



SUBMITTAL CHECKLIST FINAL LAND DIVISIONS



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

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"/> | 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 | | Number |
| <input type="checkbox"/> | 1. Project Application | 1 original, 1 copy & 1 electronic |
| <input type="checkbox"/> | 2. Supplemental Application | 1 original, 1 copy & 1 electronic |
| <input type="checkbox"/> | 3. Road name petition (not required for land divisions of less than 5 lots) | 2 copies & 1 electronic |

| ✓ | Required Submittal Items | |
|--------------------------|--|---|
| <input type="checkbox"/> | 4. Notice of Decision associated with previous land use approval | 2 copies & 1 electronic |
| <input type="checkbox"/> | 5. Final Plat/Binding Site Plan, with date prepared and/or revised | 5 copies & 1 electronic |
| <input type="checkbox"/> | 6. Final Plat/Binding Site Plan, with driveway locations depicted for each lot | 1 copy & 1 electronic |
| <input type="checkbox"/> | 7. Final Plat/Binding Site Plan, reduced to 8½" x 11" | 1 copy & 1 electronic |
| <input type="checkbox"/> | 8. Plat certificate | 2 copies & 1 electronic |
| <input type="checkbox"/> | 9. Lot closures | 3 copies & 1 electronic |
| <input type="checkbox"/> | 10. Owners' Association document, registered with Secretary of State (not required for large lot plats or short plats of 4 lots or less) | 1 copy & 1 electronic |
| <input type="checkbox"/> | 11. Covenants, Conditions & Restrictions document (not required for large lot plats or for short plats of 4 lots or less) | 3 copies & 1 electronic |
| <input type="checkbox"/> | 12. Additional submittal materials required by the Land Use Decision | 3 copies & 1 electronic |
| <input type="checkbox"/> | 13. Site development information: <input type="checkbox"/> SDAP previously submitted, # _____ <input type="checkbox"/> SDAP submitted concurrently with plat/binding site plan <input type="checkbox"/> SDAP not required | |
| <input type="checkbox"/> | <input type="checkbox"/> Additional submittal items for Binding Site Plans: <input type="checkbox"/> Application for Concurrency Test from Public Works (1 copy & 1 electronic) <input type="checkbox"/> Water availability letter, if public water is proposed or required (3 copies & 1 electronic) <input type="checkbox"/> Sewer availability letter, if public sanitary sewer is proposed or required (3 copies & 1 electronic) <input type="checkbox"/> Abbreviated drainage plan, if a minor development not requiring engineering (3 copies & 1 electronic) <input type="checkbox"/> Engineered drainage plans and drainage report, if a major development or a minor development requiring engineering (5 copies and 1 electronic) <input type="checkbox"/> PreApplication meeting letter (if applicable) (2 copies & 1 electronic) <input type="checkbox"/> Notice of Decision associated with previous land use approval OR if no previous Land Use occurred and all proposed uses are Permitted Uses, a project narrative (3 copies & 1 electronic) <input type="checkbox"/> Other technical reports as applicable (3 copies & 1 electronic of each report submitted) <ul style="list-style-type: none"> ○ Geologic/Geotechnical analysis ○ Traffic impact analysis ○ Wetland Determination or Wetland Delineation and Report ○ Flood Habitat Assessment & Mitigation Plan ○ Habitat Management Plan ○ Hydrogeological Report ○ Department of Natural Resources forestry permit(s) ○ Other _____ | SEE LEFT COLUMN FOR COPY DETAILS |

*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 | 16.40.050, 16.48.040, 16.52.040 & 16.56.040 |
| Soil log locations shown on the plat/binding site plan, if proposing on-site septic | 16.48.040, 16.52.040 & 16.56.040 |
| Narrative must discuss how proposed and existing uses comply with previous Land Use decision or are permitted uses | 16.56.030 |
| Narrative must address consistency with applicable sub-area plan or design district requirements (e.g. Kingston, Port Gamble, Silverdale, Keyport, Manchester, Bethel Corridor) | 17.430.050 |
| Narrative must discuss how proposed and existing uses comply with previous Land Use decision or are permitted uses | 16.56.030 |
| 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 drainage report prepared in accordance with KCSDM Sec. 1.4.2 | 12.04.030 |
| Abbreviated drainage plans prepared in accordance with KCSDM Sec. 1.2 | 12.04.030 |
| Technical reports, i.e. Wetlands, Geotechnical, other environmental reports | 19.700.705, 19.700.710, 19.700.720, |
| Traffic Impact Analysis | 18.04.200.B & 18.04.200.D |