



**CITY OF OAK HARBOR**  
*Development Services Department*

**Land Clearing Application  
Review Process II**

**When is a land clearing permit necessary?**

A land-clearing permit is required when over five percent (5%) of the trees and ground cover on a piece of property will be removed.

**Is a pre-application meeting required for a land clearing application?**

No, pre-application meeting is not required for this review process; however the pre-application is strongly recommended for all applicants as a low cost way of identifying key issues prior to full site plan development.

To initiate a pre-application review, an applicant must submit a completed pre-application request on a form provided by the Development Services Department for that purpose, any required fee, preliminary site plan and all other information required by the City.

However, if the land-clearing request is fairly simple, and not associated with other project permits, a pre-application meeting is generally not necessary and the applicant may request a waiver from the Director of Development Services for the pre-application meeting.

**Is public notice required for a land clearing application?**

Yes. Public notice for land clearing applications that are subject to review process II consists of posting the property with twenty-four-inch by thirty-six-inch signs (provided by the Development Services Department) and mailing notice to adjacent property owners. A notice of application must be posted within fourteen calendar days after the issuance of a determination of completeness has been made for the submitted application.

**Is a public hearing required for land clearing permit approval?**

No, unless the applicant or the Director of Development Services requests one.

**The Land Clearing Application Process**

*There are three steps to the land clearing application process:*

1. Meet with City staff–The purpose of this meeting is to allow the applicant an opportunity to discuss the proposal with staff. The meeting is scheduled after contacting the Development Services Department to set up a time to meet with a planner.
  
2. Land clearing application submittal – After meeting with a planner or the permit coordinator, the applicant must submit **9 copies** of a land-clearing

plan (24" x 36" in size). Any comments, requirements and/or conditions for approval will be sent to the applicant by mail.

3. Final plan submittal – The last step in the land clearing application process involves submitting the revised land-clearing plan for approval (if any revisions were necessary). This plan must incorporate the comments, requirements and/or conditions set forth in the letter to the applicant. The final land-clearing plan must be approved prior to any clearing activities.

### **What if less than five percent (5%) of the trees and ground cover on a piece of property will be removed?**

If less than five percent (5%) of the trees and ground cover on a site will be removed, a minor land-clearing permit is required. There is no fee for a minor land clearing application, and to apply for a minor clearing permit, the owner/applicant must submit a letter requesting approval to remove the trees and/or ground cover. The letter must include the following information:

1. The percentage of total ground cover and trees that will be removed, as compared to the existing amount of trees and ground cover on the lot;
2. The location of the trees and/or ground cover proposed for removal;
3. If applicable, the approximate date the last minor land clearing permit was approved by the City;
4. The date that the trees and/or ground cover are to be removed.

### **What if the clearing is not completed within the six-month time frame?**

A land-clearing application is valid for six months from the date of issuance. If the clearing is not completed within that timeframe, a one time six-month land clearing plan time extension may be approved by the Director of Development Services upon submission of a letter from the applicant stating the reason for the delay and the approximate time that the clearing will be completed. There is a fee associated with the land-clearing plan time extension request.

### **Fees**

- Fee at time of land clearing application: **\$308.00**
- Fee for minor land clearing application: No Fee
- Fee for land-clearing plan time extension request: **\$155.00**

**If you have any questions regarding the land-clearing application process, please contact the Permit Coordinator at (360) 279-4510.**



## Land Clearing Review Process II

### *Submittal Requirement List & Application For Land Clearing*

#### **How do I start the application process?**

The first step is to submit a complete application packet to the Permit Center located in the Development Services Department along with the applicable fees and the required number of copies for all submittal items. A complete application packet includes all the information and items listed in the Submittal Requirement List shown below.

The Development Services Department conducts two application checks to ensure that application packets are complete before staff begins the development review process. Prior to accepting an application, staff will conduct a “**Counter Complete**” review of the submittal package. This initial counter complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review.

Prior to processing the application, the Development Services Department will determine that the application is “**Technically Complete**”. A technically complete application must contain all information required by the applicable development regulations as they apply to the proposed land use action. Within twenty-eight calendar days after receiving a project permit application, the City will provide the applicant with a determination stating either that the application is complete, or that the application is not complete and more information must be submitted before staff review can occur.

#### **Submittal Requirement List**

The following checklist identifies required information for the land clearing application submittal. **All** items with a number followed by an underlined space (i.e., 1.\_\_\_\_) must be submitted before the application will be considered “Counter Compete”. **All** items with a check box (i.e. ) must be complete for the application to be determined “Technically Complete”.

#### ***Land Clearing Application Submittal Requirements***

- 1.\_\_\_\_ **COVER SHEET** – A coversheet listing the contents of the application package;
- 2.\_\_\_\_ **APPLICATION FORM** – The application form must be completed and the applicant must sign at least one original copy in ink;
- 3.\_\_\_\_ **APPLICATION FEE** – The fee for a land clearing application must accompany the application;

**4. \_\_ LAND CLEARING PLAN** – The land clearing plan must be 24” by 36” in size. Everything in the following list must be included on the land-clearing plan:

**PLAN REQUIREMENTS**

- ❑ **The plan must be to a scale not less than 100 feet to the inch, and a north arrow must be included on the plan;**
- ❑ **The plan should be referenced to the State Plane coordinate system;**
- ❑ **Existing site elevations (topographical lines)**
- ❑ **All significant trees\* on site, and all significant trees to be removed;**

*\*A significant tree is defined as being a healthy evergreen or deciduous tree, twelve (12) inches in diameter or greater when measured four (4) feet above existing grade.*

**5. \_\_ EROSION AND SEDIMENT CONTROL PLAN** – A plan showing the onsite erosion/sediment control measures (such as silt fencing and/or hay bales) that will be used during the clearing activities must be submitted as part of the application package (please include a scale and north arrow on the plan);

**6. \_\_ LEGAL DESCRIPTION** – A legal description of the property to be cleared must be submitted;

**7. \_\_ CRITICAL AREAS IDENTIFICATION FORM** – Critical areas reports identified during pre-application review.

**8. \_\_ ASSOCIATED APPLICATIONS** – Applications associated with the project, to the extent applicable (e.g. Shoreline, variances, conditional use, etc.) must be submitted with this application package;

**9. \_\_ ENVIRONMENTAL REVIEW (SEPA)** – Many applications are subject to review under the State Environmental Policy Act. If your proposal exceeds the following thresholds you will need to submit an environmental check list.

-Four dwelling units.

-For office, schools, commercial, recreational, service or storage building up to 4,000 square feet and more than 20 parking spaces.

-For landfills and excavations up to 100 cubic yards throughout the total lifetime of the fill or excavation; and any fill or excavation classified as a Class I, II or III forest practice.

**10. \_\_ MAILING LIST AND MAP**– A complete and accurate mailing list of all property owners adjacent to the project site, along with a map showing the locations of the adjacent property owners, must be submitted as part of the application package;

**11. SUBMITTAL REQUIREMENTS – 9 copies** of a complete and accurate land clearing plan (24” by 36” in size), along with **9 copies each** of the application form and any other associated application forms\*.

*\*Please refer to the comments from the meeting with the planner regarding any specific associated applications that may be needed along with the land clearing application.*

**3 copies** of each report and/or study required must be submitted\*\*. Applicable reports/studies include (but are not limited to): stormwater design reports, wetland reports, shoreline studies, critical areas reports, etc.

*\*\*Please refer to the comments from the meeting with the planner regarding any specific reports/studies that must be submitted along with the land clearing application packet.*



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**Supplemental Information for  
Land Clearing Application**

*Please answer the following questions as part of the land clearing application:*

1. Is the property currently served by storm drainage facilities?  
Yes → Open Ditch\_\_\_\_ Pipe\_\_\_\_ No
  
  2. Does the land lie such that surface runoff will be outletted through neighboring properties? Yes No
  
  3. Will the exposed earth surfaces be re-vegetated as part of the project?  
Yes No
  
  4. How long will the land be exposed in a cleared manner prior to re-vegetation of the site? -Under 30 days -Between 30 and 45 days  
-Between 45 and 60 days -Over 60 days
  
  5. What is the percentage slope of dominant slopes on the project site?  
0-8% 8-15% 15-30% 30+%
  
  6. Are there any critical lands located on or adjacent to the site?  
Yes No
  
  7. Will the land clearing occur within two hundred (200) feet of a stream, spring or other body of water? Yes No  
If yes, within how many feet at the closest point? \_\_\_\_\_  
Please indicate whether the body of water is: *Intermittent* or *Perennial*
  
  8. Will the proposal be accomplished between April 1<sup>st</sup> and September 1<sup>st</sup> (dry season)? Yes No  
If no, during what months will the proposed activity take place?
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