

TYPE I DECISION PROCESS

A Type I Decision is a ministerial decision that is made by the Planning Director or one of his designees. This type of decision requires little or no discretion on the part of staff. In other words, if the request meets the standards established in the County Code, it will be approved.

Type I Decisions must be processed within 120 days from the day the Department determines your application to be complete. Within 14 days of the application being submitted, the department will notify you as to whether or not your application is complete or incomplete. If the application is complete, the letter will inform you of key dates and deadlines during the process, as well as the name of the staff person who has been assigned to work on your file. This is your point person whom you should direct all of your correspondence and phone calls. If the application is incomplete, you will receive a letter that provides a list of the items that were missing and that need to be supplied in order to continue processing the application.

There is no requirement for public notification of your proposal. This means that your proposal will not be published in the newspaper, nor will you need to post a sign on your property.

If a Type I Decision results in the denial of your proposal,, you may appeal the decision to the Board of Island County Commissioners. In all other cases, a Type I Decision is only appealable to Island County Superior Court.

It is important to note that Type I Decisions that involve SEPA review automatically become processed as a Type II Decision (see DIB #112).

IMPORTANT NOTE - "Development Information Bulletins" (DIBs) are intended to assist the general public in understanding the effect of codes and regulations. DIBs are not complete statements of the laws and rules and should not be used as a substitute for them. If conflicts and questions arise, the code and regulations are the final authority. Because these regulations may be revised or amended at any time, consult Island County staff to be sure you understand all current requirements before beginning any work. It is the responsibility of the applicant to ensure that the project meets requirements of all current codes and regulations.

ISLAND COUNTY PLANNING AND 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

121N East Camano Drive, Camano Island, WA 98292 ■ Phone (360) 387-7913 ■ FAX (360) 387-6161

www.islandcounty.net/community

