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 location during the following hours:

  **Camano** Monday – Friday: 8:00 a.m. to 11:00 a.m.  
  1:00 p.m. to 2:00 p.m.

  **Coupeville** Monday – Friday: 8:00 a.m. to 2:00 p.m.

- Must pay with check or cash; credit cards are not accepted
- Anticipate that the submittal process will take 30 to 60 minutes
Complete applications, print in blue ink and provide appropriate number of copies of all required information

<table>
<thead>
<tr>
<th>Owner</th>
<th>Phone</th>
<th>Address</th>
<th>e-Mail</th>
<th>City, State, Zip</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>Phone</td>
<td>Address</td>
<td>e-Mail</td>
<td>City, State, Zip</td>
<td>Signature</td>
</tr>
<tr>
<td>Applicant/Agent*</td>
<td>Phone</td>
<td>Address</td>
<td>e-Mail</td>
<td>City, State, Zip</td>
<td>Signature</td>
</tr>
</tbody>
</table>

**PROPERTY INFORMATION**

<table>
<thead>
<tr>
<th>Project Address (include city):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel #</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subdivision Name</th>
<th>Section</th>
<th>Township</th>
<th>Range</th>
<th>Quarter</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Do you own contiguous parcels?</th>
<th>Yes (if yes, list)</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is the property in a special tax program, e.g. forest, agriculture, senior citizen, etc.?</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Subdivision</th>
<th>Site Plan Review</th>
<th>Zoning</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Plat – Preliminary (G)</td>
<td>Cell Tower (E)</td>
<td>Certificate of Zoning Compliance</td>
<td>Environmental Checklist (SEPA)</td>
</tr>
<tr>
<td>Short Plat – Final (H)</td>
<td>Surface Mine (F)</td>
<td>Zoning Code Interpretation</td>
<td>Clearing &amp; Grading (N)</td>
</tr>
<tr>
<td>Short Plat – Alteration (L)</td>
<td>Type II in NR Zones (D)</td>
<td>Zoning Code Amendment</td>
<td>Water System Review</td>
</tr>
<tr>
<td>Long Plat – Preliminary (I)</td>
<td>Type II other Zones (C)</td>
<td>Comprehensive Plan Amendment</td>
<td>Variance (A)</td>
</tr>
<tr>
<td>Long Plat – Final (J)</td>
<td>Type III in NR Zones (D)</td>
<td></td>
<td>Temporary Use</td>
</tr>
<tr>
<td>Long Plat – Alteration (M)</td>
<td>Type III other Zones (C)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned Residential Development (K)</td>
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<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Critical Areas</th>
<th>Site Plan Review</th>
<th>Zoning</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Transportation Utility (Y)</td>
<td></td>
<td>Certificate of Zoning Compliance</td>
<td></td>
</tr>
<tr>
<td>Reasonable Use (Type I) (X-1)</td>
<td></td>
<td>Zoning Code Interpretation</td>
<td>Environmental Checklist (SEPA)</td>
</tr>
<tr>
<td>Reasonable Use (Type II) (X-2)</td>
<td></td>
<td>Zoning Code Amendment</td>
<td>Clearing &amp; Grading (N)</td>
</tr>
<tr>
<td>Wetland or Buffer Improvement (Z)</td>
<td></td>
<td>Comprehensive Plan Amendment</td>
<td>Water System Review</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shoreline</th>
<th>Site Plan Review</th>
<th>Zoning</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoreline Exemption (R)</td>
<td></td>
<td>Certificate of Zoning Compliance</td>
<td>Environmental Checklist (SEPA)</td>
</tr>
<tr>
<td>Shoreline Development (Q)</td>
<td></td>
<td>Zoning Code Interpretation</td>
<td>Clearing &amp; Grading (N)</td>
</tr>
<tr>
<td>Shoreline Variance/Conditional Use (S)</td>
<td></td>
<td>Zoning Code Amendment</td>
<td>Water System Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comprehensive Plan Amendment</td>
<td>Variance (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Temporary Use</td>
</tr>
</tbody>
</table>
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

1)________________________________________
   Property Owner Name(s) (print)
   ______________________________________
   Signature(s)

2)________________________________________
   Property Owner Name(s) (print)
   ______________________________________
   Signature(s)
   __________________________
   Date

State of Washington       )
County of _______________ )

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.

Dated ____________________________
Signature of ____________________________
Notary Public ____________________________
Printed Name ____________________________
Residing at ____________________________
My appointment expires ____________________________

1)________________________________________
   Property Owner Name(s) (print)
   ______________________________________
   Signature(s)

2)________________________________________
   Property Owner Name(s) (print)
   ______________________________________
   Signature(s)
   __________________________
   Date

State of Washington       )
County of _______________ )

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Dated ____________________________
Signature of ____________________________
Notary Public ____________________________
Printed Name ____________________________
Residing at ____________________________
My appointment expires ____________________________
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.

<table>
<thead>
<tr>
<th>Applicant Use</th>
<th>Application Requirements</th>
<th>County Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) Fees, as established by the Board of Island County Commissioners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) Completed Master Land Development Permit Application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Completed Field Indicators Worksheet (from Wetland ID Guide)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Land Use Intensity Worksheet (If applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Wetland Buffer Worksheet (If applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4) Completed project specific Forms (e.g. Form A Variance, etc.)</td>
<td></td>
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<tr>
<td></td>
<td>5) A legible plot plan that shows all of the following (except for final long and short subdivisions – for short subdivisions see Form H; for long subdivision see Form J for map requirements):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Drawn to a standard engineering scale (specific Forms will provide an appropriate range of scales). Indicate scale.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) North arrow</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Boundaries, dimensions and area of lot (square feet or acres)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Name of road(s) bordering the property and their width</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>f) Critical Areas. Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands as well as all of their associated buffers onsite or off-site when they may affect the proposal. If the proposal is in an archaeological area, a report must be submitted that identifies resources and how they will be protected. <em>(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).</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
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:** ___________________________
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:
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.
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)

- Slough Sedge
- Cooleye’s Hedge Nettle
- Crabapple
- Red Stemmed Dogwood
- Labrador Tea
- Water Parsley
- Skunk Cabbage
- American Speedwell
- Cat Tail
- Common Rush
- Willows
- Red Alder
- Salmonberry
- Nootka Rose
- Bull Rush
- Western Red Cedar
- Pacific Silverweed
- Sitka Spruce
- Hardhack
- 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?

- Creeping Buttercup
- Reed Canary Grass
- Yellow Iris
- Himalayan Blackberry
- Eurasian Milfoil
- Evergreen Blackberry
- Velvetgrass
- Yellow Iris
- Canadian Thistle/Bull Thistle
- 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.

- Dark Black
- Grey w/rust spots
- Brown

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

- Yes
- No
- At Times

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

- Yes
- Moderate/Soil is damp
- No. Soil is dry

Comments: