



# SUBMITTAL CHECKLIST SHORELINE EXEMPTIONS

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: \_\_\_\_\_

Check the Project Type:

- New Construction
  Repair
  Other \_\_\_\_\_

### 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"/>	Submittal Checklist	1 paper
<input type="checkbox"/>	Fees are due at the time of submittal. <a href="#">See Current Fee Schedule</a> to estimate fee. Accepted forms of payment: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development</li> <li>• Electronic Checks - \$1.00 flat fee per electronic check</li> <li>• All Major credit cards- a Third Party convenience fee will apply</li> </ul> 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	Number
<input type="checkbox"/>	1. Project Application	1 original, 1 copy, <b>and</b> 1 electronic
<input type="checkbox"/>	2. Supplemental Application for Shoreline Permits (JARPA)	1 original, 1 copy, <b>and</b> 1 electronic



✓	Use the column to the left to check off items included for submittal	Number
✓	Required Submittal Items	
<input type="checkbox"/>	3. An 11 x 17 site plan, with date prepared and/or revised (include map scale and north arrow, project location, proposed design details, location of ordinary high water mark, distance from proposed structure to the ordinary high water mark. For bulkhead projects provide location of septic tank/drainfield, and well or utility lines)	2 copies <b>and</b> 1 electronic
<input type="checkbox"/>	4. Photographs of the subject property: one from each side view, one waterward view, one from the shoreline looking landward	2 copies and 1 electronic
<input type="checkbox"/>	5. State Environmental Policy Act (SEPA) Checklist	1 original, 1 copy, <b>and</b> 1 electronic
<input type="checkbox"/>	6. Other technical reports as applicable <ul style="list-style-type: none"> <li><input type="checkbox"/> Wetland Determination or Wetland delineation and report</li> <li><input type="checkbox"/> Geologic/Geotechnical report</li> <li><input type="checkbox"/> Flood Habitat Assessment report</li> <li><input type="checkbox"/> Hydrogeological Report</li> <li><input type="checkbox"/> Habitat Management Plan</li> <li><input type="checkbox"/> Department of Natural Resources forestry permit(s)</li> <li><input type="checkbox"/> Mitigation plan</li> <li><input type="checkbox"/> Other _____</li> </ul>	2 copies <b>and</b> 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

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
Shoreline Exemptions	KCC 22.150.605
Shore Protection Structures and Bluff Stabilization	KCC 22.600.175
Geologically Hazardous Areas	19.400
Site Development Activity Permit requirements	12.28

