



# SUBMITTAL CHECKLIST CRITICAL AREA BUFFER REDUCTIONS

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.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Critical Area Buffer Reduction (CABR) | <input type="checkbox"/> Critical Area Variance | <input type="checkbox"/> Reasonable Use Exception |
|--|---|---|

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. <a href="#">See Current Fee Schedule</a> to estimate fee. Accepted forms of payment: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development</li> <li>• Electronic Checks - \$1.00 flat fee per electronic check</li> <li>• All Major credit cards- a Third Party convenience fee will apply</li> </ul>	
✓	<b>Required Applications</b>	
<input type="checkbox"/>	1. Project Application	<b>1 original, 1 copy, and 1 electronic</b>
<input type="checkbox"/>	2. Supplemental Application: Critical Area Buffer Reduction, Critical Area Variance or Reasonable Use Exception	<b>1 original, 1 copy, and 1 electronic</b>



✓	<b>Use the column to the left to check off items included for submittal</b>	<b>Number</b>
✓	<b>Required Submittal Items</b>	
<input type="checkbox"/>	3. A site plan, with date prepared and/or revised, reduced to 8½ x 11 (include map scale and north arrow, project location, location of any critical area (wetlands, streams, shorelines, steep slopes, etc.), distance from proposed structure to the critical area and to all property lines, and location of adjacent residences)	<b>2 copies &amp; 1 electronic</b>
<input type="checkbox"/>	4. Photographs of the critical areas	<b>2 copies &amp; 1 electronic</b>
<input type="checkbox"/>	5. A statement describing the critical areas on site	<b>2 copies &amp; 1 electronic</b>
<input type="checkbox"/>	6. A statement describing the proposed structure, including its size, location and design	<b>2 copies &amp; 1 electronic</b>
<input type="checkbox"/>	7. Other technical reports, as applicable <ul style="list-style-type: none"> <li><input type="checkbox"/> Preliminary Storm Water Drainage Plan and Analysis</li> <li><input type="checkbox"/> Geologic/Geotechnical analysis</li> <li><input type="checkbox"/> Traffic impact analysis</li> <li><input type="checkbox"/> Wetland Determination or Wetland Delineation and Report</li> <li><input type="checkbox"/> Flood Habitat Assessment &amp; Mitigation Plan</li> <li><input type="checkbox"/> Habitat Management Plan</li> <li><input type="checkbox"/> Hydrogeological Report</li> <li><input type="checkbox"/> Department of Natural Resources forestry permit(s)</li> <li><input type="checkbox"/> Other _____</li> </ul>	<b>2 copies &amp; 1 electronic</b>

\*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](http://www.codepublishing.com/wa/kitsapcounty).

<b>Code Requirement</b>	<b>Code Reference</b>
Location of any critical areas (wetlands, streams, shorelines, steep slopes, etc.) and their associated buffer and/or setback requirements	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
Critical Areas Ordinance	19
Critical Area Buffer Reduction	19.100.120.B



Code Requirement	Code Reference
Critical Area Variance	19.100.135
Reasonable Use Exception	19.100.140
Mitigation	19.150.455
Wetlands	19.200.205
Special Reports	19.700.705
Engineered preliminary drainage plans prepared in accordance with KCSDM Sec. 1.2, 1.2.2, 1.2.3 and 1.2.4	12.04.030
Engineered preliminary 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

