

**HABITAT BUFFER AVERAGING APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.  
 PENCIL WILL NOT BE ACCEPTED.



<p><b>DATE STAMP FOR CITY USE ONLY</b></p>	<p><b><u>TO BE FILLED OUT BY APPLICANT</u></b></p>
	<p><b>PROJECT NAME:</b></p>
	<p><b>TAX ASSESSOR'S NUMBER:</b> _____</p> <p>_____</p> <p>_____</p>
	<p><b>PROJECT STREET ADDRESS OR ACCESS STREET:</b></p>
	<p><b>ENVIRONMENTAL CHECKLIST SUBMITTED :</b> <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p><b><u>FOR CITY USE ONLY</u></b></p>
	<p><b>FILE NUMBER:</b></p> <p><b>PROJECT NUMBER:</b></p> <p><b>DATE RECEIVED:</b></p> <p><b>APPLICATION FEE:</b></p> <p><b>TREASURER'S RECEIPT NUMBER:</b></p>

<b>SUBMITTAL REQUIREMENTS</b>	
<b>APPLICATION</b>	<i>One original (which must contain an original signature) and three copies</i> must be provided. Whenever possible, originals must be <i>signed in blue</i> . Please identify the original document.
<b>SUPPORTING DOCUMENTS</b>	<i>One original (which must contain an original signature)</i> , where applicable, and <b>three copies</b> (if an original is not applicable, <i>four copies</i> must be provided).
<b>FULL-SIZE DRAWINGS</b>	<i>Four copies</i> of the required drawings must be provided. Drawings <i>must be folded and 18" x 24"</i> in size. <i>No construction drawings or other sized drawings</i> will be accepted unless specifically requested.
<b>REDUCED DRAWINGS</b>	<i>Two copies</i> of the drawings reduced to 11" x 17" must be provided.
<b>SUBMITTING APPLICATIONS</b>	Applications <i>must be submitted in person</i> by either the owner or the owner's designated agent. Should an agent submit the application, a <i>notarized Owner/Agent Agreement</i> must accompany the application. If a planner has been assigned to your project, <i>an appointment for submittal must be made</i> with that planner.
<b>FEES</b>	Please call the Department of Planning & Community Development for submittal fee information.
<b>ATTACHED SUBMITTAL CHECKLIST</b>	Please refer to attached Submittal Checklist for further information. <b>NOTE:</b> when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.
<p><b>APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.</b></p>	

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@ci.bainbridge-isl.wa.us  
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**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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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:

Assessor's Parcel Number	Parcel Owner	*Lot Area
Use additional sheet if necessary	Total of all parcels:	

*\* As defined in Bainbridge Island Municipal Code 18.06.630*

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9. Legal description (or attach): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot				
Lot				
Lot				
Lot				

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

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North				
South				
East				
West				

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:

<input type="checkbox"/> wetland*	<input type="checkbox"/> geologically hazardous area**
<input type="checkbox"/> wetland buffer*	<input type="checkbox"/> zone of influence**
<input type="checkbox"/> stream*	<input type="checkbox"/> slope buffer**
<input type="checkbox"/> stream buffer*	<input type="checkbox"/> 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 is required with your application.

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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:

<input type="checkbox"/> CUP Conditional Use Permit	<input type="checkbox"/> SPR Site Plan Review
<input type="checkbox"/> MPD Master Planned Development	<input type="checkbox"/> SPT Short Plat
<input type="checkbox"/> PUD Planned Unit Development	<input type="checkbox"/> SSDP Shoreline Permit
<input type="checkbox"/> REZ Contract Rezone	<input type="checkbox"/> SUB Prior Subdivision
<input type="checkbox"/> RUE Reasonable Use Exception	<input type="checkbox"/> VAR Zoning Variance
	<input type="checkbox"/> 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

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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 AO AH A1-A30 A99 B C D V V1-V30

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6. Access (street functional road classifications):

Street Type	Required ROW Width	Street Name	Existing ROW Width
primary arterial	150 feet	Highway 305	
secondary arterial	60 feet		
collector	50 feet		
residential urban	40 feet		
residential suburban	30 feet		
private	20 - 30 feet		

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

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8. Dimensions of proposed structures:

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9. Height of proposed buildings or structures:

---

10. Square footage of all spaces:

retail:

---

office:

---

storage:

---

residential:

---

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:

---

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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

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# SUBMITTAL REQUIREMENTS FOR BUFFER AVERAGING APPLICATIONS

## **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.
-

# BUFFER AVERAGING ADDITIONAL INFORMATION

## **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.

