary Use</p>
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APPLICANT AUTHORIZATION FORM

If you are authorizing an agent 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. Planning and Community Development will not accept an application authorizing an agent to act on the landowner's behalf that is not accompanied by this form.

All original signatures shall be in blue 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 said agent will be authorized to submit applications on my behalf. I also understand that once an application has been submitted that all future correspondence will be directed to said agent.

ALL PROPERTY OWNERS OF RECORD MUST SIGN THIS FORM

<p>1) _____ Property Owner Name(s) (print)</p> <p>_____</p> <p align="center">Signature(s)</p> <p>2) _____ Property Owner Name(s) (print)</p> <p>_____</p> <p align="center">Signature(s)</p> <p>_____</p> <p align="center">Date</p>	<p>State of Washington) County of _____)</p> <p>I certify that I know or have satisfactory evidence that _____ 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 _____</p> <p>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>_____</p> <p align="center">Signature(s)</p> <p>2) _____ Property Owner Name(s) (print)</p> <p>_____</p> <p align="center">Signature(s)</p> <p>_____</p> <p align="center">Date</p>	<p>State of Washington) County of _____)</p> <p>I certify that I know or have satisfactory evidence that _____ 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 _____</p> <p>Notary Public _____</p> <p>Printed Name _____</p> <p>Residing at _____</p> <p>My appointment expires _____</p>

APPLICATION CHECKLIST

Please use the following checklist to ensure you provide all the items required under Island County Code. If you believe that an item is not applicable, write N/A and explain why in the blank. All of the blanks under “Applicant Use” must be filled in for this application to be accepted as complete and for the review process to begin. This checklist applies to all land use applications. Depending upon the type of application, additional information may also be required which will be outlined in any of the additional forms attached to this Master Permit Application.

Applicant Use	Application Requirements	County Use Only
	1) Fees, as established by the Board of Island County Commissioners	
	2) Completed Master Land Development Permit Application	
	3) CD containing complete submitted application and reports. Please keep each individual file size on the CD as small as possible, <u>with no individual file exceeding 10 MB.</u>	
	4) Completed Field Indicators Worksheet (from Wetland ID Guide)	
	a) Land Use Intensity Worksheet (If applicable)	
	b) Wetland Buffer Worksheet (If applicable)	
	5) Completed project specific Forms (e.g. Form A Variance, etc.)	
	6) A legible plot plan that shows all of the following (<u>except</u> for final long and short subdivisions – for short subdivisions see Form H ; for long subdivision see Form J for map requirements):	
	a) Drawn to a standard <u>engineering</u> scale (specific Forms will provide an appropriate range of scales). Indicate scale.	
	b) North arrow	
	c) Boundaries, dimensions and area of lot (square feet or acres)	
	d) Name of road(s) bordering the property and their width	
	e) Land features. Show the top and toe of all slopes, the direction of slope, percentage of slope, seasonal drainage ways, soggy areas, ditches, ravines, lakes, ordinary high water mark of shoreline, etc.	
	f) Critical Areas. Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands <u>as well as all of their associated buffers onsite or off-site when they may affect the proposal.</u> If the proposal is in an archaeological area, a report must be submitted that identifies resources and how they will be protected. <i>(note: if a feature is shown on the County’s Critical Areas map it must be shown on the plot plan; if you do not believe that feature is present please describe).</i>	
	7) Assessor’s quarter section map(s) that identifies the subject site and any contiguous properties in the same ownership (not needed for final short and final long subdivisions).	
	8) Vicinity map and specific written directions on how to find the site. Provide the map and directions together on a single 8.5 by 11 inch sheet. The map must be detailed enough to clearly locate the site and must identify major arterials, county roads, natural features, landmarks, city limits or any other feature that will help describe how to find the site. A copy of a general road map that highlights the location of your proposal is ideal.	

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"/> Yellow Iris |
| <input type="checkbox"/> Canadian Thistle/
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: