

# ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

**P.O. BOX 5000, COUPEVILLE, WA 98239**

Phone: (360) 679-7339, South Whidbey (360) 321-5111, Camano Island (360) 629-4522

[www.islandcounty.net/planning](http://www.islandcounty.net/planning)

## INSTRUCTIONS FOR FILLING OUT AND SUBMITTING AN APPLICATION

### FILLING OUT AN APPLICATION:

- Neatly print all information in blue ink.
- Only fill out those portions that are not shaded in gray.
- 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 County staff. The “Applicant Authorization Form” is attached to this application.
- Collate the complete application and make the appropriate number of copies that are required to accompany the original (the actual number will be indicated on the specific application). Do not copy this instruction sheet.
- The attached application is a “Master Land Development Permit” and must be filled out for all types of development permits. Depending upon your specific proposal you will need to fill out supplemental attachments to this application that provide more specific information. There are no development proposals that can be reviewed using only this form so please do not hesitate to ask what additional application forms you will need.

### SUBMITTAL OF AN APPLICATION:

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

**Camano Annex offices**

Monday through Thursday – 8:00 a.m. to 11:00 a.m.

1:00 p.m. to 3:00 p.m.

**Coupeville Annex offices**

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

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

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**MASTER LAND DEVELOPMENT PERMIT APPLICATION**

Application # \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Receipt # \_\_\_\_\_ Application Fee \_\_\_\_\_

Associated Fees \_\_\_\_\_

Associated Files \_\_\_\_\_

*Grayed areas to be filled out by County staff only*

Complete applications, print in blue ink and provide appropriate number of copies of all required information

<b>Owner</b>	Phone
Address	e-Mail
City, State, Zip	Signature
<b>Owner</b>	Phone
Address	e-Mail
City, State, Zip	Signature
<b>Applicant/Agent*</b>	Phone
Address	e-Mail
City, State, Zip	Signature

**PROPERTY INFORMATION**

**Project Address (include city):**

Parcel #	Key #	Parcel Size	Division	Block	Lot	Zoning
Subdivision Name			Section	Township	Range	Quarter

Do you own contiguous parcels? \_\_\_\_ Yes (if yes, list) \_\_\_\_ No      Is the property in a special tax program, e.g. forest, agriculture, senior citizen, etc.?

**PROJECT INFORMATION** (check all that apply) Form letter reference is bolded

<p><b>Subdivision</b></p> <p><input type="checkbox"/> Short Plat – Preliminary (<b>G</b>)</p> <p><input type="checkbox"/> Short Plat – Final (<b>H</b>)</p> <p><input type="checkbox"/> Short Plat – Alteration (<b>L</b>)</p> <p><input type="checkbox"/> Long Plat – Preliminary (<b>I</b>)</p> <p><input type="checkbox"/> Long Plat – Final (<b>J</b>)</p> <p><input type="checkbox"/> Long Plat – Alteration (<b>M</b>)</p> <p><input type="checkbox"/> Planned Residential Development (<b>K</b>)</p> <p><b>Critical Areas</b></p> <p><input type="checkbox"/> Public Transportation Utility (<b>Y</b>)</p> <p><input type="checkbox"/> Reasonable Use (Type I) (<b>X-1</b>)</p> <p><input type="checkbox"/> Reasonable Use (Type II) (<b>X-2</b>)</p> <p><input type="checkbox"/> Wetland or Buffer Improvement (<b>Z</b>)</p>	<p><b>Site Plan Review</b></p> <p><input type="checkbox"/> Cell Tower (<b>E</b>)</p> <p><input type="checkbox"/> Surface Mine (<b>F</b>)</p> <p><input type="checkbox"/> Type II in NR Zones (<b>D</b>)</p> <p><input type="checkbox"/> Type II other Zones (<b>C</b>)</p> <p><input type="checkbox"/> Type III in NR Zones (<b>D</b>)</p> <p><input type="checkbox"/> Type III other Zones (<b>C</b>)</p> <p><b>Shoreline</b></p> <p><input type="checkbox"/> Shoreline Exemption (<b>R</b>)</p> <p><input type="checkbox"/> Shoreline Development (<b>Q</b>)</p> <p><input type="checkbox"/> Shoreline Variance/Conditional Use (<b>S</b>)</p>	<p><b>Zoning</b></p> <p><input type="checkbox"/> Certificate of Zoning Compliance</p> <p><input type="checkbox"/> Zoning Code Interpretation</p> <p><input type="checkbox"/> Zoning Code Amendment</p> <p><input type="checkbox"/> Comprehensive Plan Amendment</p> <p><b>Other</b></p> <p><input type="checkbox"/> Environmental Checklist (SEPA)</p> <p><input type="checkbox"/> Clearing &amp; Grading (<b>N</b>)</p> <p><input type="checkbox"/> Water System Review</p> <p><input type="checkbox"/> Variance (<b>A</b>)</p> <p><input type="checkbox"/> Temporary Use</p>
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**APPLICANT AUTHORIZATION FORM**

If you are authorizing an agent 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. Planning and Community Development will not accept an application authorizing an agent to act on the landowner's behalf that is not accompanied by this form.

**All original signatures shall be in blue 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 said agent will be authorized to submit applications on my behalf. I 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><b>State of Washington</b> _____ ) <b>County of</b> _____ )</p> <p>I certify that I know or have satisfactory evidence that _____ 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 _____</p> <p>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><b>State of Washington</b> _____ ) <b>County of</b> _____ )</p> <p>I certify that I know or have satisfactory evidence that _____ 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 _____</p> <p>Notary Public _____</p> <p>Printed Name _____</p> <p>Residing at _____</p> <p>My appointment expires _____</p>

## APPLICATION CHECKLIST

Please use the following checklist to ensure you provide all the items required under Island County Code. If you believe that an item is not applicable, write N/A and explain why in the blank. All of the blanks under "Applicant Use" must be filled in for this application to be accepted as complete and for the review process to begin. This checklist applies to all land use applications. Depending upon the type of application, additional information may also be required which will be outlined in any of the additional forms attached to this Master Permit Application.

Applicant Use	Application Requirements	County Use Only
	1) Fees, as established by the Board of Island County Commissioners	
	2) Completed Master Land Development Permit Application	
	3) Completed Field Indicators Worksheet (from Wetland ID Guide)	
	a) Land Use Intensity Worksheet (If applicable)	
	b) Wetland Buffer Worksheet (If applicable)	
	4) Completed project specific Forms (e.g. Form A Variance, etc.)	
	5) A legible plot plan that shows all of the following ( <u>except</u> for final long and short subdivisions – for short subdivisions see Form H; for long subdivision see Form J for map requirements):	
	a) Drawn to a standard <u>engineering</u> scale (specific Forms will provide an appropriate range of scales). Indicate scale.	
	b) North arrow	
	c) Boundaries, dimensions and area of lot (square feet or acres)	
	d) Name of road(s) bordering the property and their width	
	e) 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.	
	f) Critical Areas. Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands <u>as well as all of their associated buffers onsite or off-site when they may affect the proposal</u> . If the proposal is in an archaeological area, a report must be submitted that identifies resources and how they will be protected. <i>(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 is present please describe).</i>	
	6) Assessor's quarter section map(s) that identifies the subject site and any contiguous properties in the same ownership (not needed for final short and final long subdivisions).	
	7) Vicinity map and specific written directions on how to find the site. Provide the map and directions together on a single 8.5 by 11 inch sheet. The map must be detailed enough to clearly locate the site and must identify major arterials, county roads, natural features, landmarks, city limits or any other feature that will help describe how to find the site. A copy of a general road map that highlights the location of your proposal is ideal.	