



SUBMITTAL CHECKLIST CONDITIONAL WAIVER FROM VIEW BLOCKAGE REQUIREMENTS



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.

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 with your Application	Number	
<input type="checkbox"/>	1. 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: 2. Cash 3. Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development 4. Electronic Checks - \$1.00 flat fee per electronic check 5. 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.	-
✓	Required Applications	
<input type="checkbox"/>	6. Project Application	1 original, 1 copy & 1 electronic*
<input type="checkbox"/>	7. Supplemental Application	2 copies & 1 electronic

✓	Required Submittal Items	
☐	8. A site plan, with date prepared and/or revised, showing: <ul style="list-style-type: none"> ☐ The subject property ☐ The building improvements on each adjacent parcel of land ☐ The proposed structure in relation to principle buildings on each adjacent side 	2 copies & 1 electronic
☐	9. The name, address and phone number of each adjacent shoreline property owner	2 copies & 1 electronic
☐	10. Documentation that notice has been given to each adjacent property owner about this application	2 copies & 1 electronic
☐	11. A narrative response to the five conditional waiver criteria	2 copies & 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
A vicinity map showing the location of the property and surrounding properties, identify each property that is used as a comparison. (A copy of the assessor's quarter section map may be used to identify the site.)	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
View Blockage Requirements	22.400.135
Conditional Waiver Procedure	22.400.135(D)
Shoreline Management Master Program	22