

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

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 grayed out.
- If someone other than the landowner is applying for the permit, the application still must be signed by the owner(s) or the “Applicant Authorization Form” must be filled out and included. Failure to do one of these will result in the application not being accepted. The “Applicant Authorization Form” is attached to the application. The agent will receive all correspondence.
- 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

By appointment – Call 360-387-3443

Coupeville Annex offices

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

Friday – 10:00 a.m. to 3:00 p.m.

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

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MASTER LAND DEVELOPMENT PERMIT APPLICATION

Application # _____ Date Rec'd _____ Receipt # _____ Fee Paid _____

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

Owner	Phone
Address	e-mail
City, State, Zip	Signature
Owner	Phone
Address	e-mail
City, State, Zip	Signature
Applicant/Agent*	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 (Application Form Letter reference) (check all that apply)

<input type="checkbox"/> Administrative Setback Reduction (B)	Shoreline <input type="checkbox"/> Development (Q) <input type="checkbox"/> Exemption (R) <input type="checkbox"/> Variance/Conditional Use (S)	Subdivision <input type="checkbox"/> Long Plat - Preliminary (I) <input type="checkbox"/> Long Plat - Final (J) <input type="checkbox"/> Long Plat - Alteration (M) <input type="checkbox"/> Short Plat - Preliminary (I) <input type="checkbox"/> Short Plat - Final (J) <input type="checkbox"/> Short Plat - Alteration (M)
<input type="checkbox"/> Certificate of Zoning Compliance		
<input type="checkbox"/> Clearing & Grading (N)		
<input type="checkbox"/> Comp Plan Amendment	Site Plan Review <input type="checkbox"/> Cell Tower (E) <input type="checkbox"/> Surface Mine (F) <input type="checkbox"/> Type II in NR Zones (D) <input type="checkbox"/> Type III in NR Zones (D) <input type="checkbox"/> Type II other Zones (C) <input type="checkbox"/> Type III other Zones (C)	Temporary Use <input type="checkbox"/> During construction of permanent resid <input type="checkbox"/> Infirm Relative <input type="checkbox"/> Farmers Market/Public Interst <input type="checkbox"/> Outdoor Music Entertainment
Critical Areas		
<input type="checkbox"/> Public Transportation Utility (Y)		
<input type="checkbox"/> Reasonable Use Type I (X-1)		
<input type="checkbox"/> Reasonable Use Type II (X-2)	<input type="checkbox"/> Water System Review	<input type="checkbox"/> Outdoor Music Entertainment
<input type="checkbox"/> Wetland or Buffer Improvement (Z)		
<input type="checkbox"/> Environmental Checklist (SEPA)	<input type="checkbox"/> Zoning Code Amendment <input type="checkbox"/> Zoning Code Interpretation	<input type="checkbox"/> Outdoor Music Entertainment
<input type="checkbox"/> Planned Residential Development (K)		
<input type="checkbox"/> Variance (A)		

APPLICANT AUTHORIZATION FORM

If you are authorizing an agent to apply for permits on your behalf, you must 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 align="center">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 align="right">Dated _____ Signature of _____ Notary Public _____ Printed Name _____ Residing at _____ 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 align="center">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 align="right">Dated _____ Signature of _____ Notary Public _____ Printed Name _____ Residing at _____ My appointment expires _____</p>

Island County Planning and Community Development Field Indicators Worksheet

The Field Indicators Worksheet will help you and the County determine if a wetland or wetland buffer is on your property. Applicants for permits for single family residential uses must either complete this Worksheet or, at their option, hire a wetland professional to complete a Wetland Report that includes the elements of the Worksheet. All other applicants (commercial or non-residential) must do the latter, if the County verifies that the development proposal is for land that contains or is affected by a wetland.

The comments section of this Worksheet may be used to record any particulars or information about your property. You may attach additional pages and photographs.

The County will verify the information provided in this Worksheet or related wetland report.

This Worksheet must be included with every application for development. Prospective purchasers may also ask the County to review the Worksheet to assist them in determining whether the property they are interested in purchasing contains wetlands.

Applicant Name (please print): _____ **Date:** _____

Parcel or Key Number: _____

Hydrology

The presence of water is the most obvious and common indicator of a wetland. There are several factors that must be considered in describing whether or not you have water on your property. Some wetlands have standing water all year long; others are soggy only during wetter months of the year; and, others appear wet only after storm events.

1. Is there ever standing water on the property?

Yes No

If No, proceed to question #3

If Yes, is it:

4 weeks - 4 months 4 months - 8 months - Seasonally 8 months - Year Round

2. If you answered yes to question #1, are the surrounding adjacent areas:

Topographically higher Yes No

Topographically lower Yes No

Topographically the same elevation Yes No

3. When you dug the hole, did you observe any water within 10 inches of the ground surface?

Yes No

4. Identify any features through which water flows onto your property (Check all that apply)

Stream Culverts Ditches Roadside Ditch

Storm Drains Ponds, lakes, estuaries Pumps Other _____

5. Identify any features through which water flows off of your property (Check all that apply)

Stream Culverts Ditches Roadside Ditch

Storm Drains Ponds, lakes, estuaries Pumps Other _____

6. Are there defined ditches/channels on, or near your property that have water?

Yes, there are ditches/channels that have occasional water flow (e.g. after storm events).

Yes, there are ditches/channels that have regular water flow during wet months.

Yes, there are ditches/channels that have water flow all year long.

No, there are no defined channels

If Yes, how wide is defined channel?

Large (>2 ft across) Small (<2 ft across) Grass Lined Swale (dried up pond)

Comments:

Hydrology Map

Please refer to the *Hydrology Map Example* found in the *Wetland Identification Guide* for instructions

Draw a close approximation of the features you listed in questions 1-6 of the Hydrology section of the Field Indicators Worksheet. Please label the features and approximate dimensions. You may also include areas where wetland vegetation was observed and sites where you performed your soil samples. An organized and informative drawing will help make our site visit more efficient. For greater accuracy, you may obtain an aerial map of your parcel from the Island County Planning and Community Development offices, and use it as the base layer for your map. The Hydrology Map section of the *Island County Wetland Identification Guide* has further information.

Comments:

Vegetation

Only certain types of vegetation can survive in wetland conditions. In fact, some plants, trees and shrubs live nowhere else except in wetlands, e.g. skunk cabbage. Other types of vegetation are tolerant of both wet and drier conditions, e.g. salmonberry and alder. Most trees and plants look different depending upon the time of the year. This can make it difficult to identify exactly what's on your property. Numerous photographs of the more common types of wetland vegetation are shown during different seasons. **Please include these observations in your Hydrology Map.**

7. Are there any native wetland plants on the property that are identified in the Wetland Vegetation section of the Wetland Identification Guide? (Check all that apply)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Slough Sedge | <input type="checkbox"/> Cooleye's Hedge Nettle | <input type="checkbox"/> Crabapple | <input type="checkbox"/> Red Stemmed Dogwood |
| <input type="checkbox"/> Labrador Tea | <input type="checkbox"/> Water Parsley | <input type="checkbox"/> Skunk Cabbage | <input type="checkbox"/> American Speedwell |
| <input type="checkbox"/> Cat Tail | <input type="checkbox"/> Common Rush | <input type="checkbox"/> Willows | <input type="checkbox"/> Red Alder |
| <input type="checkbox"/> Salmonberry | <input type="checkbox"/> Nootka Rose | <input type="checkbox"/> Bull Rush | <input type="checkbox"/> Western Red Cedar |
| <input type="checkbox"/> Pacific Silverweed | <input type="checkbox"/> Sitka Spruce | <input type="checkbox"/> Hardhack | <input type="checkbox"/> Grasses (other than lawn) |

8. Are there any non-native wetland plants on the property that are identified in the Wetland Vegetation section of the Wetland Identification Guide?

- | | | | |
|--|---|--------------------------------------|---|
| <input type="checkbox"/> Creeping Buttercup | <input type="checkbox"/> Reed Canary Grass | <input type="checkbox"/> Yellow Iris | <input type="checkbox"/> Himalayan Blackberry |
| <input type="checkbox"/> Eurasian Milfoil | <input type="checkbox"/> Evergreen Blackberry | <input type="checkbox"/> Velvetgrass | <input type="checkbox"/> Yellow Iris |
| <input type="checkbox"/> Canadian Thistle/
Bull Thistle | <input type="checkbox"/> Hairy Willow-herb | | |

Comments:

Soil

While water and vegetation can be identified by simply observing what is on your property, learning about your soils will take a little more work. Soil characteristics change as a result of the regular presence of water. Minerals in the soil will start to rust and organics are unable to decompose. By digging some holes you can see whether or not the area you are looking at is in fact a wetland. The Wetland Identification Guide's Soil section provides additional information that you may find useful in answering the following questions. You will need to dig a hole 12 inches deep in order to answer the following questions. **Please include the locations where you took your soil samples in your Hydrology Map.**

9. Indicate the color of the soil at the bottom of the 12 inch deep hole that you dug.

- | | | |
|-------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Dark Black | <input type="checkbox"/> Grey w/rust spots | <input type="checkbox"/> Brown |
|-------------------------------------|--|--------------------------------|

10. Does the soil smell sulfuric? (like rotten eggs)

- | | | |
|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> At Times |
|------------------------------|-----------------------------|-----------------------------------|

11. If you take a tablespoon size sample of the soil and squeeze it, is it saturated with water?

- | | | |
|------------------------------|--|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> Moderate/Soil is damp | <input type="checkbox"/> No. Soil is dry |
|------------------------------|--|--|

Comments: