



SUBMITTAL CHECKLIST FINAL LAND DIVISION ALTERATIONS



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.

- Plat
 Short Plat
 Large Lot Plat
 Binding Site Plan

Owner 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"/> 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 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"/> 1. Project Application | 1 original, 1 copy & 1 electronic* |
| <input type="checkbox"/> 2. Supplemental Application | 1 original, 1 copy & 1 electronic* |

| ✓ | Required Submittal Items | |
|--------------------------|---|--|
| <input type="checkbox"/> | 3. Notice of Decision associated with previous land use approval | 2 copies & 1 electronic |
| <input type="checkbox"/> | 4. Final Plat/Binding Site Plan map (original recorded copy) | 2 copies & 1 electronic |
| <input type="checkbox"/> | 5. Final Plat/Binding Site Plan Alteration, with date prepared and/or revised | 5 copies & 1 electronic |
| <input type="checkbox"/> | 6. Final Plat/Binding Site Plan Alteration, with driveway locations depicted for each lot | 2 copies & 1 electronic |
| <input type="checkbox"/> | 7. Final Plat/Binding Site Plan Alteration, reduced to 8½" x 11" | 2 copies & 1 electronic |
| <input type="checkbox"/> | 8. Plat certificate | 2 copies & 1 electronic |
| <input type="checkbox"/> | 9. Lot closures for any altered boundary lines, lots and tracts | 2 copies & 1 electronic |
| <input type="checkbox"/> | 10. Covenants, Conditions & Restrictions document (not required for large lot plats or for short plats of 4 lots or less) | 2 copies & 1 electronic |
| <input type="checkbox"/> | <p>11. If the Alteration revises the Storm Drainage facilities or the street system:</p> <p>Storm drainage information:</p> <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, # _____ | 5 copies and 1 electronic of each |
| <input type="checkbox"/> | <p>12. Other technical reports as applicable</p> <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 & 1 electronic of each |

*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 |
|---|---|
| Maps and submittal documents contain required signatures/certifications/seals | 16.40.030, 16.48.020 & 16.52.020 |
| Site development information. If the alteration results in revisions to the storm drainage facilities or street system, the revision will likely require one of the following: 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 |
| Technical reports, i.e. Wetlands, Geotechnical, other environmental reports | 19.700.705, 19.700.710, 19.700.720, |