



SUBMITTAL CHECKLIST REZONE

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 - Applicable Code Requirements provides you with more detail and code references. Use Parts 2-3 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: _____

Part 1 – Submittal Requirements

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 for Rezone	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 base fee has been determined by an average processing time. If staff hours required to process the permit exceed the base fee, 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 Application	
<input type="checkbox"/>	1. Project Application for Land Use, Environmental & Site Development	1 paper and 1 electronic*
<input type="checkbox"/>	2. Supplemental Application for Rezone	1 paper and 1 electronic*
✓	Required Submittal Items	
<input type="checkbox"/>	3. SEPA Checklist	1 Paper; and 1 electronic* or 1 paper



<input type="checkbox"/>	4. For Non-Project Actions ONLY, SEPA Supplemental Checklist	1 Paper; and 1 electronic* or 1 paper
<input type="checkbox"/>	5. Ownership Certification	1 Paper Original

***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. If not submitting a copy electronically, additional paper copies, as indicated above, must be included.**

