



SUBMITTAL CHECKLIST **CONDITIONAL USE OR ADMINISTRATIVE CONDITIONAL USE PERMIT**

If you are applying for an accessory dwelling unit (ADU) or accessory living quarters (ALQ) please use the Submittal Checklist for 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 - Applicable Code Requirements provides you with more detail and code references. Use Parts 2 as a reference to submit the required items correctly. Use Part 2 as a reference to submit the required items correctly. Once your application is determined to be counter 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.

Conditional Use Permit (CUP)

Administrative Conditional Use Permit (ACUP)

Applicant Name: _____ Assessor Tax Parcel #: _____

Project Name: _____

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 for submittal	Number
<input type="checkbox"/> Submittal Checklist (this document)	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 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.	-



✓ Use the column to the left to check off items included for submittal		Number
✓ Required Applications		
1. Project Application		1 original, 2 copies & 1 electronic
2. Supplemental Application		3 copies & 1 electronic
3. Environmental (SEPA) Checklist		3 copies & 1 electronic
4. Concurrency Test Supplemental Application		3 copies & 1 electronic
✓ Required submittal Items		
5. Copy of the Pre-Application Meeting Summary and Checklist (if applicable)		1 copy & 1 electronic
6. Project Narrative		3 copies & 1 electronic
7. Site Plan, with date prepared and/or revised		6 copies, 1 electronic and 1 copy reduced 8 ½ x 11
8. Sewage Disposal and Water Supply Documentation, consisting of one of the following: <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 & 1 electronic
9. Preliminary landscape plan		3 copies & 1 electronic
10. Parking analysis		3 copies & 1 electronic
11. Building elevations Identify building(s) and elevations (e.g. north, northwest), photos acceptable for existing building(s), photo simulations acceptable for proposed buildings		3 copies & 1 electronic
12. Floor plans <ul style="list-style-type: none"> • For existing buildings – required • For proposed buildings – if available Must be to scale, identify building, include all floors, and label all spaces		3 copies & 1 electronic
13. Other technical reports as applicable <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 & 1 electronic
14. Narrative 'Statement of Intent' (if applicable) Outlining compliance with sub-area plan or design district requirements (e.g. Kingston, Port Gamble, Silverdale, Keyport, Manchester, Bethel Corridor)		3 copies & 1 electronic
15. Storm drainage information: <input type="checkbox"/> Engineered preliminary drainage plans, including landscape plan, if a major development or a minor development requiring engineering		3 copies & 1 electronic of each type submitting

✓ Use the column to the left to check off items included for submittal	Number
<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, # _____	

*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 – Applicable Code Requirements

Detailed application requirements are noted below. Additional items 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. For zoning regulations go to KCC Title 17 Zoning. For regulations on Administrative Conditional Use Permits go to KCC 17.420. For regulations on Hearing Examiner Conditional Use Permits go to KCC 17.421.

Code Requirement	Code Reference
Site Plan Requirements	KCC 17
Dimensions and orientation of the parcel.	17.430.050
Location of existing and proposed buildings and structures showing the buffers and setbacks and intended use of each (for shoreline properties, adjacent property building(s) location(s) shall be shown)	17.430.050
Drawings and dimensions of proposed building(s) and structure(s), including height, elevations (building images) and articulation.	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
Streets/easements adjacent to, surrounding or intended to serve the property (include dimension).	17.400.050, 17.382.030.E
Existing and proposed exterior lighting.	17.430.050 17.420.030.C

Code Requirement	Code Reference
Location and size of exterior signs and outdoor advertising.	17.430.050
Location, number, method of calculation and layout of off-street parking spaces and loading facilities, as well as associated maneuvering areas.	17.430.050, 17.490, 17.420.030.F
Proposed location of other pedestrian amenities, refuse areas, fire hydrants, water, sewage and drainage facilities, and other utilities.	17.430.050
Description of refuse screening; if applicable, description of screening used for roof-mounted air-conditioning or heating equipment.	17.420.030.D
If applicable, location and description of outdoor service areas or other intrusive site features.	17.420.030.D
Landscape Plan Elements	KCC 17.385
Neatly and accurately drawn, at a clearly readable scale.	17.500.020
Show how all disturbed areas are to be replanted including location and variety of trees, shrubs and ground cover.	17.500.020
Include a plant schedule (list of plant materials used) with the botanical name, common name, size at installation and spacing between individual plants.	17.500.020
Note that plant quantities are to be determined by required spacing.	17.500.020
Note that planting beds are to receive ground cover throughout.	17.500.020
Depict areas to be retained in natural vegetation and note "Existing Native Vegetation to Remain."	17.500.020
Stormwater Drainage	KCC Title 12
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

Code Requirement	Code Reference
Abbreviated drainage plans prepared in accordance with KCSDM Sec. 1.2	12.04.030
Narrative Elements	KCC 17.400
Detailed textual explanation of project scale, scope and general description of the project with any proposed phasing clearly noted.	17.430.050.O.
Location of existing tree stands and existing trees greater than 12" diameter at breast height.	17.430.050
Other architectural or engineering data which may be necessary to determine compliance with applicable regulations.	17.430.050
Be consistent with applicable sub-area plan or design district requirements (e.g., Kingston, Port Gamble, Silverdale, Keyport, Manchester, Bethel Corridor).	17.430.050