



SUBMITTAL CHECKLIST

LAND USE (CUP/ACUP)

ACCESSORY DWELLING UNIT(ADU)

ACCESSORY LIVING QUARTERS(ALQ)

This submittal checklist is intended to assist you in preparing and submitting a complete application.

Part 1 - Submittal Requirements - You must complete & submit all items for your application to be accepted.

Part 2 – Fully Complete Details provides you with more detail and code references for certain submittal items. Use Part 2 as a reference to submit the required items correctly. Once your application is determined to be complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

Type of Structure: Accessory Dwelling Unit (ADU) Accessory Living Quarters (ALQ)

Type of Permit: Conditional Use Permit Administrative CUP

Applicant Name: _____ Assessor Tax Parcel #: _____

Project Name: _____

In accordance with Community Development fee policies, the application fee deposit has been determined by an average processing time. If staff hours required to process the permit exceed the fee deposit, additional charges may be incurred. Refunds may also be issued for those permits that require less processing time. All additional charges and/or credits must be approved by management.

Part 1 –Submittal Requirements

Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff. Use the column to the left to check off items included with your application.

	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Submittal Checklist	1 paper
<input type="checkbox"/>	Fees are due at the time of submittal. See Current Fee Schedule to estimate fee. Accepted forms of payment: <ul style="list-style-type: none"> • Cash • Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development • Electronic Checks - \$1.00 flat fee per electronic check • All Major credit cards- a Third Party convenience fee will apply 	
<input checked="" type="checkbox"/>	Required Applications	
<input type="checkbox"/>	1. Project Application	1 original, 2 copies &



✓ Use the Column to the left to check off items included with your Application	Number
	1 electronic*
<input type="checkbox"/> 2. Supplemental Application for Land Use ADU/ALQ	3 copies and 1 electronic
<input type="checkbox"/> 3. Supplemental Application for Concurrency Test	3 copies and 1 electronic
<input type="checkbox"/> 4. State Environmental Policy Act (SEPA) Checklist	3 copies and 1 electronic
✓ Required Submittal Items	
<input type="checkbox"/> 5. If applicable, pre-application summary letter including checklists	3 copies and 1 electronic
<input type="checkbox"/> 6. Sewage Disposal and Water Supply Documentation, consisting of one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Availability letters from the appropriate sewer and water provider <input type="checkbox"/> Building Site Application (BSA) or Building Clearance (BC) previously submitted to the Health District 	1 original, 2 copies and 1 electronic
<input type="checkbox"/> 7. Site plan, with date prepared and/or revised	6 copies and 1 electronic; and 1 reduced paper (8 ½ x 11)
<input type="checkbox"/> 8. Floor plans for SFR, to scale (identify building i.e. SFR, show exterior dimensions, include all floors, and label all spaces)	3 copies and 1 electronic
<input type="checkbox"/> 9. Floor plans for ADU/ALQ, to scale (identify building i.e. ADU, show exterior dimensions, include all floors, and label all spaces)	3 copies and 1 electronic
<input type="checkbox"/> 10. Building elevations for SFR (identify building(s) and elevations (e.g. north, northwest), photos acceptable for existing building(s), photo simulations acceptable for proposed buildings)	3 copies and 1 electronic
<input type="checkbox"/> 11. Building elevations for ADU/ALQ (identify building(s) and elevations (e.g. north, northwest), photos acceptable for existing building(s), photo simulations acceptable for proposed buildings)	3 copies and 1 electronic
<input type="checkbox"/> 12. Storm drainage information: <ul style="list-style-type: none"> <input type="checkbox"/> Engineered preliminary drainage plans, including landscape plan, if a major development or a minor development requiring engineering <input type="checkbox"/> Engineered preliminary drainage report, if a major development or a minor development requiring engineering <input type="checkbox"/> Abbreviated drainage plan, if a minor development not requiring engineering <input type="checkbox"/> SDAP submitted concurrently, # _____ 	3 copies and 1 electronic of each

✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	13. Other technical reports, as applicable: <ul style="list-style-type: none"> <input type="checkbox"/> Preliminary Storm Water Drainage Plan and Analysis <input type="checkbox"/> Geologic/Geotechnical analysis <input type="checkbox"/> Traffic impact analysis <input type="checkbox"/> Wetland Determination or Wetland Delineation and Report <input type="checkbox"/> Flood Habitat Assessment & Mitigation Plan <input type="checkbox"/> Habitat Management Plan <input type="checkbox"/> Hydrogeological Report <input type="checkbox"/> Department of Natural Resources forestry permit(s) <input type="checkbox"/> Other _____ 	3 copies and 1 electronic
<input type="checkbox"/>	14. If applicable, narrative 'Statement of Intent' outlining compliance with sub-area plan or design district requirements (e.g. Kingston, Port Gamble, Silverdale, Keyport, Manchester, Bethel Corridor)	3 copies and 1 electronic

*Electronic means documents are submitted on either USB drive or disc. Electronic documents must be in a searchable PDF format (saved as PDF, not scanned) and no more than 150MB per file.

Part 2 – Fully Complete Details

Detailed application requirements are noted below, but space limitations preclude the listing of complete code requirements. Please note that additional items or information may be required if the review process indicates more information is needed to evaluate the project.

Kitsap County Code is available online at: www.codepublishing.com/wa/kitsapcounty.

Code Requirement	Code Reference
Engineered drainage plans prepared in accordance with KCSDM Sec. 1.2, 1.2.2, 1.2.3 and 1.2.4	12.04.030
Engineered drainage report prepared in accordance with KCSDM Sec. 1.4.1	12.04.030
Abbreviated drainage plans prepared in accordance with KCSDM Sec. 1.2	12.04.030
A vicinity map showing the location of the property and surrounding properties (A copy of the assessor's quarter section map may be used to identify the site.)	17.430.050
Dimensions and orientation of the parcel.	17.430.050
Location of existing and proposed buildings and structures showing the setbacks and intended use of each (for shoreline properties, adjacent property building(s) location(s) shall be shown).	17.430.050



Code Requirement	Code Reference
Drawings and dimensions of proposed building(s) and structure(s), including height, elevations (building images) and articulation; if applicable, the number of dwelling units for each building.	17.430.050
Existing and proposed topography at contour intervals of no more than five feet as stamped by a certified surveyor or engineer.	17.430.050
Location of any critical areas and their associated buffer and/or setback requirements. Please refer to the Critical Areas Ordinance (Kitsap County Code Title 19), the Shoreline Master Program (Kitsap County Code Title 22) and Flood Hazard Areas (Kitsap County Code Title 15) for specific critical area, flood zone and shoreline information including associated buffer and setback requirements.	17.430.050
Location of walls and fences, indicate their height and construction materials.	17.430.050
Location, number, and layout of off-street parking spaces.	17.430.050, 17.490, 17.420.030.F
Narrative must include other architectural or engineering data which may be necessary to determine compliance with applicable regulations.	17.430.050
ADU Requirements	KCC
An ADU shall be subject to a conditional use permit in those areas outside an urban growth boundary.	17.410.060.B.3.b
Only one ADU shall be allowed per lot.	17.410.060.B.3.c
Owner of the property must reside in either the primary residence or the ADU.	17.410.060.B.3.d
The ADU shall not exceed fifty percent of the square footage of the habitable area of primary residence or nine hundred square feet, whichever is smaller.	17.410.060.B.3.e
The ADU shall be located within one hundred fifty feet of the primary residence or shall be the conversion of an existing detached structure (i.e., garage).	17.410.060.B.3.f
The ADU shall be designed to maintain the appearance of the primary residence.	17.410.060.B.3.g
All setback requirements for the zone in which the ADU is located shall apply.	17.410.060.B.3.h



Code Requirement	Code Reference
The ADU shall meet the applicable health district standards for water and sewage disposal.	17.410.060.B.3.i
No mobile homes or recreational vehicles shall be allowed as an ADU.	17.410.060.B.3.j
An ADU shall use the same side street entrance as the primary residence and shall provide additional off-street parking.	17.410.060.B.3.k
An ADU is not permitted on the same lot where an accessory living quarters exists.	17.410.060.B.3.l
ALQ Requirements	KCC
Accessory living quarters shall be located within an owner-occupied primary residence.	17.410.060.B.3.l
Accessory living quarters are limited in size to no greater than fifty percent of the habitable area of the primary residence.	17.410.060.B.4.b
The accessory living quarters are subject to applicable health district standards for water and sewage disposal.	17.410.060.B.4.c
Only one accessory living quarters shall be allowed per lot.	17.410.060.B.4.d
Accessory living quarters are to provide additional off-street parking with no additional street side entrance.	17.410.060.B.4.e
Accessory living quarters are not allowed where an accessory dwelling unit exists.	17.410.060.B.4.f

