



**FOR OFFICIAL USE ONLY**

PERMIT NO. \_\_\_\_\_  
 Fee Received By. \_\_\_\_\_ Date \_\_\_\_\_  
 Receipt No. \_\_\_\_\_ \$ \_\_\_\_\_

**1. Applicant/Agent:** (please print or type)

Name	Company	Telephone
Address	City/State/Zip	Fax

**2. Property Owner:** (please print or type)  Same as Applicant/Agent above

Name	Company	Telephone
Address	City/State/Zip	Fax

**3. Property Location:** (draw a map showing road access points on the reverse side of this application)

Development Name	Property Address/Location
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**4. Proposed Land Use - Type of development permit to be applied for:** (check one)

Short Plat\*  Long Plat\*\*  Site Plan Review\*\*  PRD\*\*  Building Permit Only\*\*

**5. Proposed Land Use - Residential/Commercial:** (check one)

Residential - Single Family  Residential - Multi-Family  Commercial/Non Residential

**6. Proposed Land Use – Density or Size:** (attach Traffic Report or Traffic Impact Study as necessary)

Total number of lots/dwelling units \_\_\_\_\_ New commercial building area in square feet \_\_\_\_\_

**7. Proposed land use – Description:** (the applicant is responsible for accurate land use descriptions)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**8. Parcel Information:** (List all parcels in this proposal – parcel information is available at the Assessor’s Department)

Parcel Number(s)	Acreage	Parcel Number(s)	Acreage

**9. Description of present use of the property:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**10.**

\_\_\_\_\_  
**Property Owner/Agent Signature**

\_\_\_\_\_  
**Date**

Complete applications may take up to 30 calendar days to process (ICC 11.04.050.E.3.a). For application to be considered complete, appropriate fees must be paid and necessary reports must be submitted with the completed application. The applicant is responsible for providing accurate and complete information.

\* - No traffic report or traffic impact study is required  
 \*\* - See the application instructions for when a traffic report or traffic impact study is required. The Island County Traffic Engineer may also be consulted.

**Access Points.** Draw a map showing road access points in this box or you may attach your own drawing with this application. Include the nearest County Arterial Road in the map.

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**Fee Schedule:**

	Residential	Commercial/Non Residential
Short Plat	\$77.25	\$154.50
Long Plat	Fee Schedule A	\$154.50
Site Plan Review	N/A	Fee Schedule B
Planned Residential Development	Fee Schedule A	N/A
Building Permit Only	Exempt from Concurrency	Fee Schedule B

**Fee Schedule A:**

If less than 10 lots/units	\$ 115.36
If 10 or more lots/units	\$ 154.50

**Fee Schedule B:**

If <b>Traffic Report</b> is required:	\$ 154.50	plus
Square Footage _____ x <b>\$0.10</b> = +\$ _____		
Total	\$ _____	if total is more than \$2000 the fee is \$2000; or

If <b>Traffic Impact Study</b> is required:	\$ 154.50	plus
Square Footage _____ x <b>\$0.10</b> = +\$ _____		
Total	\$ _____	if total is more than \$2000 the fee is \$2000

**See the application for instructions on when a traffic report or traffic impact study is required. The Island County Traffic Engineer may also be consulted.**

# **Transportation Concurrency Application Instructions**

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## **Filing Your Application**

The Transportation Concurrency Application must be filed with the Island County Department of Public Works. A **non-refundable** fee is due at the time the application is filed and is dependent upon the size and nature of proposed development activities. Refer to the attached fee schedule for fee information. The fee should be a check for the full amount made payable to the **Island County Engineering**. Within **7** calendar days of receipt of application, the County traffic engineer will make a determination of the completeness of the application. The application form must be complete, necessary reports, and appropriate fees must be submitted with the application to be considered complete. Complete applications may take up to **30** calendar days to process and a Certificate of Transportation Concurrency will be mailed to the listed applicant/agent upon completion.

## **Sequence of Submittal:**

Unless exempt from the Test for Concurrency, a Transportation Concurrency Application must be submitted to the Public Works Department prior to submitting an application for a developmental activity review to the Planning and Community Development.

## **Exempted Development Activities:**

The following is a summary list of developmental activities **exempted** from the Test for Concurrency.

1. Permitted uses in the Rural, Rural Residential, Rural Agriculture, Commercial Agriculture, and Rural Forest Zones, (**not including** duplexes, triplexes in the rural residential zone at a density greater than three (3) dwelling units per acre);
2. Interior renovations with no change in use, or, in the case of residential structures, no increase in number of dwelling units;
3. Interior completion of any structure for use(s) with the same or less intensity as the existing use or a previously-approved use;
4. Replacement structure with no change in use, or, in the case of residential structures no increase in number of dwelling units
5. Communication Tower

Refer to ICC 11.04.050 for a complete list of exemptions from the Test for Concurrency.

## **When A Traffic Report or Traffic Impact Study Is Required:**

- I. The following development activities are not required to submit a traffic report or traffic impact study with the Transportation Concurrency Application:

## Transportation Concurrency Application Instructions

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- Residential: Short Plat or Long Plat with less than 10 lots/units
  - Commercial/Non Residential: Short Plat or Long Plat. **Note:** As each lot is developed, a separate concurrency application will be required.
- II. For development activities likely to generate less than ten (10) additional peak hour trips, a traffic report is required. The traffic report must be submitted with the Transportation Concurrency Application and must include the following:
- Estimated trips that will be generated by the development activity
  - The method used to estimate such generated trips
  - Name and signature of the person preparing the report
  - May be prepared by the applicant
  - Trip generation diagrams are not required
- III. For development activities likely to generate ten (10) or more additional peak hour trips, a traffic report will be required *at a minimum*. A traffic impact study is required when the development activity is anticipated to add ten (10) or more additional trips to arterial routes, transit routes, or transit routes/arterial intersections. Such report/study must be included with the Transportation Concurrency Application.
- a. When a traffic report is required, the traffic report must include the following:
- Must be prepared by an Engineer licensed to practice in the State of Washington who has special training and experience in traffic engineering.
  - Peak hour trips generated by the development activity. Trip generation must be based on the trip generation rates published by the Institute of Transportation Engineers (ITE). If standard trip generation rates are not available, the Traffic Engineer must determine a trip generation rate using acceptable methods.
  - Trip generation diagrams for all arterial routes, transit routes, and transit/arterial intersections located within two miles of the proposed development and all arterial/transit intersections which will reasonably be projected to experience ten (10) or more additional peak hour trips regardless of its distance from the proposed development.
- b. When a traffic impact study is required, all requirements for a traffic report above will apply in addition to the following:
- Full level of service (LOS) analysis of all arterial routes, transit routes, or transit/arterial intersections that will experience ten (10) or more additional peak hour trips as a result of the development.
  - Full LOS analysis of all arterial route, transit route, or transit route/arterial intersection which is currently operating at its adopted LOS regardless of the amount

## **Transportation Concurrency Application Instructions**

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of additional peak hour trips added, located within two miles of the proposed development.

- The LOS analysis must conform with current edition of the Highway Capacity Manual or other level of service methodologies utilized in the county/city/town, as applicable, and as specified in the Island County Transportation Plan.
- The evaluation of intersection LOS shall be based on the approach or turning movement with the worse LOS or longest delay time.
- Estimated trips from development activities for which a certificate of concurrency has been issued.
- If a city/town transportation facility is involved, a meeting must be held between the applicant, Island County and the city/town representative to scope the study prior to preparing the traffic impact study.
- **Note:** While the traffic impact study is specific only to the concurrency process, the applicant may voluntarily increase the scope of the traffic impact study with a complete analysis of the impacts on all public roads and intersections, including proposed mitigation measures, for use during the county's environmental review process once the application for the development activity has been submitted. This is recommended since the applicant will be required to prepare and submit a traffic impact study which addresses all transportation impacts, not just level of service impacts during PM peak hour to arterial routes, transit routes, and arterial/transit intersections as a requirement of the submittal of a complete application for development that is likely to generate ten (10) or more peak hour trips.

### **Transportation Demand Management Strategies (TDMs):**

The applicant may propose the use of transportation demand management strategies (TDMs) if the applicant demonstrates how their effective implementation will be monitored and submits a proposal for what will be done in the event that the TDMs do not achieve their intended goal. The applicant may be eligible for "trip reduction credits" to reduce a development's overall traffic impact if the TDMs can be demonstrated to be effective. The applicant should check with the Planning and Community Development Department to determine if there are any other TDM land use incentives, e.g. parking reductions, available.

### **Questions or For More Information:**

For further information or questions about completion of this application, or traffic report or traffic impact study requirement, please contact the Island County Traffic Engineer at the number below.

Island County Public Works	N. Whidbey or outside the County	360-679-7331
PO Box 5000	S. Whidbey	360-321-5111
Coupeville, WA 98239-5000	Camano	360-629-4522
(open M-Th 8:00 A.M.-4:30 P.M.)		

# Transportation Concurrency Application Instructions

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## List of County Intersections Currently Operating at LOS F

### Whidbey Island:

Banta Road at SR 20  
Troxell Road at SR 20  
Harbor Avenue at SR 525

### Camano Island:

Good Road at SR 532

## List of County Road Segments and Intersections Currently Operating at LOS C or the Adopted Level of Service

### Whidbey Island:

Ault Field Road from SR 20 to Heller Road  
Bayview Road from SR 525 to Andreason Road  
Crescent Harbor Road from Regatta Drive to Taylor Road  
Goldie Road from Christian Road to Oak Harbor City Limits  
Harbor Avenue from SR 525 to Main Street (Freeland)  
Heller Road from Clover Valley Road/Ault Field Road to Oak Harbor City Limits  
Langley Road from Maxwelton Road to Langley Town Limits  
Main Street (Freeland) from Fish Road to Harbor Avenue  
Maxwelton Road from SR 525 to Langley Road  
Oak Harbor Road from Ault Field Road to Oak Harbor City Limits

SR 20/Frostad Road  
SR 20/Fakkema Road  
SR 525/Honeymoon Bay Road/Bush Point Road  
SR 525/Scott Road  
SR 525/Bayview Road

### Camano Island:

Cross Island Road from Arrowhead Road to East Camano Drive  
East Camano Drive from SR 532 to Monticello Drive  
Elger Bay Road from East Camano Drive to Mountain View Road