



San Juan County Community Development & Planning

135 Rhone Street P.O. Box 947 Friday Harbor, WA 98250
(360) 378-2354 (360) 378-2116 Fax (360) 378-3922
www.sanjuanco.com

Land Use Permit Application Packet

This information packet contains the material to help you make application for discretionary permits, provisional (administrative) permits, conditional use permits, and variances from the standards of the Unified Development Code.

Land Use Permit Application Checklist

Yes No

- A completed project permit application form.
- A legal description of the site and any other property description required by the applicable development regulations.
- Completed environmental checklist if applicable (contact CD&P to determine if required)
- Fee per adopted fee schedule. (<http://www.sanjuanco.com/permitcenter/ApplicationForms.aspx>)
- Evidence of available and adequate water supply as required by Chapter 8 of the San Juan County Code and the *Comprehensive Plan*.
- Evidence of sewer availability or septic approval or suitability as required by Chapter 8 of the San Juan County Code.
- A site plan containing the following information:
 - All site plans should be printed on 8 1/2 inch by 14 inch (or smaller) paper.
 - Compass direction and graphic scale (1" = 40' for parcels over one acre in area and 1" = 20' for parcels under 1 acre).
 - Corner grades and existing contours of topography at twenty-foot contour intervals.
 - Proposed developments or use areas.
 - Existing structures and significant features on the subject property and on adjacent properties.
 - Property lines, adjoining streets, and immediately adjoining properties and their ownership.
 - Location and dimensions of existing and proposed improvements on public rights-of-way, such as roads, sidewalks, and curbs.
 - Existing and proposed grades and volume and deposition of excavated material.
 - Natural drainage direction and storm drainage facilities and improvements.
 - Locations of all existing and proposed utility connections.
 - Parking spaces and driveways.
 - Proposed landscaping.
 - Wetlands and other Critical Areas.
 - Title block with the project name and address, drawing title, tax parcel number, and the name/address/phone of the person preparing drawing.

If the answer to any of these questions is NO, you do not have a complete permit application and the Community Development & Planning (CD&P) will not be able to begin the review process, although we will work with you to provide the required information.



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Land Use Permit Application

PROPERTY INFORMATION	
Tax Parcel Number: _____	Shoreline Designation: _____
Island: _____	Subdivision: _____ Lot Number: _____
Property Size: _____ (acres/square feet)	Existing Use of Property: _____
Comp Plan Designation: _____	
Directions to Property: _____	

APPLICANT INFORMATION	
Name of Applicant: _____	Telephone: _____
	Email: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
Name of Agent (if applicable): _____	Telephone: _____
	Email: _____
Address: _____	
City: _____	State: _____ Zip Code: _____

DESCRIPTION OF PROPOSED USE (Include separate sheets as necessary)

PERMIT CERTIFICATION
I have examined this application and attachments and know the same to be true and correct, and certify that this application is being made with the full knowledge and consent of all owners of the affected property.

Signature of Property Owner or Authorized Agent Date
For CD&P Use Only
<input type="checkbox"/> Provisional Permit <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Discretionary Date Received: Complete Application: Receipt Number:



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About Land Use Permits

The San Juan County Unified Development Code (UDC) establishes several different types of land use permits, all of which utilize this application packet. The purpose for requiring a permit to conduct a certain land use is to ensure that the proposed use is compatible with the policies of the San Juan County Comprehensive Plan and the regulations of the UDC.

Process

All Permits

After an application and applicable fees are submitted, the CD&P has 28 days to determine whether the application is complete. If it is not complete, the applicant has 90 days to provide all missing information. Once the application is complete, the CD&P will issue a threshold determination pursuant to the State Environmental Policy Act (SEPA). If a determination of significance is issued, the applicant would begin preparation of an Environmental Impact Statement. If a determination of non-significance is issued, notice of the determination and of the application will be posted on the property, mailed to adjacent property owners, and published in the paper.

Provisional Permit

After the public comment period, the Administrator determines whether the project is consistent with the criteria for approval and may approve, approve with conditions, or deny the application. There is no public hearing. The Administrator's action may be appealed by any party of record to the San Juan County Hearing Examiner by filing a written appeal and appropriate fees within 21 days of the decision.

Conditional Use Permit

CD&P staff will schedule a public hearing before the San Juan County Hearing Examiner and prepare a staff report prior to the hearing. The report analyzes whether the proposal is consistent with the criteria for approval of a Conditional Use Permit.

At the public hearing, the Hearing Examiner will review the staff report, the applicant's presentation, and all public testimony and, after the hearing is closed, determine whether the proposal is consistent with the criteria for approval and may approve, approve with conditions, or deny the application.

The Hearing Examiner's action on the permit may be appealed to Superior Court in accordance with the requirements of the Land Use Petition Act.

Discretionary Permit

The Administrator reviews the impacts of the proposal and, if they are above a certain threshold level, the application is processed as a Conditional Use (refer to the process for a Conditional Use Permit).

If the impacts are below the threshold for a Conditional Use, the Administrator determines whether the project is consistent with the criteria for approval and may approve, approve with conditions, or deny the application as a Provisional use, after the public comment period.

Variance

CD&P staff will schedule a public hearing before the San Juan County Hearing Examiner and prepare a staff report prior to the hearing. The report analyzes whether the proposal is consistent with the criteria for approval of a Variance.

At the public hearing, the Hearing Examiner will review the staff report, the applicant's presentation, and all public testimony and, after the hearing is closed, determine whether the proposal is consistent with the criteria for approval and may approve, approve with conditions, or deny the application.

The Hearing Examiner's action on the permit may be appealed to Superior Court in accordance with the requirements of the Land Use Petition Act.

Criteria for Approval

Discretionary Permit

1. **Determination whether a Conditional Use Permit will be required.** If any impact, as listed by Table 8.2 in the UDC, is 'high' and is not mitigated to medium or low impacts, then the application must be processed as a Conditional Use. If 'medium' impacts cannot be mitigated, then the Administrator may require the application to be processed as a Conditional Use. If a Conditional Use permit is not required, or if the impacts are 'low', the application shall be processed administratively as a Provisional Use permit.
2. **Criteria for Approval.**
 - a. Complies with the use and site development requirements;
 - b. Addresses and conforms with all applicable design guidelines, standards and criteria in a manner which fulfills their purpose and intent;
 - c. Is appropriate in design, character, and appearance with the goals and policies for the land-use designation in which the proposed use is located;
 - d. Any application involving property located within the jurisdiction of the state Shoreline Management Act but not requiring a shoreline permit must conform to the policies in Element 3 of the *Comprehensive Plan* and the applicable regulations in SJCC Chapter 18.50 (the Shoreline Master Program).
 - e. Will be served by adequate facilities including access, fire protection, water, storm water control, and septic facilities;
 - f. Is consistent with the goals and policies of the *Comprehensive Plan*;
 - g. Does not include any use or activity that would result in the siting of an incompatible use adjacent to an airport or airfield (RCW 36.70); and
 - h. Will not result in impacts on the human or natural environments determined by the Administrator to require processing as a Conditional Use.

Provisional Use Permits

1. The application has been reviewed for consistency with the applicable sections of the UDC and for conformance with the applicable standards of the UDC and found to meet all the requirements set forth by the UDC;
2. Any application (not including short subdivisions) involving property located within the jurisdiction of the state Shoreline Management Act but not requiring a shoreline permit must conform to the policies in Element 3 of the *Comprehensive Plan* and the applicable regulations in SJCC Chapter 18.50 (the Shoreline Master Program).

Conditional Use Permits

1. The proposed use will not be contrary to the intent or purposes and regulations of the UDC or the *Comprehensive Plan*;
2. The proposal is appropriate in design, character and appearance with the goals and policies for the land-use designation in which the proposed use is located;
3. The proposed use will not cause significant adverse impacts on the human or natural environments that cannot be mitigated by conditions of approval;

4. The cumulative impact of additional requests for like actions (the total of the conditional uses over time or space) will not produce significant adverse effects to the environment that cannot be mitigated by conditions of approval;
5. The proposal will be served by adequate facilities including access, fire protection, water, storm water control, and sewage disposal facilities;
6. The location, size, and height of buildings, structures, walls and fences, and screening vegetation for the proposed use shall not unreasonably interfere with allowable development or use of neighboring properties;
7. The pedestrian and vehicular traffic associated with the conditional use will not be hazardous to existing and anticipated traffic in the neighborhood;
8. Land uses, activities, and structures that are allowable as conditional uses must also comply with any required performance standards specified in the UDC;
9. The proposal does not include any use or activity that would result in the siting of an incompatible use adjacent to an airport or airfield (RCW 36.70).
10. The proposal conforms to the standards in SJCC Chapter 18.60.

VariANCES

1. Literal interpretation and application of provisions of the UDC would deprive the applicant of the rights commonly enjoyed by other properties in the same district under the terms of the UDC, and allowing the variance will be in harmony with the intent and spirit of the UDC;
2. A variance is necessary for the preservation and enjoyment of a property right possessed by other property in the same vicinity or district, but which is denied to the property in question because of special circumstances on that property;
3. That the hardship described under subsection (1), *above*, is specifically related to the property and is the result of unique conditions such as irregular lot shape, size, or natural feature, and the application of the UDC, and not, for example, from deed restrictions or the applicant's own actions;
4. The granting of the variance will not be materially detrimental to the public welfare or injurious to the right of other property owners in the vicinity; and
5. The variance will not permit a use prohibited by the UDC in the district in which the subject property is located.

Fees:

Fee per adopted fee schedule. (<http://www.sanjuanco.com/permitcenter/ApplicationForms.aspx>)



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STATE ENVIRONMENTAL POLICY ACT ENVIRONMENTAL CHECKLIST

Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

A. BACKGROUND

1. **Name of proposed project, if applicable:**
2. **Name of applicant:**
3. **Address and phone number of applicant and contact person:**

4. **Date checklist prepared:**
5. **Agency requesting checklist:**
6. **Proposed timing or schedule (including phasing, if applicable):**

7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal?** Yes No **If yes, explain.**

8. **List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.**

9. **Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal?** Yes No **If yes, explain.**

10. **List any government approvals or permits that will be needed for your proposal, if known.**

11. **Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.** (Lead agencies may modify this form to include additional specific information on project description.)

12. **Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.**

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site: Flat, Rolling, Hilly, Steep Slopes, Mountainous, Other.

- b. What is the steepest slope on the site (approximate percent slope)?

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

- d. Are there surface indications or history of unstable soils in the immediate vicinity? Yes No If so, describe.

- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

- f. Could erosion occur as a result of clearing, construction, or use? Yes No If so, generally describe.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

2. Air

- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? Yes No If so, generally describe.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

3. Water

a. Surface:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? Yes No If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters?
Yes No If yes, please describe and attach available plans.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

- 4) Will the proposal require surface water withdrawals or diversions? Yes No Give general description, purpose, and approximate quantities if known.

- 5) Does the proposal lie within a 100-year floodplain? Yes No
If so, note location on the site plan.

- 6) Does the proposal involve any discharges of waste materials to surface waters? Yes No If so, describe the type of waste and anticipated volume of discharge.

b. Ground:

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Yes No Give general description, purpose, and approximate quantities if known.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow?

- Will this water flow into other waters? Yes No If so, describe.
- 2) Could waste materials enter ground or surface waters? Yes No If so, generally describe.
- d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

4. Plants

- a. Check or circle types of vegetation found on the site:
- DECIDUOUS TREE: Alder, Maple, Aspen, Other
- EVERGREEN TREE: Fir, Cedar, Pine, Other
- SHRUBS
- GRASS
- PASTURE
- CROP OR GRAIN
- WET SOIL PLANTS: Cattail, Buttercup, Bullrush, Skunk Cabbage, Other
- WATER PLANTS: Water Lily, Eelgrass, Milfoil, Other
- Other Types of Vegetation
- b. What kind and amount of vegetation will be removed or altered?
- c. List threatened or endangered species known to be on or near the site.
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

5. Animals

- a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:
- BIRDS: Hawk, Heron, Eagle, Songbirds, Other:
- MAMMALS: Deer, Bear, Elk, Beaver, Other:
- FISH: Bass, Salmon, Trout, Herring, Shellfish, Other:
- b. List any threatened or endangered species known to be on or near the site.
- c. Is the site part of a migration route? Yes No If so, explain.

- d. Proposed measures to preserve or enhance wildlife, if any:

6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.
- b. Would your project affect the potential use of solar energy by adjacent properties? Yes No If so, generally describe.
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? Yes No If so, describe.
- 1) Describe special emergency services that might be required.
 - 2) Proposed measures to reduce or control environmental health hazards, if any:
- b. Noise
- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?
 - 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.
 - 3) Proposed measures to reduce or control noise impacts, if any:

8. Land and Shoreline use

- a. What is the current use of the site and adjacent properties?

b. Has the site been used for agriculture? Yes No If so, describe.

c. Describe any structures on the site.

d. Will any structures be demolished? Yes No If so, what?

e. What is the current zoning classification of the site?

f. What is the current comprehensive plan designation of the site?

g. If applicable, what is the current shoreline master program designation of the site?

h. Has any part of the site been classified as an "environmentally sensitive" area? Yes No If so, specify.

i. Approximately how many people would reside or work in the completed project?

j. Approximately how many people would the completed project displace?

k. Proposed measures to avoid or reduce displacement impacts, if any:

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

c. Proposed measures to reduce or control housing impacts, if any:

10. Aesthetics

TO BE COMPLETED BY THE APPLICANT

EVALUATION FOR
AGENCY USE ONLY

- a. What is the tallest height of any proposed structure(s), not including antennas; what is (are) the principal exterior building material(s) proposed?
- b. What views in the immediate vicinity would be altered or obstructed?
- c. Proposed measures to reduce or control aesthetic impacts, if any:

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
Yes No
- c. What existing off-site sources of light or glare may affect your proposal?
- d. Proposed measures to reduce or control light and glare impacts, if any:

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?
- b. Would the proposed project displace any existing recreational uses? Yes No If so, describe.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

13. Historic and cultural preservation

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? Yes No If so, generally describe.
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

- c. Proposed measures to reduce or control impacts, if any:

14. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.
- b. Is site currently served by public transit? Yes No If not, what is the approximate distance to the nearest transit stop?
- c. How many parking spaces would the completed project have? How many would the project eliminate?
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).
- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? Yes No If so, generally describe.
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.
- g. Proposed measures to reduce or control transportation impacts, if any:

15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? Yes No If so, generally describe.
- b. Proposed measures to reduce or control direct impacts on public services, if any.

16. Utilities

- a. Check utilities currently available at the site:
 Electricity, Natural Gas, Water, Refuse Service,
 Telephone, Sanitary Sewer, Septic System, Other.
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

C. Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Printed Name of Applicant

Signature *Date*