



SUBMITTAL CHECKLIST SDAP – MINOR DEVELOPMENT

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.

Engineered

Non-Engineered

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 for submittal	Number
<input type="checkbox"/>	1. Submittal Checklist	1 Paper
<input type="checkbox"/>	<p>Fees are due at the time of submittal. See Current Fee Schedule to estimate fee.</p> <p>Accepted forms of payment:</p> <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 <p>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.</p>	-
✓	Required Application	
<input type="checkbox"/>	2. Project Application	1 original, 1 copies and 1 electronic*
<input type="checkbox"/>	3. Completed Supplemental Application	1 original, 1 copies and 1 electronic
<input type="checkbox"/>	4. Environmental (SEPA) Checklist (required for projects in or near critical areas and when 500 cy or more of grading is planned).	1 original, 1 copy and 1 electronic



✓	Use the column to the left to check off items included for submittal	Number
✓	Required Submittal Items	
<input type="checkbox"/>	5. Abbreviated plans, with date prepared and/or revised	2 copies and 1 electronic
<input type="checkbox"/>	6. Drainage Report (required for engineered submittals)	2 copies and 1 electronic
<input type="checkbox"/>	7. Construction Stormwater Pollution Prevention Plan (SWPPP)	4 copies and 1 electronic
<input type="checkbox"/>	8. Notice of Decision associated with previous land use approval (if applicable)	2 copies and 1 electronic
<input type="checkbox"/>	9. Site plan reduced to 8 ½" x 11"	1 copies and 1 electronic
<input type="checkbox"/>	10. Other technical reports as applicable, including but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Geologic/Geotechnical analysis <input type="checkbox"/> Traffic impact analysis <input type="checkbox"/> Wetland Determination or Wetland Delineation and Report <input type="checkbox"/> Flood Habitat Assessment & Mitigation Plan <input type="checkbox"/> Habitat Management Plan <input type="checkbox"/> Hydrogeological Report <input type="checkbox"/> Department of Natural Resources forestry permit(s) <input type="checkbox"/> Other _____ 	3 copies and 1 electronic
<input type="checkbox"/>	11. Sewer Disposal and Water Supply Documentation, consisting of one of the following: (not applicable to Grading Only Permits) <ul style="list-style-type: none"> <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 and 1 electronic
<input type="checkbox"/>	12. Application for sanitary sewer availability approval KCPW, Wastewater Division (not applicable to Grading Only Permits)	2 copies and 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.

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
Finished grades showing the extent of cuts and fills by existing and proposed contours and profiles. Note the quantities, in cubic feet, of excavation and/or embankment throughout the project site.	KCSDM 1.2.6
Contour lines at 2-foot intervals from the best available source, with the source clearly identified. 5 –foot contour intervals may be used in areas of steep slopes.	KCSDM 1.2.6



Code Requirement	Code Reference
Project datum	KCSDM 1.2.6
Proposed drainage structures (i.e.: pipes, channels, culverts, infiltration facilities, etc.)	KCSDM 1.2.6
Plan views of drainage conveyance facilities (i.e.: pipe sizes, types and materials, lengths of runs and gradients, type of structures, top elevation and invert elevations in/out of structures)	KCSDM 1.2.6
Roadway cross sections (including access roads) and proposed ditches and swales	KCSDM 1.2.6
Critical areas shown (wetlands, slopes, streams) and any proposed mitigation	KCSDM 1.2.6
Profile of drainage system if the project is associated with a steep or waterfront slope	KCSDM 1.2.6
Delineate, label and indicate the elevation of the Line or Ordinary High Water (for waterfront parcels only)	KCSDM 1.2.6
Identify use of all buildings and delineate each building's setbacks	17.430.050
Location of any critical areas and their associated buffer and/or setback requirements.	17.430.050
If onsite septic, show location of primary and reserve drainfields	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
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



Code Requirement	Code Reference
Selected best management practices (BMPs) are identified and shown with applicable erosion control notes.	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
Upstream basin description with supporting calculations if upstream flow is conveyed through the site. Basin description, and any bypass runoff, with supporting calculations	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 analysis	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

