



# SUBMITTAL CHECKLIST OPEN SPACE APPLICATIONS



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.

- Open Space
  Farm and Agriculture Conservation Land
  Timber Land

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	<b>1 Paper</b>
<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: 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	-
✓	<b>Required Applications</b>	
<input type="checkbox"/>	6. Project Application	<b>1 original, 1 copy &amp; 1 electronic*</b>
<input type="checkbox"/>	7. Supplemental Application <input type="checkbox"/> Classification or Reclassification Open Space Land <input type="checkbox"/> Current Use Application Timber Land Classification Parcels with Same Ownership <input type="checkbox"/> Current Use Application Timber Land Classification Parcels with Multiple Ownerships	<b>1 original, 1 copy &amp; 1 electronic</b>

✓	<b>Required Submittal Items</b>	
□	8. Timber Management Plan, with date prepared and/or revised (for Timber Land applications only)	<b>2 copies &amp; 1 electronic</b>
□	9. Farm Management Plan, with date prepared and/or revised (for Farm and Agriculture Conservation Land applications only)	<b>2 copies &amp; 1 electronic</b>
□	10. A site plan reduced to 8½ x 11, showing: <ul style="list-style-type: none"> <li>□ Map scale and north arrow</li> <li>□ Property location</li> <li>□ Home location and other buildings</li> <li>□ Area in open space</li> <li>□ Location of any critical areas (wetlands, streams, shorelines, steep slopes, etc.)</li> </ul>	<b>2 copies &amp; 1 electronic</b>
□	11. Photographs of the subject property	<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>
A vicinity map showing the location of the property and surrounding properties (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
Location of any critical areas (wetlands, streams, shorelines, steep slopes, etc.) and their associated buffer and/or setback requirements	17.430.050
Open Space	18.12