



SUBMITTAL CHECKLIST

ENGINEERED SMALL SITE REVIEW

RESIDENTIAL

This submittal checklist is intended to assist you in preparing and submitting a complete application. You must submit all items in **Part 1 - Submittal Requirements** so that your application can 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 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.

Applicant Name: _____ Assessor Tax Parcel #: _____

Project Name: _____

Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks - \$1.00 flat fee per electronic check
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.



Part 1 – Submittal Requirements

Use the column to the left to check off items included with your application.

✓	Required Submittal Items
	1. Submittal Checklist
	2. Engineered plans prepared per KCSDM Ch. 1.2 (2 copies) on 11x17 or larger
	3. Drainage Report – 2 copies prepared per KCSDM Ch. 1.4.2 & 4.6.1
	4. Other technical reports as required by KCDCD – 3 copies <ul style="list-style-type: none"> <input type="checkbox"/> Wetland delineation report if wetlands present <input type="checkbox"/> Geologic Consultant report if moderately hazardous slopes <input type="checkbox"/> Geotechnical report if steep or hazardous slopes <input type="checkbox"/> Other (i.e. Flood Plain Certificate, Habitat Assessment- provide explanation)

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
Site Plan Requirements	KCC 12.18
Plans drawn on 11x17 or larger, to scale, with North Arrow, adjacent roadways and property dimensions.	KCSDM 1.2.1
Finished grades showing the extent of cuts and fills by existing and proposed contours and profiles.	KCSDM 1.2.6
Note the quantities, in cubic feet, of cut and/or fill throughout the project site.	KCSDM 1.2.6
Draw contour lines at 2-foot intervals, from the best available source, with the source clearly identified. (LIDAR acceptable).	KCSDM 1.2.6
Project datum (if connecting to a county drainage system), otherwise, local benchmark	KCSDM 1.2.6
Proposed drainage structures (i.e.: pipes, channels, culverts, infiltration facilities, etc.)	KCSDM 1.2.6
Plan views of drainage conveyance facilities (i.e.: pipe sizes, types and materials, lengths of runs and gradients, type of structures, top elevation and invert elevations in/out of structures)	KCSDM 1.2.6
Profile of drainage system if the project is associated with a steep or waterfront slope	KCSDM 1.2.6
Delineate, label and indicate the elevation of the Line of Ordinary High Water (where water feature present) in both plan and profile view	KCSDM 1.2.6
Roadway cross sections (including access roads) and proposed ditches and swales	KCSDM 1.2.6
Critical areas shown (wetlands, slopes, streams) with required buffers, setbacks, and any proposed mitigation	KCSDM 1.2.6
Drainage Report Requirements	KCC 12.18
Report is stamped and signed by engineer	KCSDM 1.4.2
Project description detailing existing conditions, soil characteristics and developed site drainage conditions, including site limitations that triggered the ESSR	KCSDM 1.4.2
Upstream basin description with supporting calculations if upstream flow is conveyed through the site. Onsite and downstream Basin description, with supporting calculations	KCSDM 1.4.2
Level 1 Downstream Analysis prepared per KCSDM Ch. 4.6.1	KCSDM 1.4.2
Hydrological analysis with all supporting hydraulic design computations, for water quality treatment and/or flow control, where applicable	KCSDM 1.4.2
Surface/subsurface soil test results and locations where applicable	KCSDM 1.4.2
Conveyance calculations for flow capacity and culvert backwater analysis	KCSDM 4.3
Include all documents which support or corroborate the findings, conclusions or assumptions contained in the Final Drainage Report such as a soils report, geotechnical report, etc.	KCSDM 1.4.2