



SUBMITTAL CHECKLIST SEPA REVIEW



This submittal checklist is intended to assist you in preparing and submitting a complete application. You must submit all items in **Part 1 - Submittal Requirements** so that your application can 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 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.

<input checked="" type="checkbox"/>	Required
<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> <ol style="list-style-type: none"> 1. Cash 2. Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development 3. Electronic Checks - \$1.00 flat fee per electronic check 4. All Major credit cards- a Third Party convenience fee will apply <p>*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.</p>
<input type="checkbox"/>	Project Application - 1 original plus 1 copy
<input type="checkbox"/>	Supplemental Application: SEPA Review – 1 original plus 1 copy
<input checked="" type="checkbox"/>	Required Submittal Items
<input type="checkbox"/>	Submittal Checklist
<input type="checkbox"/>	A site plan reduced to 8½ x 11, with date prepared and/or revised (include map scale and north arrow, project location, location of any critical area (wetlands, streams, shorelines, steep slopes, etc.), distance from proposed structure to the critical area, and location of adjacent residences) – 2 copies

Part 2 – Fully Complete Details

Detailed application requirements are noted below. Additional items 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
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
State Environmental Policy Act	18.04