



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

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.

APPLICATION SUBMITTALS BY APPOINTMENT ONLY:

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

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

- 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.

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.

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.
- Completed Application Form, with answers provided to all questions. To download the application visit: 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

APPLICATION SUBMITTALS BY APPOINTMENT ONLY, to schedule an appointment:

For Whidbey, call (360) 678-7800; for Camano, call (360) 387-3443 ext. 251

STAFF	APPLICATION#:	DATE FILED:	FEE PAID:	RECEIPT#:
	ASSOCIATED FILES:			ACCEPTED BY:

FILLING OUT AN APPLICATION:

Provide all information requested below; an original plus three (3) collated copies of all application materials must be submitted.

PROPERTY OWNER	NAME:			PHONE:
	MAILING ADDRESS:			E-MAIL:
	CITY:	STATE:	ZIP:	SIGNATURE:
APPLICANT	NAME:			PHONE:
	MAILING ADDRESS:			E-MAIL:
	CITY:	STATE:	ZIP:	SIGNATURE:
AGENT/ CONTACT	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>State of Washington) County of _____)</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>State of Washington) County of _____)</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 _____

**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?

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:	
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If materials will be exported from the site, provide the amount in cubic yards and the location of the disposed materials.	
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