



SUBMITTAL CHECKLIST

PRELIMINARY 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.

- Subdivisions

 Short Subdivisions

 Large Lot Subdivisions

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		
<input type="checkbox"/>	1. Project Application	2 copies & 1 electronic*
<input type="checkbox"/>	2. Supplemental Application	2 copies & 1 electronic

<input type="checkbox"/>	3. Application for Concurrency Test from Public Works	1 original, 2 copies & 1 electronic
<input type="checkbox"/>	4. Environmental (SEPA) Checklist, required for all Subdivisions, all Large Lot Subdivisions and for Short Subdivisions	1 original, 2 copies & 1 electronic
Required Submittal Items		
<input type="checkbox"/>	5. Pre-Application Summary Letter (if applicable)	2 copies & 1 electronic
<input type="checkbox"/>	6. Project Narrative	3 copies & 1 electronic
<input type="checkbox"/>	7. Preliminary plat, with date prepared and/or revised	11 copies & 1 electronic
<input type="checkbox"/>	8. Preliminary plat, reduced to 8½" x 11"	1 copy & 1 electronic
<input type="checkbox"/>	9. Sewage Disposal and Water Supply Documentation, consisting of one of the following: <input type="checkbox"/> Availability letters from the appropriate sewer and water provider <input type="checkbox"/> Building Site Application (BSA) or Building Clearance (BC) previously submitted to the Health District	1 original, 2 copies & 1 electronic
<input type="checkbox"/>	10. Other technical reports as applicable <input type="checkbox"/> Wetland Determination or Wetland delineation and report <input type="checkbox"/> Geologic/Geotechnical report <input type="checkbox"/> Flood Habitat Assessment & Mitigation Plan <input type="checkbox"/> Hydrogeological Report <input type="checkbox"/> Habitat Management Plan <input type="checkbox"/> Department of Natural Resources forestry permit(s) <input type="checkbox"/> Traffic impact analysis <input type="checkbox"/> Other _____	3 copies & 1 electronic of each
<input type="checkbox"/>	11. Storm drainage information: <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

*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
Soil log locations shown on the preliminary plat, if proposing on-site septic	16.40.030, 16.48.020 & 16.52.020
Narrative must include at a minimum, vehicular and pedestrian access, public transit, parking, fire protection, utilities, landscaping and recreational facilities. See Code for other requirements.	16.24.040 & 16.24.050
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
Engineered 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. 1.4.1	12.04.030
Abbreviated drainage plans prepared in accordance with KCSDM Sec. 1.2	12.04.030
Traffic Impact Analysis	18.04.200.B & 18.04.200.D
Road name petition & lot addressing	16.66.015H & 16.66.050
Include 25-foot perimeter buffer	16.48.020.G
Include buffers and setbacks for all critical areas and shoreline designated areas	19.400.415, 19.300.315, 19.200.220