

# DEVELOPMENT ASSISTANCE



## What is Development Assistance?

Development assistance is a service to the public and developers to answer **general land use** and **building construction** questions. Customers are given a dedicated 15-minute 'question and answer' session\* with a Community Development Planner for general land use topics.

## When is Development Assistance available?

Development Assistance is available on a walk-in basis during our [lobby's open hours](#), for general land use and building construction questions.

Questions may also be submitted by e-mail at [help@kitsap1.com](mailto:help@kitsap1.com) or by phone at (360) 337- 5777, with an expected response within 3 business days.

## What if I need more than 15 minutes on any development question?

DCD offers [paid meeting options](#) to assist customers:

- **Staff Consultation (Residential Only)**

A by-appointment, 30-minute consultation meeting with a cross-functional mix of DCD Review Team members provide general advice on your proposed project and possible requirements.

*Examples of projects for this meeting type include residential projects, the development of a vacant residential parcel, or an accessory dwelling unit.*

- **Hourly Meeting**

A by-appointment meeting to focus on a specific area of Kitsap County Code or project conditions. You select which DCD Review Team disciplines will attend, and they will

research your questions or project in advance. Each staff charges time by the quarter hour (1 hour total, minimum).

*Example projects for this meeting type include developing multi-family dwelling unit(s), commercial/industrial development, and other complex residential projects.*

- **Pre-Application Meeting**

A by-appointment, meeting with DCD Review Team members to provide a detailed analysis of your proposed project or issue.

*Examples include large multi-family dwelling unit(s) developments, commercial/industrial development, and other complex projects.*

## Please check all that apply to your project.

### General Land Use

- Permit Applications (What kind of permit(s) do I need?)
- Boundary Line Adjustments
- Binding Site Plans
- Zoning (What zoning and uses are allowed?)
- General Subdivision
- Accessory Dwelling Units (ADU)
- Sign Regulations
- Home Business
- Parking Requirements
- Code Definitions
- Setbacks (What are my setbacks?)

**NOTE:** setbacks and buffers to critical areas such as shorelines/stream banks, and wetlands are reviewed as environmental questions: see *Environmental Checklist*

## Kitsap County Department of Community Development

Your partner in building safe, resilient, and sustainable Kitsap County communities!

(360) 337-5777 ~ [help@kitsap1.com](mailto:help@kitsap1.com) ~ [www.kitsap.gov/DCD](http://www.kitsap.gov/DCD)

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**Building Construction**

- Residential construction plans
- Residential building code requirements
- Assistance with the energy code worksheet
- Information requests – clarification on current permits

**Environmental**

- Forest practice permits (Logging, danger tree, view clearing)
- Development (including roads) next to/through streams, shorelines, steep slopes, wetlands
- Flood zone issues
- Critical areas/sensitive environments typology
- Shoreline designations
- Aquifer recharge areas
- Bald eagle habitat requirements
- Priority II species (heron, osprey, shoreline birds)
- Open space taxation program

**Development Engineering**

- Final plat issues
- Road approach/driveways
- Easements
- Large lot, short plat
- Stormwater
- Grading
- Site development activity permit (SDAP)

**Plans or Building Construction Review**

- Building/structural plans
- Building codes

**Fire Marshal & Code Compliance**

- Fire permits, alarms, sprinkler systems
- Follow-up on site visits (code compliance)

To help us better serve you, please use the information from the checklist, prioritize, and list your questions below.

Priority	Question