

## APPLICATION FOR SITE PLAN REVIEW

## Rural Commercial Events

Application packages must be submitted in person, by appointment only, to Island County Planning & Community Development. Submit the original plus 6 copies of the complete and collated application packages.

Use this form if you are proposing to establish a rural commercial event venue in the R, RA, RF, or CA zones. All rural commercial events are classified as either a Type II decision.

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

**Applicability.** Rural Commercial Event permits are required for commercial events that are held at a specific site ten (10) times or less in a given year and includes but is not limited to events where there is compensation to the property owner and/or where there is an agreement between a private individual or a group and the property owner. Rural commercial events are incidental and subordinate to the primary use on a parcel and include activities such as music/entertainment events (with or without amplified sound), receptions, meetings, weddings, and other advertised events. Rural Commercial Event permits are not required for uses that are accessory to a single family residential use including private parties, family events, holiday gatherings, and similar activities that are not subject to an agreement between a private individual or a group and the property owner and where there is no direct or indirect compensation to the property owner. Applicants are strongly encouraged to contact Island County planning staff for a pre-application conference before submitting an application.

**Minimum Standards 17.03.180.EE**

[https://library.municode.com/wa/island\\_county/codes/code\\_of\\_ordinances?nodetd=TITXVIIZO\\_CH17.03ISCOZOCO\\_17.03.180LAUSST](https://library.municode.com/wa/island_county/codes/code_of_ordinances?nodetd=TITXVIIZO_CH17.03ISCOZOCO_17.03.180LAUSST)

- A. **Zoning.** Rural Commercial Events are permitted in all zones with the exception of: Rural Residential (RR) Light Manufacturing (LM) or zones within the Oak Harbor UGA.
- B. **Area.** Minimum five (5) acre lot or parcel.
- C. **Frequency.** Rural Commercial Events can be held no more than ten (10) times a year with limitations on frequency during summer months. Events that are either completely contained indoors, or where there is no utilization of sound equipment, and where the number of attendees is equal to or less than 35% of the maximum number of attendees approved for the Rural Commercial Event site, will not be counted toward the allowable 10 (ten) events a year.
- D. **Access.** All new facilities must have access from a state highway, county arterial, or county collector. Primary access, in order of priority, shall be off a state highway (subject to the requirements of RCW 47.50, and WAC 468-52-040), county arterial, or county collector. A county local road may be approved by the county engineer.
- E. **Charitable Events.** Up to five (5) charitable events held for the specific purpose of benefitting a not-for-profit organization, exempt from federal income tax under section 501(c) of Title 26 of the United States Code, that meet one of the following conditions will not be counted towards the maximum number of events allowed on a lot, parcel, or site:
  - *Events completely contained indoors in accordance with the Noise Management BMPs identified in this section; or*
  - *Events with outdoor components held during the months of October through May where the location has an approved Noise Management Plan that identifies such potential uses*
- F. **Parking.** Parking must be provided in accordance with ICC 17.03.180.Q at a rate of one space for every two attendees. Up to 50% of parking may be provided offsite in accordance with 17.03.180. EE.11.c.
- G. **Notice.** Public notice or posting of all events on either the lot, parcel, or site or on the venue webpage at least fourteen (14) days before the scheduled event is required if the following conditions are applicable: a. Proposed events are within 500 feet of a Rural Residential RAID; or b. Proposed events are within 200 feet of a residential structure.

1. Provide the date the parcel was created and the legal description of the real property as last recorded (list here, provide on attached sheet, or submit copy of recorded deed):

\_\_\_\_\_

2. Provide names, addresses and telephone numbers of associated professional consultants such as architects or engineers not identified on cover sheet:

\_\_\_\_\_

3. Provide a detailed written description of the proposal. Include Description and list of all activities and types events proposed for the venue including the following items (use a separate sheet if needed):

Number and type of events anticipated to occur indoors \_\_\_\_\_ Anticipated maximum attendance \_\_\_\_\_

Types of Events \_\_\_\_\_

\_\_\_\_\_

Number and type of events expected to occur outdoors \_\_\_\_\_ Anticipated maximum attendance \_\_\_\_\_

Types of Events

\_\_\_\_\_

4. Hours of Operation \_\_\_\_\_

5. Are you within 500' feet of a Rural Residential RAID zoning district? Yes \_\_\_ No \_\_\_

6. Will sound equipment be utilized indoors for a facility that is within 500 feet of a Rural Residential RAID or will there be outdoor events, with or without sound equipment? Yes \_\_\_ No \_\_\_ **If yes, a Noise Management Plan will be required.**

7. Total square footage of all structures on site: \_\_\_\_\_; Square footage dedicated to event use \_\_\_\_\_

Total impervious surface of the site (e.g. pavement, buildings): Square feet \_\_\_\_\_; Percent of site \_\_\_\_\_

8. Describe the proposed source of water supply, including the name of the provider if it is to be served by a public system:

\_\_\_\_\_

9. Describe the proposed method of sewage disposal, including the name of the district if it is to be served by a public sewer system:

\_\_\_\_\_

10. Provide the Certificate of Transportation Concurrency Number \_\_\_\_\_

11. Will the proposal access directly onto an adjacent public road? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide a copy of the existing Access Permit or submit an Access Permit application with this application. If no, provide documentation of the legal access to a public road.

12. Is the project within 200 feet of the shoreline? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, a Shoreline Substantial Development Permit may be required along with this submittal (Form Q).

13. Identify any existing uses on the property (e.g. single family residence, agriculture, forestry, bed and breakfast)

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Provide the permit numbers of any previously approved permits

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14. Are the existing uses allowed in the current zoning designation of the site? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, describe which uses are not allowed and when they were established.

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15. If this project will be completed in phases, describe each phase and their associated timeframes:

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16. Estimate the total amount of cut and fill (includes all material relocated on the site plus imported and exported material)? \_\_\_\_\_ cubic yards. What is the maximum height of cut or fill? \_\_\_\_\_ feet.

17. If material will be exported to another site provide the amount, address and parcel number of the receiving property.

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18. All developments will generate stormwater runoff from things such as gutters, driveways, roads, areas where vegetation has been removed or new impervious surfaces. Describe how it will be managed. Please be specific (for example, "runoff from gutters and parking areas will be infiltrated by a drywell located near the SE corner of the house" or "runoff from driveway will be captured in catch basin and routed to a tightline over the bluff to the beach"). Attach additional plan or pages if necessary.

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Pre-Application Conference Date: \_\_\_\_\_ File Number: PRE \_\_\_\_\_/\_\_\_\_

# Form EE: Rural Commercial Event Site Plan Review Application Checklist

FORM EE- Rural Commercial Event Site Plan Review Application Checklist

In addition to the items identified in the Master Permit Application Checklist a Site Plan Review application also requires the following additional items. For those items below that must be shown on a plot plan please show them on the same plot plan required under item #5 of the Master Permit Application Checklist – it is not necessary that you prepare two separate plot plans.

Applicant Use	Application Requirements	For County Use only
_____	1. On a separate sheet provide a written description of proposal (see question 18 above).	_____
_____	2. On a separate sheet provide a detailed written statement addressing required criteria and standards minimum requirements	_____
_____	3. Proposed source of water (e.g. water availability verification form, letter of commitment from water provider, well site location and/or verification).	_____
_____	4. Copies of soil logs registered with the County Health Department or a letter of commitment from a sewer district	_____
_____	5. Copy of approved Certificate of Transportation Concurrency, if applicable	_____
_____	6. Documentation of legal means of access to a public road (e.g. existing access permit number, access permit application, recorded easement).	_____
_____	7. Please show the following additional items on the plot plan required under item #5 of the Master Permit Application Checklist:	_____
_____	a. The plot plan must be no larger than 11X17 inches.	_____
_____	b. Location, size, height, number of stories, and gross floor area for all structures or other improvements, existing and proposed. Includes buildings, drainfields, wells, driveways and fences. Label each as existing or proposed.	_____
_____	c. 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.	_____
_____	d. Critical Areas. Show streams, wetlands, protected species habitat, geologically hazardous areas and archaeological sites. For any of these features also show their buffers. (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	_____
_____	e. Location, dimensions and volume of all propane tanks, fuel tank, etc. Label each as existing or proposed.	_____

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_____	f. Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios or chimneys.	_____
_____	g. Distance between property lines and existing and/or proposed structures.	_____
_____	h. Distance of event locations and parking to the nearest adjacent residential structure.	_____
_____	i. Identification of abutting zoning districts and distance to Rural Residential RAID boundary if applicable.	_____
_____	j. The use of existing and proposed buildings and location of all event areas.	_____
_____	k. Location of proposed entrances and exits, location and width of existing and proposed driveways/accesses serving each structure, direction of traffic flow into and out of off-street parking and loading areas, location and size of each parking space and each loading berth, areas of turning and maneuvering vehicles, and relationship of circulation with adjacent properties. Show access permit numbers, if assigned.	_____
_____	l. Approximate location, width, and name of each recorded easement, right-of-way for public service or utilities, serving or affecting the subject property, and existing and proposed public and private roads in or adjacent to the site. Label them with the existing and intended use and the Auditor's File No.	_____
_____	m. Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank. Show distance between drainfield and reserve area to property lines. Indicate if hooked up to sewer.	_____
_____	n. Indicate location of water lines, well, and pollution control radius. Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel.	_____
_____	o. If the proposal includes a subdivision, show the location and dimension of all proposed and existing lots. Show the location of all soil test holes on each proposed lot. Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank and the distance between the drainfield and reserve area to existing and proposed property lines. Also provide the legal descriptions of existing and proposed parcels and a legend that includes a site address and Assessor parcel number of the	_____
_____	p. Drainage. Location and description of all existing and proposed drainage features and systems, including natural drainage ways, culverts and ditches. Show the direction of water flow.	_____

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Applicant Use	Application Requirements	For County Use only
_____	<p>q. Grading plans. Show existing and proposed finished grade contours for any cut or fill 2 feet or greater in height in plan view and cross sections. Indicate quantities of fill or excavation in cubic yards. For any material exported from the site, state quantities and where the materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.</p>	_____
_____	<p>r. Existing and proposed vegetation. Please be specific about the type, e.g. grasses, types of trees, etc.</p>	_____
_____	<p>s. Clearing limits. Show all areas where trees and brush currently exist and where it will be cut or removed.</p>	_____
_____	<p>t. Location of proposed open space.</p>	_____
_____	<p>u. Erosion and sedimentation control plans. Show all areas where soil will be exposed along with measures to limit the erosion and transport of silt and sediment.</p>	_____
_____	<p>v. Approximate number of square feet proposed in paved or other impervious surfaces, open space, wetlands, steep and unstable slopes and the total area of the site.</p>	_____
_____	<p>w. Layout of all existing and proposed pedestrian walkways, landscaped areas, curbs, gutters, the extent of street pavings, and the location of existing and proposed fire hydrants, on-site water sources, and sewage disposal systems.</p>	_____
_____	<p>8. Phasing Plan, if development will not occur at one time.</p>	_____
_____	<p>9. A Landscape Plan, drawn to scale, showing the following:</p> <ul style="list-style-type: none"> <li>a. Open space, including any community area.</li> <li>b. Location and type of significant landscape features and vegetation on site.</li> <li>c. Location and design of landscaped areas.</li> <li>d. Type, sizes, and number of trees and plant materials to be planted on site.</li> <li>e. Parking screening, if applicable.</li> <li>f. Buffer screening provided in lieu of minimum separation or for sound attenuation.</li> <li>g. Other pertinent landscape features and irrigation systems required to maintain trees and plants.</li> </ul>	_____

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Applicant Use	Application Requirements	For County Use only
_____	10. Neighboring land-use details to include: unique topography, existing mature vegetation.	_____
_____	11. Architectural Plan showing elevations and specifications as to type, color and texture of exterior surfaces of proposed structures.	_____
_____	12. Sign Plan, drawn to scale, showing the location, size, design, material, color, and method of illumination of all exterior signs.	_____
_____	13. Lighting Plan	_____
_____	14. A plan to limit and/or control noise, dust, dirt, heat, glare, vibration, odors, toxic gases, and liquid and solid waste.	_____
_____	15. Reports/Plans required by Critical Area Regulations.	_____
_____	16. Drainage Narrative or Preliminary Drainage Plan.	_____
_____	17. Environmental Checklist, if required.	_____
	<b>If a Noise Management Plan is required, the plot plan should also include:</b>	
_____	18. Location and orientation of stages and public address, stages, and/or sound equipment.	_____
_____	19. Location of any proposed sound mitigation to include berms, walls, or fences.	_____

# Noise Management Plan Addendum

## Noise Management Plan Application

A Noise Management Plan and will be required when sound equipment is utilized indoors and the facility is within 500 feet of a Rural Residential RAID or where outdoor events, with or without sound equipment, are anticipated. Outdoor events include events where bay doors and retractable sliding doors are open. The applicant must demonstrate compliance with the minimum requirements provided below.

- i. In no case shall outdoor sound equipment be allowed within 300 feet of a neighboring residential structure.
- ii. In no case, shall the decibel level exceed 60dBA at the exterior boundaries of the property line of the event location.
- iii. In no case, shall fireworks be utilized in association with a rural event center or rural commercial event permit.

It is highly recommended that, where residences are in close proximity, that an acoustical professional is consulted in determining appropriate sound attenuation measures.

**The Noise Management Plan must include the following minimum information and should reference applicable Best Management Practices attached. Please attach additional pages if needed.**

1.	Number of attendees anticipated (Max. event)	_____
2.	Approximate # of annual events	Inside _____ Outside _____
2.	Expected sources of sound during event (guests, sound equipment anticipated, parking, other noise producing devices)	_____ _____ _____
3.	A description of the type of sound equipment including maximum sound levels proposed. Location of all sound equipment, stages, speakers, etc, should be identified on site plan.	_____ _____ _____ _____
4.	Will sound equipment, not provided at the venue, be utilized to include sound equipment utilized by DJs or bands?  Yes <input type="checkbox"/> No <input type="checkbox"/>	
5.	Identify steps that will be taken to minimize the risk of nuisance (see best management practices below).	_____ _____ _____ _____ _____
6.	How will you monitor acoustic levels at the event?	_____ _____ _____



