



**PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT**

Mailing Address: P.O. Box 547, Anacortes, WA 98221

Office Location: 904 6<sup>th</sup> Street, Anacortes WA 98821

Phone: (360) 299-1984

# MASTER LAND USE PERMIT APPLICATION

**TYPE OF APPLICATION (check all that apply):**

<input type="checkbox"/> Binding Site Plan (Preliminary)** <input type="checkbox"/> Boundary Line Adjustment (BLA)** <input type="checkbox"/> BLA: Lot Consolidation** <input type="checkbox"/> Conditional Use Permit (CUP) ** <input type="checkbox"/> Critical Areas Exemption** <input type="checkbox"/> Critical Areas Permitted Alteration** <input type="checkbox"/> Critical Areas Reasonable Use Exception/Variance** <input type="checkbox"/> Cottage Housing Development**	<input type="checkbox"/> Eligible Facility Request** <input type="checkbox"/> Essential Public Facility <input type="checkbox"/> Home Occupation Permit** <input type="checkbox"/> Long Subdivision (Preliminary)** <input type="checkbox"/> Plat Amendment /Modification <input checked="" type="checkbox"/> SEPA Environmental Review** <input type="checkbox"/> Shoreline Conditional Use Permit** <input type="checkbox"/> Shoreline Exemption** <input type="checkbox"/> Shoreline Substantial Development Permit**	<input type="checkbox"/> Shoreline Variance** <input type="checkbox"/> Short Plat (Preliminary)** <input type="checkbox"/> Site Plan Review ** <input type="checkbox"/> Site-Specific Rezone Authorized by the Comprehensive Plan <input type="checkbox"/> Stormwater Management Manual Adjustments & Exceptions <input type="checkbox"/> Variance ** <input type="checkbox"/> Wireless Conditional Use Permit (WCUP)** <input type="checkbox"/> Wireless Service Facility (WSF) Permit**
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**\*\*Permit type has supplemental checklist that must be submitted with Master Land Use Permit Application**

**PROJECT & SITE INFORMATION:**

<b>SITE ADDRESS:</b>	<b>PROJECT NAME:</b>
<b>PARCEL NUMBER(S):</b>	<b>SECTION, TOWNSHIP, &amp; RANGE</b>
<b>LOT SQUARE FOOTAGE &amp; ACREAGE:</b>	<b>PROJECT VALUATION:</b>
<b>LEGAL DESCRIPTION:</b>	<b>PRESENT ZONING:</b>
<b>PRESENT USE OF PROPERTY:</b>	<b>CUT &amp; FILL (CY) PROPOSED:</b>
<b>PRE-APPLICATION CONFERENCE HELD?:</b> <input type="checkbox"/> Yes, the City file # is _____ <input type="checkbox"/> No	<b>WATER SOURCE:</b> <input type="checkbox"/> City of Anacortes <input type="checkbox"/> Private Well <input type="checkbox"/> Community Well

<b>SEWAGE DISPOSAL:</b> <input type="checkbox"/> City of Anacortes <input type="checkbox"/> Septic		<b>ROAD ACCESS:</b> <input type="checkbox"/> City Road <input type="checkbox"/> State Highway <input type="checkbox"/> Private Road	
<b>CRITICAL AREAS OR BUFFERS ON SITE OR WITHIN 300 FEET:</b> <input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Unknown <i>*If yes, please complete the <b>Critical Area Identification Form</b></i>		<b>SHORELINES WITHIN 200 FEET:</b> <input type="checkbox"/> Yes / Name: _____ <input type="checkbox"/> No	
<b>FLOODPLAIN:</b> Flood Zone:                      FIRM Panel #                      Date of Panel:			
<b>LOT COVERAGE AREA CALCULATIONS:</b> Existing Square Footage:                      Proposed Square Footage:			
<b>IMPERVIOUS SURFACE AREA CALCULATIONS:</b> Existing Impervious Square Footage:                      New Impervious Surface:			
<b>DESCRIPTION OF SUBJECT PROPOSAL:</b>		<input type="checkbox"/> Additional pages attached	
<b>PROPOSED WORK:</b> _____ _____ _____ _____ _____			
<b>PROPERTY OWNER INFORMATION:</b>		<input type="checkbox"/> Multiple owners attached	
<b>NAME:</b>		<b>MAILING ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>		<b>PHONE #:</b>	
<b>FAX #:</b>		<b>EMAIL ADDRESS:</b>	
<b>APPLICANT INFORMATION:</b>		<input type="checkbox"/> Same as property owner	
<b>NAME:</b>		<b>MAILING ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>		<b>PHONE #:</b>	
<b>FAX #:</b>		<b>EMAIL ADDRESS:</b>	
<b>CONTACT PERSON:</b>		<input type="checkbox"/> Same as property owner <input type="checkbox"/> Same as applicant	
<b>NAME:</b>		<b>MAILING ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>		<b>PHONE #:</b>	
<b>FAX #:</b>		<b>EMAIL ADDRESS:</b>	

<b>ACKNOWLEDGEMENTS &amp; SIGNATURE</b>	
<b>Read and initial each of the following statements prior to signing this application:</b>	
	I understand that land use and/or planning permits do not authorize earth disturbing activities, the removal of vegetation, or the construction of buildings. I understand that additional permits will be required after my land use and/or planning permitting process is completed. I understand that no earth disturbing activities (including the removal of vegetation) may take place until after my land use and/or planning process is complete, and only after I have received additional permits such as Fill & Grade, Building Permit, or Right-of-Way permit(s).
	I understand that if critical areas (wetlands, streams, steep slopes, etc.) are found on or near my property I am not authorized to impact these areas in any way and will be required to leave an undisturbed buffer area around the critical area, as determined according to the City's critical areas regulations.
	I understand that depending on the size and scope of my project, I may be required to provide maintenance and/or performance bonds for items such as landscaping, critical areas, public roads and/or public utilities that I construct or install.
	I understand that I am solely responsible for providing complete and accurate information to the City. I understand that if my application is missing information or if inaccurate materials are submitted, my permits will be delayed. I understand that depending on how inaccurate and how incomplete my application is or becomes, the Department may require an entirely new application be submitted. I understand that when and if conditions change from that which my application originally represented, I am responsible for letting the City staff person assigned to my project know.
	I understand that I am applying for permits from the City of Anacortes only; and that additional permits from other Federal, State, and Local agencies could be required. I understand that the City of Anacortes cannot advise me of permits that are required from other agencies, and that I must contact these agencies to make sure I comply with their requirements. These agencies include (but are not limited to): Corps of Engineers, Department of Natural Resources, Department of Fish & Wildlife, Department of Ecology, and Northwest Clean Air Agency.
	I understand that I will be responsible for paying consultants that the City may deem necessary to review certain aspects of my application. I understand that these consultant reviews could include special inspections, traffic concurrency, critical areas, landscaping, stormwater, etc.

**Signature required on next page.**

By affixing my signature hereto, I certify that I am the owner, or am acting as the Owner's authorized agent\*, and that the application and documents contained with this submittal are complete and accurate to the best of my knowledge and abilities.

If your title report lists a company, partnership or other owners, you must submit evidence that you are authorized to sign on behalf of the entity or others that are listed.

Please attach additional signature sheets if there is more than one owner.

**Under penalty of perjury, I certify that the information, statements, answers above regarding the subject application(s) are true and correct to the best of my knowledge and belief.**

Property Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Agent Signature\*: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**\*If you are an authorized agent (and not the property owner) you must submit a signed, notarized [Agent Authorization Form](#).**