



SUBMITTAL CHECKLIST SHORELINE PERMITS AND SHORELINE PERMIT REVISIONS

This submittal checklist is intended to assist you in preparing and submitting a complete application.

Part 1 - Submittal Requirements must be submitted complete with 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.

New Shoreline Permit

Shoreline Permit Revision

Permit Type:

Shoreline
Substantial
Development

Shoreline
Conditional
Use

Shoreline
Administrative
Conditional
Use

Shoreline
Variance

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.

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
✓	Required at Submittal	
<input type="checkbox"/>	A DCD staff consultation prior to application submittal is required (KCC22.500.105 and 22.600.160) for any of the following projects: <ul style="list-style-type: none"> Shoreline Armoring New primary structures or additions within the standard buffer Piers and docks To schedule your staff consult, please call 360.337.5777 or email help@kitsap1.com .	Staff Consultation #: _____ _____
<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 	-



✓ Use the column to the left to check off items included for submittal	Number
Department of Community Development <ul style="list-style-type: none"> • Electronic Checks - \$1.00 flat fee per electronic check • All Major credit cards- a Third Party convenience fee will apply 	
✓ Required Applications	
<input type="checkbox"/> Submittal Checklist (This Document)	1 original & 1 electronic*
<input type="checkbox"/> Project Application	1 original, 1 copy & 1 electronic
<input type="checkbox"/> Supplemental Application for Shoreline Permits (JARPA)	1 original, 1 copy & 1 electronic
<input type="checkbox"/> <u>Shoreline Permit Submittal</u> A shoreline permit (e.g., Shoreline Exemption, Shoreline Substantial Development Permit (SSDP), etc.) is a separate permit and is required to be approved prior to issuance of a building permit. A staff consultation meeting with department, state and federal agencies (where applicable), tribes affected by proposals within their usual and accustomed grounds and stations shall be required prior to application for new piers and docks, pursuant to Chapter 22.500 (Permit Provisions, Review and Enforcement) Please contact (360) 337-5777 or help@kitsap1.com for questions about shoreline permitting or intake appointment scheduling.	Shoreline Permit # <hr/>
✓ Required Submittal Items	
<input type="checkbox"/> A site plan reduced to 11 X 17	2 copies & 1 electronic
<input type="checkbox"/> Photographs of the subject property: <input type="checkbox"/> One from each side view, one waterward view, one from the shoreline looking landward	1 copy & 1 electronic
<input type="checkbox"/> A statement describing current and proposed use of the property	2 copies & 1 electronic
<input type="checkbox"/> Narrative - A statement describing the proposed structure, including its size, location, design and any shoreline stabilization or other modification required by the project	2 copies & 1 electronic
<input type="checkbox"/> Environmental (SEPA) Checklist	2 copies & 1 electronic
<input type="checkbox"/> A geologic or geotechnical report (if applicable) <input type="checkbox"/> For identified Geologically Hazardous Areas on the Kitsap County Building Limitation map	2 copies & 1 electronic
<input type="checkbox"/> Marine Report - A baseline report of eelgrass, aquatic and benthic organisms, where applicable	1 copy & 1 electronic
<input type="checkbox"/> Mitigation Plan (if applicable)	1 copy & 1 electronic
<input type="checkbox"/> Storm drainage information: <ul style="list-style-type: none"> <input type="checkbox"/> Site Assessment and Planning Packet, per KCSDM, Vol II, Ch 1.4 <input type="checkbox"/> Engineered Drainage Report prepared in accordance with the requirement of the KCSDM, Vol II, Ch 1.4, with date prepared and/or revised – required for Abbreviated Drainage Review-Engineered and for Full Drainage Review <input type="checkbox"/> One of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Abbreviated Drainage Review plans <input type="checkbox"/> Abbreviated Drainage Review-Engineered plans <input type="checkbox"/> Full Drainage Review plans 	3 copies and 1 electronic of each

*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	
Including date prepared and/or revised (include map scale and north arrow, project location, location of ordinary high water mark, distance from proposed structure to the ordinary high water mark and to side yard property lines, location of adjacent residences, location of septic tank/drainfield, and well or utility lines)	17.430.050
Vicinity Map Elements	
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
Geologic or Geotechnical Report Elements	
Geotechnical Report and Geological Report	22.700.120
Shoreline Management Master Program	
Application Procedures for Permits	22.500.105
Substantial Development Permits	22.500.100.B
Variance Permits	22.500.100.E
Stormwater Drainage	
Engineered drainage plans prepared in accordance with KCSDM Sec. 1.2, 1.2.2, 1.2.3 and 1.2.4	12.04.030
Engineered preliminary drainage report prepared in accordance with KCSDM Sec. 1.4.1	12.04.030
Abbreviated drainage plans prepared in accordance with KCSDM Sec. 1.2	12.04.030

Use Activities	
Agricultural	22.600.110
Aquaculture	22.600.115
Barrier structures and other in-stream structures	22.600.120
Boating facilities	22.600.125
Commercial development	22.600.130
Dredging and dredge disposal	22.600.135
Fill	22.600.140
Forest practices/timber harvest	22.600.145
Industrial Development	22.600.150
Mining	22.600.155
Mooring structures and activities	22.600.160
Recreation and public access	22.600.165
Residential development	22.600.170
Transportation	22.600.180
Utilities	22.600.185

