

# PUBLIC NOTICE REQUIREMENTS

It is Island County's Responsibility to:

- ❖ Prepare a public notice sign.
- ❖ Send the Notice of Application to a newspaper of general circulation to be published on the first day of the designated public comment period.
- ❖ If this application requires a public hearing Island County will mail the Notice of Application to all property owners of record within 300 feet of the site.

## **IT IS THE APPLICANTS RESPONSIBILTY TO:**

- Pick up the public notice sign from the County offices and post the sign on the site by the date the Notice of Application is published in the newspaper.**
- Return the complete, signed, notarized affidavit of posting (attached) to the Planning Department by the end of the public comment period**
- Maintain the sign on the site in good condition until a decision is issued. Place it to be clearly visible and readable from abutting public road(s) or at the principal entry point to the private property from the nearest public right-of-way. Locate the sign so that an interested party is not required to enter onto private property to read it, and that information on the sign is not obscured by structures, vegetation, or other site features. The lowest point of the sign should be at least three feet above the ground. You may need to use special measures to secure sign to withstand wind and rain.**

The processing of the application **will stop**, a new Notice to allow a second public comment period will be required, all costs incurred for the second Notice will be paid by the applicant, and all approval times periods will be extended accordingly **IF:**

- ❖ **The sign is not posted by the publication date, is damaged, is removed before the decision is issued, or the affidavit of posting is not returned by the end of the public comment period.**

# **PUBLIC NOTICE REQUIREMENTS**

## **APPLICABILITY**

An applicant must post a Notice of Application – a public notice sign – on a project parcel when a Type II or Type III application has been accepted as complete by Island County Planning & Community Development. Additionally, the County will send the Notice of Application to be published in a newspaper of general circulation. For Type III applications, the County will mail the Notice of Application to all property owners of record within 300 feet of the site.

## **APPLICANT TO PICK UP SIGN**

The public notice sign is available for pickup when the letter that accepts the application as complete (Notice of Complete Application) is mailed to the applicant. It will be provided at the Planning Department offices in Coupeville or the Camano Annex, depending on the project location.

## **TIMING**

*The public notice sign must be posted on the site by the date the Notice of Application is published in the newspaper. The publication date is included in the Notice of Complete Application. It is the applicant's responsibility to maintain the sign in good condition on the site until a decision is issued. If the sign is not posted by the publication date, is damaged, or is removed before the decision is issued, the processing of the application will stop and a new Notice to allow a second public comment period will be required. The applicant shall pay all costs incurred for the second Notice and the approval time periods will be extended accordingly.*

## **SIGN LOCATION**

The sign must be clearly visible and readable from abutting public road(s) or at the principal entry point to the private property from the nearest public right-of-way. *The sign must be located so that an interested party is not required to enter onto private property to read it, and that information on the sign is not obscured by structures, vegetation or other site features. The lowest point of the sign should be at least three feet above the ground. You may need to use special measures to secure the sign to withstand wind and rain.*

## **AFFIDAVIT OF POSTING**

When the sign is posted, the applicant must complete, notarize, and *return the affidavit of posting to the Planning Department by the end of the public comment period. If the sign is not posted by the publication date or the affidavit of posting is not returned by the end of the public comment period, a new notice will be required to allow a second comment period.* The applicant shall pay all costs incurred for the second Notice and the approval time periods will be extended accordingly.

## **INFORMATION MAY BE ADDED TO THE SIGN**

Island County Planning & Community Development may specify additional information to be placed on the sign. This information must be printed on the sign in black waterproof and fade-proof ink. The printing must be large and easily read.



# ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522, Ext. 7339 ■ from S. Whidbey (360) 321-5111, Ext. 7339 FAX: (360) 679-7306 ■ 1 NE 6<sup>th</sup> Street, P. O. Box 5000, Coupeville, WA 98239-5000  
Internet Home Page: <http://www.islandcounty.gov/planning/>

January 31, 2023

South Whidbey Park & Recreation District  
5475 Maxwellton Road  
Langley, WA 98260

Re: Notice of Complete Application: File 027/23 ZCI - Type II Decision  
Land Use Proposal: Applicant requests a Zoning Code Interpretation to determine if a campground is a permissible use in the Parks zoning designation.  
Assessor Parcel No: R32910-091-3750

This letter is the formal Notice of a Complete Application for the land use application you submitted to Island County on January 30, 2023 referenced above. Your application was deemed complete on February 1, 2023. We have received the basic documents required to begin our review of the proposed site design and land use. John Lanier is the planner assigned to coordinate the detailed review of your application.

Your land use application is categorized as a Type II decision. The following dates are very important in the process. Please be certain to take the required actions by the dates specified below.

Notice of Application will be published in the newspaper on:	<b>February 8, 2023.</b>
Applicant posts the Public Notice Sign on the site no later than:	<b>February 8, 2023.</b>
Public Comment Period is fourteen days and ends on:	<b>February 22, 2023.</b>
Applicant returns the Signed Affidavit of Posting to the County by:	<b>February 22, 2023.</b>

Your sign and affidavit of posting are ready for pick up at our Coupeville Office. If your sign is not posted or your affidavit not received by Island County by the specified dates the review process will start over and the review timeframes extended accordingly. The applicant is required to pay all costs of the second Notice of Application and public comment period. Please read the attached public notice requirements very carefully.

A Type II application is reviewed by County departments and other agencies that have jurisdiction over the land use proposal. If our analysis cannot be completed with the information you have already provided, we will send you one letter that incorporates comments from the reviewing agencies, requests additional information, and stop the review. The review will resume when we receive all requested information.

To the extent known by this Department, in addition to Island County departments, the following agencies may have some jurisdiction over your land use proposal:

- Dept. of Commerce

A separate building permit is required for most structures. If a building permit is needed, you would be notified of building requirements through the building permit process.

If you have any questions regarding your application, please feel free to contact the assigned planner by calling (360) 678-7811 or by e-mail at [j.lanier@islandcountywa.gov](mailto:j.lanier@islandcountywa.gov). You can also check the status of your application and view comments received from other agencies on Island County's Public Permitting Portal <https://permits.islandcountywa.gov/SMARTGovPortal/Public/Home>

Sincerely,

John Lanier  
Planning and Community Development

**SIGN MUST REMAIN POSTED UNTIL DECISION IS ISSUED**

**\*An additional \$150 fee will be charged for the 3<sup>rd</sup> and subsequent request for more information from the County**





Planning & Community Development  
PO Box 5000  
Coupeville, Washington 98239-5000

### Affidavit of Posting the Public Notice Sign

I, Doug Coultts, am the applicant/authorized agent for an application for South Whidbey Parks & Recreation District on this parcel in Island County, do hereby depose and swear I did on the 3rd day of February, 2023, post a public notice sign, prominently displayed, at the following location(s):

5495 Maxwellton Road Langley WA. 98260  
at Park Entrance.

advertising a review of the following application before the Planning and Community Development Division of Island County:

Application Number: File 027/23 ZCI-Typell Decision

Name of Applicant/Agent (print) Doug Coultts

[Signature]  
Signature of Applicant or Agent

STATE OF WASHINGTON )  
COUNTY OF ISLAND )

Subscribed and sworn to before me this 6<sup>th</sup> day of February, 2023.

Carrie E. Monforte  
Notary Public in and for the State of Washington:

Carrie Monforte  
Name Printed

My Commission Expires: 09/10/25



Rcv'd Island County  
FEB 06 2023  
Community Development

**Placement of the Sign:** Place the sign to be clearly visible and readable from abutting public road(s) or at the principal entry point to the private property from the nearest public right-of-way. Make sure an interested party is not required to enter onto private property to read it and that information on the sign is not obscured by structures, vegetation or other site features. The lowest point of the sign should be at least three feet above the ground. You may need to use special measures to secure the sign to withstand wind and rain. **You must ensure that the sign remains posted and clearly visible until the final decision is issued, or the issuance of the decision may be delayed until the notice requirements are met.** If the sign is removed, blown down, or destroyed, call the Planning & Community Development department immediately for a replacement sign.

**REMOVAL OF SIGN:** You should remove the sign immediately after the decision is issued, **but not before.**

**AFFIDAVIT OF POSTING: MUST BE NOTARIZED AND RETURNED PRIOR TO THE END OF THE PUBLIC COMMENT PERIOD.**

**Information to be printed on the Sign:**

<p><b>Application No: 027/23 ZCI</b>  <b>Applicant: South Whidbey Park &amp; Recreation District</b>  <b>Staff Contact: John Lanier</b>  <b>Date of Notice: February 8, 2023</b></p>	<p><b><del>SEPA: A DNS is likely.</del></b>  <del>The optional DNS process of WAG 197-11-355 is being used for this proposal. This may be the only opportunity to comment on the environmental impacts of this proposal.</del></p>
<p><b>Submit Comments By: February 22, 2023</b>          (End of Public Comment Period)</p>	
<p><b>Location: R32910-091-3750</b></p> <p><b>Proposal: Applicant requests a Zoning Code Interpretation to determine if a campground is a permissible use in the Parks zoning designation.</b></p> <p><b>Site is in or near:</b></p>	

To submit written comments by the end of the public comment period, to request notice of hearings, to receive a copy of the decision, or to request information on appeal procedures, or other information, contact:

ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT  
 PO BOX 5000; COUPEVILLE, WA 98239  
 (360) 679-7339 (360) 321-5111 (360) 629-4522