



SUBMITTAL CHECKLIST SDAP MAJOR DEVELOPMENT ENGINEERED

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.

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 for submittal	Number
<input type="checkbox"/>	Submittal Checklist (this document)	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.	-
<input checked="" type="checkbox"/>	Required Applications	
<input type="checkbox"/>	1. Project Application	1 original, 1 copy & 1 electronic*
<input type="checkbox"/>	2. Supplemental Application	2 copies & 1 electronic
<input checked="" type="checkbox"/>	Required Submittal Items	
<input type="checkbox"/>	3. Engineered Drainage report prepared in accordance with the requirements	2 copies & 1 electronic



✓	Use the column to the left to check off items included for submittal	Number
	of the Kitsap County Stormwater Design Manual (KCSDM) 1.4, with date prepared and/or revised	
☐	4. Engineered Drainage Plans With date prepared and/or revised, per KCSDM 1.2 which include: site plan, construction stormwater pollution prevention plan, grading plan, drainage plan and utilities plan	5 copies & 1 electronic
☐	5. Landscaping Plans, with date prepared and/or revised, prepared in compliance with KCC 17.385 – Include with the Engineered Drainage Plans	5 copies & 1 electronic
☐	6. Other technical reports as applicable, including but not limited to: ☐ 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 _____	3 copies & 1 electronic
☐	7. Sewage Disposal and Water Supply Documentaiton, consisting of one of the following: ¹ ☐ Availability letters from the appropriate sewer and water provider ☐ Building Site Application (BSA) or Building Clearance (BC) previously submitted to the Health District	1 original, 2 copies & 1 electronic
☐	8. Application to construct sanitary sewer extension, KCPW, Wastewater Division (if applicable) ¹	2 copies & 1 electronic
☐	9. Notice of Decision associated with previous land use approval (not required for Permitted Use SDAPs)	2 copies & 1 electronic
✓	Supplemental Items for Permitted Use SDAP (No associated land use approval)	
☐	1. Copy of the Pre-Application Meeting Summary and Checklist (if applicable)	2 copies & 1 electronic
☐	2. Site plan, reduced to 8 ½"x 11"	2 copies & 1 electronic
☐	3. Concurrency Test Supplemental Application ¹	2 copies & 1 electronic
☐	4. Environmental (SEPA) Checklist	2 copies & 1 electronic
☐	5. Project Narrative (See Part 2 of this form for list of items to be included in narrative.)	2 copies & 1 electronic
☐	6. Water availability letter, if public water is proposed or required ¹	2 copies & 1 electronic
☐	7. Sewer availability letter, if public sanitary sewer is proposed or required ¹	2 copies & 1 electronic
☐	8. Application for sanitary sewer availability approval KCPW, Wastewater Division (if applicable) ¹	2 copies & 1 electronic

*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.

¹ Not applicable to Grading Only Permits



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
Site Plan Requirements	KCC 12.18
Project datum and two project benchmarks identified	KCSDM 1.2.7
Existing topography, including existing structures, for the site and extending 50' beyond project boundaries. Existing topography for adjacent rights-of-way must be included for the full width of right-of-way.	KCSDM 1.2.7
Existing and proposed structures, utilities and drainage features are clearly noted	KCSDM 1.2.3
Property lines, right-of-way and easements are clearly identified.	KCSDM 1.2.3
Profiles, plan elevations and cross-sections for drainage facilities	KCSDM 1.2.7
Slopes 30% or steeper are identified and grading cross sections provided	KCSDM 1.2.7
Solid Waste access and storage area	KCSDM 1.2.7
Road/driveway geometrics	KCSDM 1.2.7
Driveway/intersection improvements and detail sight distance diagram (if required) and traffic mitigation (ie: turning lanes) clearly shown	KCSDM 1.2.7
Identify use of all buildings and delineate each building's setbacks	17.430.050
If onsite septic, show location of primary and reserve drainfields	17.430.050
Location of any critical areas and their associated buffer and/or setback requirements.	17.430.050
Construction Stormwater Pollution Prevention Plan Requirements	KCC 12.18
Conveyance systems (interceptor ditches, pipes, etc) and detention/retention facilities are shown.	KCSDM 1.3.2



Code Requirement	Code Reference
Clearing limits, construction access and existing site conditions are shown.	KCSDM 1.3.2
Critical areas and potential problematic erosion control areas identified	KCSDM 1.3.2
Selected best management practices (BMPs) are identified and shown with applicable erosion control notes.	KCSDM 1.3.2
Monitoring locations (if applicable) are clearly shown.	KCSDM 1.3.2
Drainage Report Requirements	KCC 12.18
Report is stamped and signed by engineer	KCSDM 1.4.2
Project description detailing existing conditions, soil characteristics and developed site drainage conditions.	KCSDM 1.4.2
Basin description and any bypass runoff, with supporting calculations. Upstream basin description with supporting calculations if upstream flow is conveyed through the site.	KCSDM 1.4.2
Level 1 Downstream Analysis	KCSDM 1.4.2
Hydrological analysis with all supporting hydraulic design computations	KCSDM 1.4.2
Surface/subsurface soil test results and locations	KCSDM 1.4.2
Conveyance calculations for flow capacity and culvert backwater	KCSDM 4.3
Includes all documents which support or corroborate the findings, conclusions or assumptions contained in the Final Drainage Report such as a soils report, geotechnical report, etc.	KCSDM 1.4.2
Landscape Plan Elements	KCC 17.385
Neatly and accurately drawn, at a clearly readable scale.	17.500.020
Show how all disturbed areas are to be replanted including location and variety of trees, shrubs and ground cover.	17.500.020
Include a plant schedule (list of plant materials used) with the botanical name, common	17.500.020



Code Requirement	Code Reference
name, size at installation and spacing between individual plants.	
Note that plant quantities are to be determined by required spacing.	17.500.020
Note that planting beds are to receive ground cover throughout.	17.500.020
Depict areas to be retained in natural vegetation and note "Existing Native Vegetation to Remain."	17.500.020
Narrative Elements	KCC 17.400
Detailed textual explanation of project scale, scope and general description of the project with any proposed phasing clearly noted.	17.430.050.O.
Maximum impervious surface coverage	17.420
Percentage of site area landscaped	17.500.025
Property description in terms of topography, existing development, vegetative and impervious ground cover, surrounding uses and land cover.	12.18
Size of building footprint (including number of stories and total square foot area), proposed occupancy, expected number of employees, hours of operation and previous business history on the site.	17.430
Describe method of stormwater mitigation and treatment	12.18
Describe proposed utility services and scope of grading activities	12.18

