**HABITAT BUFFER AVERAGING APPLICATION**

**APPLICATION**

One original (which must contain an original signature) and three copies must be provided. Whenever possible, originals must be signed in blue. Please identify the original document.

**Supporting Documents**

One original (which must contain an original signature), where applicable, and three copies (if an original is not applicable, four copies must be provided).

**Full-size Drawings**

Four copies of the required drawings must be provided. Drawings must be folded and 18” x 24” in size. No construction drawings or other sized drawings will be accepted unless specifically requested.

**Reduced Drawings**

Two copies of the drawings reduced to 11” x 17” must be provided.

**Submitting Applications**

Applications must be submitted in person by either the owner or the owner’s designated agent. Should an agent submit the application, a notarized Owner/Agent Agreement must accompany the application. Please call (206) 780-3762 to make an appointment to submit your application.

**Fees**

Please call the Department of Planning & Community Development for submittal fee information.

**Attached Submittal Checklist**

Please refer to attached Submittal Checklist for further information. NOTE: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.

**Applications will not be accepted**

unless these basic requirements are met and the submittal packet is deemed counter complete.
**A. GENERAL INFORMATION**

1. **Name of property owner:**
   Address:  
   Phone:  Fax:  
   E-mail:  

   **Name of property owner:**
   Address:  
   Phone:  Fax:  
   E-mail:  

   **Name of property owner:**
   Address:  
   Phone:  Fax:  
   E-mail:  

   *If the owner(s) of record as shown by the county assessor’s office is (are) not the agent, the owner's (owners’) signed and notarized authorization(s) must accompany this application.*

2. **Authorized agent:**
   Address:  
   Phone:  Fax:  
   E-mail:  

3. **Person responsible for payment:**
   Address:  
   Phone:  Fax:  
   E-mail:  

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**DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**  
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov  
www.ci.bainbridge-isl.wa.us  
December 2011
CITY OF BAINBRIDGE ISLAND

HABITAT BUFFER AVERAGING APPLICATION
FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.

4. Project contact: ________________________________
   Address: ______________________________________
   Phone: ___________________________ Fax: ________________
   E-mail: ________________________________

5. Planning department personnel familiar with site: ________________________________

6. Description of proposal: ________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

7. Driving directions to site: ________________________________
   __________________________________________________________________________
   __________________________________________________________________________

8. Please give the following existing parcel information:

<table>
<thead>
<tr>
<th>Assessor’s Parcel Number</th>
<th>Parcel Owner</th>
<th>*Lot Area</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Use additional sheet if necessary

* As defined in Bainbridge Island Municipal Code 18.12.050
9. Legal description (or attach):


10. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

<table>
<thead>
<tr>
<th>Lot Number</th>
<th>Comp Plan Designation</th>
<th>Zoning Designation</th>
<th>Shoreline Designation</th>
<th>Current Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot</td>
<td></td>
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<td>Lot</td>
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<tr>
<td>Lot</td>
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</tr>
</tbody>
</table>

11. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

<table>
<thead>
<tr>
<th>Property</th>
<th>Comp Plan Designation</th>
<th>Zoning Designation</th>
<th>Shoreline Designation</th>
<th>Current Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>East</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Common name of adjacent water area or wetlands area:


13. What critical areas as defined in Critical Areas Ordinance (Bainbridge Island Municipal Code Chapter 16.20) are on the property?

Check as appropriate:

- [ ] wetland*
- [ ] wetland buffer*
- [ ] stream*
- [ ] stream buffer*
- [ ] geologically hazardous area**
- [ ] zone of influence**
- [ ] slope buffer**
- [ ] fish and wildlife habitat area

* If your site includes a wetland or wetland buffer, a wetland report is required with your application.

** If your site includes a geologically hazardous area or is within the zone of influence as defined in Bainbridge Island Municipal Code 16.20, a geotechnical report may be required with your application.
14. Are there underlying/overlying agreements on the property?  
   ☐ yes  ☐ no  ☐ unknown  
   If yes, check as appropriate and provide a copy of the decision document:
   ☐ CUP  Conditional Use Permit  ☐ SPR  Site Plan Review
   ☐ MPD  Master Planned Development  ☐ SPT  Short Plat
   ☐ PUD  Planned Unit Development  ☐ SSDP  Shoreline Permit
   ☐ REZ  Contract Rezone  ☐ SUB  Prior Subdivision
   ☐ RUE  Reasonable Use Exception  ☐ VAR  Zoning Variance
   ☐ Other: ____________________________

   Under which jurisdiction was the approval given?  
   ☐ City of Bainbridge Island  ☐ Kitsap County  Approval date: ____________________________

15. Is there any other information which is pertinent to this project?  
   ☐ yes  ☐ no
   If yes, please explain: ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

16. Check all that apply to the project parcel(s) and include square footage of area within the project parcel(s):
   ☐ Wetland
     Square footage on project parcel(s):_________________SF
   ☐ Wetland Water Quality Buffer
     Square footage on project parcel(s):_________________SF
   ☐ Wetland Habitat Buffer
     Square footage on project parcel(s):_________________SF
   ☐ Stream
     Square footage on project parcel(s):_________________SF
   ☐ Stream Water Quality Buffer
     Square footage on project parcel(s):_________________SF
   ☐ Stream Habitat Buffer
     Square footage on project parcel(s):_________________SF
   ☐ Geologically Hazardous Area
     Square footage on project parcel(s):_________________SF
   ☐ Geologically Hazardous Area Buffer
     Square footage on project parcel(s):_________________SF
17. Check all that apply to the project parcel (s) and include square footage of intrusion within the project parcel(s):

☐ Wetland
  Square footage on project parcel (s):____________ SF

☐ Wetland Water Quality Buffer
  Square footage on project parcel (s):____________ SF

☐ Wetland Habitat Buffer
  Square footage on project parcel (s):____________ SF

☐ Stream
  Square footage on project parcel (s):____________ SF

☐ Stream Water Quality Buffer
  Square footage on project parcel (s):____________ SF

☐ Stream Habitat Buffer
  Square footage on project parcel (s):____________ SF

☐ Geologically Hazardous Area
  Square footage on project parcel (s):____________ SF

☐ Geologically Hazardous Area Buffer
  Square footage on project parcel (s):____________ SF

18. Wetland or stream category:

_______________________________________________________________________________

B. TECHNICAL INFORMATION

1. Name of water purveyor: _______________________________________________________
   If a private well, what class? ___________________________________________________

2. Type of sewage disposal: ☐ on-site septic ☐ off-site septic ☐ sewer
   Sewer district: ☐ City of Bainbridge Island ☐ Sewer District 7

3. General description of the existing terrain:
   ________________________________
   ________________________________
   ________________________________
   ________________________________

4. Soil survey classification:
   __________________________________
   __________________________________
   __________________________________
   __________________________________

5. Flood plain designation: ☐ A ☐ AE
6. Access (street functional road classifications):

<table>
<thead>
<tr>
<th>Street Type</th>
<th>Required ROW Width</th>
<th>Street Name</th>
<th>Existing ROW Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>primary arterial</td>
<td>150 feet</td>
<td>Highway 305</td>
<td></td>
</tr>
<tr>
<td>secondary arterial</td>
<td>60 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>collector</td>
<td>50 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>residential urban</td>
<td>40 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>residential suburban</td>
<td>30 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>private</td>
<td>20 - 30 feet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Intended use of the land, as well as the sequence and timing of the proposed development:

8. Dimensions of proposed structures:

9. Height of proposed buildings or structures:

10. Square footage of all spaces:

   - storage: _________________________
   - retail: _________________________
   - residential: _________________________
   - office: _________________________
   - other: _________________________

11. Number of stories proposed:

12. Square feet per story: (1) (2) (3)

13. Setback requirements:

   - north: _________________________
   - south: _________________________
   - east: _________________________
   - west: _________________________

14. Amount of square footage of proposed paved areas:

15. Square footage of building area:
16. Percent of site to be covered by impervious surfaces: %
   (If the proposal results in more than 1,000 square feet of additional impervious surface, a drainage plan shall be required.)

17. Percentage of site to be covered by landscaping: %

18. Percentage of site to remain undeveloped: %

19. Is the applicant proposing any terms, conditions, covenants and agreements or other documents regarding the intended development: (If yes, attach copies)
   □ yes  □ no  □ unknown

20. Will the completed project result in 800 or more square feet of impervious surface (building footprint + driveways + parking)?
   □ yes  □ no  □ unknown

21. Will the project result in clearing more than six significant trees or 2,500 square feet of ground?
   □ yes  □ no  □ unknown

22. Do storm water systems exist on the site?
   □ yes  □ no  □ unknown
   If yes, were they constructed after 1982?
   □ yes  □ no  □ unknown

   If yes, what type of storm water system exists on the site?
   □ infiltration  □ open ditching  □ closed conveyance  □ detention

23. Will the completed project result in excavating of or filling in:
   □ less than 50 cubic yards.  □ more than 50 cubic yards but less than 100 cubic yards.  □ more than 100 cubic yards.

I hereby certify that I have read this application and know the same to be true and correct.

__________________________________________  ______________________________
*Signature of owner or authorized agent            Date

Please Print
*If signatory is not the owner of record, the attached “Owner/Agent Agreement” must be signed and notarized.
SUBMITTAL REQUIREMENTS FOR BUFFER AVERAGING APPLICATIONS

Submittal Documents. Application for a special use permit may be made after the completion of a pre-application conference. Applications must be submitted by the owner or others authorized by the owner in person at the City of Bainbridge Island, Department of Planning and Community Development. A complete application shall include the items listed below (unless waived in writing by the Director or Project Manager).

___1. An application form provided by the City with the notarized signatures of all property owners or an owner/applicant agreement with the notarized signatures of all property owners.
___2. An application fee in the amount specified by the City.
___3. An assessment of how the proposal meets all decision criteria.
___4. Scale drawings. (See following Drawing Format and Map Content specifications).
___5. Legal description of the property, tax lot number and vicinity map. (Refer to the Drawing Requirements below for more detail.)
___6. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development.
___7. The terms, conditions, covenants and agreements under which the subject property is bound (e.g., plat conditions, conditional use permit conditions, or view easements) if any.
___8. An environmental checklist, if required under the State Environmental Policy Act (SEPA).
___9. Other plans and information deemed necessary by the director for evaluation of the merits of the proposal.

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**Drawing Format**

- **Required Size:** 18” x 24”
- **Minimum scale:** 1” = 100’
- **Border:** 1” minimum all sides
Identification Information (to be included on each page of each drawing)

___1. Project title.
___2. Space for the Dept. of Planning and Community Development’s application number.
___3. Name of property owner(s).
___4. Sheet title (road, drainage, grading, utility, temporary erosion and sedimentation control, site constraints, etc.)
___5. Revision block
___6. Quarter Section, Section, Township and Range in which property is located.
___7. Date drawings were prepared.
___8. Page numbers and total number of pages.
___9. Name, address, phone number, fax number and E-mail address of professional who prepared the drawing.
___10. North arrow with north at top or left side of sheet
___11. Graphic scale.
___12. Elevation datum and benchmark

Drawing Content

___1. Vicinity map showing the proposed project site, easements and major city streets. Map shall, at a minimum, show adjacent streets and lots in sufficient manner to reasonably locate the site.
___2. Location, name, width, and ownerships of all existing and proposed boundaries, streets, roads, rights-of-way, or easements on or adjacent to the subject property.
___3. Circulation plans on and off the site, including pedestrian, bicycle and transit access, delineated parking spaces, location of locking bicycle space, etc.
___4. Location of all existing structures and improvements on or adjacent to the subject property.
___5. Location of proposed improvements.
___6. Utilities plans.
___7. Location of all existing vegetation, including all trees over six inches in diameter, on the subject property.
___8. Contours at a maximum interval of five (5) feet.
___9. Location of all existing watercourses, slopes, wetlands, required buffers, critical areas regulated under BIMC 16.20, and other natural features on the subject property.
___10. Any other plans deemed necessary for evaluation.
The following criteria must be met:

- The total area contained within the buffer after averaging shall be no less than that contained within the standard buffer prior to averaging;
- The applicant demonstrates that such averaging will clearly provide greater protection of the functions and values of critical areas than would be provided by the prescribed habitat buffers.
- The averaging will not result in reduced buffers next to highly sensitive habitat areas; and
- The applicant demonstrates one or more of the following:
  - That the wetland contains variations in sensitivity due to existing physical characteristics;
  - That only low intensity uses would be located within 200 feet of areas where the buffer width is reduced, and that such low intensity uses restrictions are guaranteed in perpetuity by covenant, deed restriction, easement, or other legally binding mechanism; or
  - That buffer averaging is necessary to avoid an extraordinary hardship to the applicant caused by circumstances peculiar to the property.

Studies shall be prepared by experts in the area of concern, who shall be selected from a list of approved consultants prepared by the Director, as follows:

- Aquifer recharge study: Hydrogeologist;
- Flood hazard area study: Professional civil engineer; hydro-geologist;
- Geologically hazardous area study: Engineering geologist; geotechnical engineer, provided that:
  - An engineering geologist may provide a study, including interpretation, evaluation, analysis, and application of geological information and data and may predict potential or likely changes in types and rates of surficial geologic processes due to proposed changes to a location, provided it does not contain recommended methods for mitigating identified impacts, other than avoidance, structural impacts to, or suitability of civil works; and
  - Engineering geologists may not provide engineering recommendations or design recommendations, but may contribute to a complete geotechnical report that is co-sealed by a geotechnical engineer.
- Stream, riparian area, drainage corridor study: Biologist with stream ecology expertise; fish or wildlife biologist; a civil engineer may provide studies for drainage, surface and subsurface hydrology, and water quality;
- Wetland study: Wetlands specialist.
- Habitat Management Plans: Wildlife biologist and/or fisheries biologist.
The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor’s account number ____________________________, located at ____________________________, Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please check all items that apply):

- [ ] preapplication conference
- [ ] planning permits
- [ ] construction permits (i.e. building, water/sewer availability, right-of-way, etc)

on the property referenced herein. This agreement authorizes the agent to act on the owner’s behalf for the above checked applications through (date or specific phase) ____________________________.

<table>
<thead>
<tr>
<th>Owner of record</th>
<th>Date</th>
<th>Owner of record</th>
<th>Date</th>
</tr>
</thead>
</table>

STATE OF WASHINGTON  
)  
) SS.
COUNTY OF KITSAP  
)

On this _______ day of _____________, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:

to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

**Witness My Hand And Official Seal,** hereto affixed the day and year in this certificate above written.

__________________________________________

Notary Public in and for the State of Washington

Residing at _____________________________

My appointment expires: _____________________