



**ISLAND COUNTY
PLANNING & COMMUNITY DEVELOPMENT**

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PRE-APPLICATION CONFERENCE

A **Pre-Application Conference** is a meeting that a future applicant schedules with Island County staff members to discuss a potential land use development proposal before submitting a formal application. At the meeting, the staff describes the county standards, processes, and regulations that would apply to the proposal described in the materials they have received. The applicant has an opportunity to ask questions of the county staff and to learn more about the proposal. Staff from county Health, Engineering, Planning, and Building attends the meeting. Other staff from the federal, state, or city jurisdictions may be asked to attend to help with specific issues.

The conferences are held on the second and fourth Thursdays of each month. A meeting is scheduled after this application and associated materials are completed and submitted to the Planning and Community Development Department. It is scheduled on a “first come-first serve” basis, at least three weeks after the pre-application materials are submitted. A non-refundable fee is collected with the pre-application materials to cover the initial costs associated with the staff’s review. A pre-application conference is valid for six months. The fee will be credited toward a subsequent land use application fee **if** that application is submitted **within six months** of the conference date.

If the proposed land use is a **cellular communication tower or a Type III Conditional Use**, the applicant needs to advertise, hold and create a record of a **Community Meeting**. This must be completed before an applicant requests a Pre-Application Conference. Information about the requirements for a **Community Meeting** is available in Development Information Bulletin (DIB) #106. The DIB is available at Island County Planning and Community Development or on the division web page: www.islandcounty.net/planning/

If you have any questions before you submit your Pre-Application form, please call our office at one of the numbers listed above.

Remember that the more information you provide, the better the staff can prepare and the more you will learn at the meeting.

SUBMITTAL OF AN APPLICATION:

- Must be submitted in person at either of the following locations and between the following times:

Coupeville Annex offices & Camano Annex offices

Monday thru Thursday – 8:00 a.m. to 3:00 p.m.

Friday – Closed

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

PRE-APPLICATION CONFERENCE (PRE) APPLICATION

GREYED SECTION FOR COUNTY USE ONLY

Application Number

Date Received

Fee Paid

Receipt

Please type or neatly print all information and provide the signatures in **blue ink**. **Take your time to provide detailed answers and all of the information requested.**

Assemble this application together with all maps and necessary documentation outlined in this application to create one organized, complete application package. Then make four complete copies of the package. Submit the **original and the 4 separate, collated copies** of the application packages to Island County Planning & Community Development. The county may request additional application packages if review by additional agencies would be helpful.

PART A

Contact Person Name _____ Phone (____) _____

(The agent or consultant for the application who will be the **only** party that will receive correspondence and inquiries.)

Mailing address _____ E-Mail Address _____

City, State, Zip Code _____

Applicant Name _____ Phone (____) _____

Mailing address _____ E-Mail Address _____

City, State, Zip Code _____

Owner Names _____ Phone (____) _____

(If other than the applicant)

Mailing address _____ E-Mail Address _____

City, State, Zip Code _____

In simple terms, briefly describe the project: _____

Project Address (Or Closest Intersection) _____

Assessor Parcel Number(s): _____

Section _____ Township _____ Range _____ 1/4 Section _____

Location: North Whidbey Central Whidbey South Whidbey Camano Island

Plat Name _____

PART B
PRE-APPLICATION CONFERENCE (PRE)

In addition to the information requested in Part A, please answer the following questions and provide a map of the proposal. **By providing answers to the following questions, the staff will better understand your proposal and be able to prepare for your meeting.**

General Site Information. Please describe the existing parcel(s) and land use(s). You may attach a separate sheet to supplement your description.

1. Describe the **EXISTING** structures, uses, and other improvements on the site.

- * What is the total acreage of the site? _____
- * Square footage of the existing building footprints: _____
- * Total square footage in all stories: _____
- * Number of Stories: _____ Building Height: _____
- * Percent of site covered by impervious surfaces: _____

2. What is the existing source of water? _____

3. How is the existing sewage disposal handled? _____

4. Describe the type and locations of the topography on the site. (e.g Areas that are flat, gently sloping, steep, very steep, and/or depressed.) _____

5. Describe the characteristics of the soils on site (clay, sand or loam). _____

6. Are there areas with mature vegetation, steep slopes or critical areas such as wetlands, streams, or geologically hazardous unstable slopes? If so, please describe the types and locations. _____

7. Is the project site within 200 feet of the shoreline? _____

8. Existing Access. What public or private roads are adjacent to or on the site? Describe the location of existing access point(s), driveway(s), and access and/or utility easements. _____

Plan/Map of the Proposal. Provide a conceptual plot plan of your proposal. It should be drawn to scale and it should clearly show your property boundary lines, existing natural features and topography, shorelines and other critical areas, existing and proposed structures and land uses, vegetation, existing water and sewage disposal systems, and the existing and proposed access. Please use the checklist on page B-4 of this form to help you draw your plan/map.

Description of the Proposal

1. **Proposed Land Uses**. Answering the following questions will help the county staff understand your proposal. Please be sure to provide details and to describe the existing and proposed land uses and any features that are not identifiable in map form. You may use a separate sheet to provide additional information.

a. Describe each proposed land use in detail. Are they residential, commercial, industrial, storage, utilities, bulkheads, stairways, docks or piers, or other? Describe the structure design; include factors such as siding, roofing and/or construction materials, roof type (gable, hipped, flat, etc.), and architectural style.

b. **Proposed Structures**. Describe the proposed structures.

* Total square footage of existing and proposed footprints: _____

* Total square footage in all proposed stories: _____

* Structure Height: _____ Number of Stories: _____

* Percent of site to be covered by impervious surfaces: _____

* Distance from shorelines or other critical areas? _____

c. **Residential Uses**? How many dwelling units are proposed? _____

Describe the type of dwelling units proposed (single family detached, duplex, triplex, townhouse, etc.) _____

What is the proposed density (the number of units per acre)? _____

2. **Land Division**. Does the proposal include the division of land to create lots?

Yes _____ No _____ **If yes**, please answer the following questions:

* How many separate parcel numbers exist today? _____

* On what date was the existing parcel(s) created? _____

* What is the total number of separate parcels that is proposed? _____

* How would the new parcels be accessed? _____

* Describe the location and amount of area to be cleared and/or graded?

Please show the proposed lot lay-out, access, and areas of clearing and grading on the map.

3. **Proposed Access**. Describe the proposed access onto public and private roads.

Are new roads intended to be private or public?

4. **Proposed Source of Water.** What is the proposed source of water supply for the proposed use or land division? If the site is within the boundaries of an approved water system, what is the system and has it committed water to the proposed use?

5. **Proposed Sewage Disposal.** What is the proposed method of sewage disposal for the proposed use or land division? If the site is within the boundaries of an approved sanitary sewer district, what is the system and has it committed service to the proposed use?

Please provide any additional information that you believe will help the staff understand your proposal. This will ensure you receive the most accurate information available at the time of your meeting. Items such as As-builts, site registrations, well site inspections, photographs, geology reports, wetland delineations, drainage reports, or other information you have would be very helpful.

I hereby certify I am the owner or the authorized agent named above, and that I have familiarized myself with the rules, regulations, and procedures with respect to preparing and filing this application. 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 understand that if I provide incomplete and/or incorrect information, this will cause a delay in the review process.

_____	_____	_____	_____
Owners' Signatures	Date	Agent's Signature	Date
(All owners must sign*)			

*If there is not enough space for all property owners' signatures, or if an agent is submitting the application, a notarized letter of consent signed by all owners shall be attached to this application.

APPLICANT AUTHORIZATION FORM

If you are authorizing an agent to apply for permits on your behalf, you must either sign each of the applications that you submit or complete this form, which will provide authorization for a designated agent to apply for permit(s) on your behalf. This form is required for the protection of the property owner. Planning and Community Development will not accept an application that is not either signed by all property owners or accompanied by this form. **All original signatures shall be in blue ink.**

I/we, _____, the owner(s) of the subject property, understand that by completing this form I/we hereby authorize _____ to act as my/our agent. I/We understand that said agent will be authorized to submit applications on my/our behalf. I/We 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 _____</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>_____</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 _____</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>

Plot Plan/Map Checklist

Provide as much of the following information as possible. More information will provide the staff with a better understanding of existing conditions on the site.

- _____ a. Drawn to a standard engineering or architect scale. Indicate the scale.
- _____ b. North arrow.
- _____ c. Location, dimensions, and area of full extent of land included in proposal.
- _____ d. Location and size of existing and proposed buildings and other improvements, including, drainfields, wells, fences, driveways, entrances, and exits serving each structure, off-street parking and loading areas, and bulkheads.
- _____ e. Setback distances between property lines and structures.
- _____ f. Location and amount of proposed open space.
- _____ g. Location of existing and proposed roads.
- _____ h. Total area of the site & square feet in paved or other impervious surfaces.
- _____ i. Show all easements & label with the existing and intended use.
- _____ j. Drainage. Show existing drainage systems and the direction of the water flow.
- _____ k. 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 quantity and where materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.
- _____ l. Indicate location of water lines, well, and any pollution control radius around wells both on and off your site.
- _____ m. Location of all soil test holes on each proposed lot. Also, location of septic tank, drainfield, and reserve area. Indicate if hooked up to sewer.
- _____ n. For a subdivision, show location and dimensions of all proposed and existing lots.
- _____ o. Land features. Show top and toe of all slopes, direction of slope, percentage of slope or slope angle, seasonal drainage ways and soggy areas, ditches, ravines, lakes, ordinary high water mark of shoreline, etc.
- _____ p. Critical Areas. Show streams, wetlands, protected species habitat, geological hazard areas, & archaeological sites and their buffers on or within 100' of the site.
- _____ q. Existing and proposed vegetation. Please be specific about the types.
- _____ r. Clearing Limits. Show areas where existing trees & brush will be cut or removed.
- _____ s. Title block on the lower right corner of plat map including:
- _____ t. Legend that includes:
 - _____ i. Site address if assigned,
 - _____ ii. Assessor parcel number(s) of the parcel proposed for division, and
 - _____ iii. Total area of the site and area of each proposed and existing parcel or lot.
 - _____ iv. Name, address, and telephone number of applicant(s), and fee owner(s), and
 - _____ v. Date of drawing.