



# SUBMITTAL CHECKLIST SHORELINE REVISION



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: \_\_\_\_\_

\*Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks - \$1.00 flat fee per electronic check
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.

### Part 1 – Submittal Requirements

Use the column to the left to check off items included with your application.

✓	<b>Required Applications</b>
	1. Project Application – 1 original plus 3 copies
	2. Supplemental Application for Shoreline Permits (JARPA) – 1 original plus 3 copies
✓	<b>Required Submittal Items</b>
	3. A site plan reduced to 8½ x 11, with 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, location of adjacent residences, location of septic tank/drainfield, and well or utility lines) – 8 copies
	4. Photographs of the subject property: one from each side view, one waterward view, one from the shoreline looking landward – 1 set
	5. A statement describing current and proposed use of the property – 8 copies
	6. A statement describing the proposed structure, including its size, location, design and any shoreline stabilization or other modification required by the project – 8 copies
	7. State Environmental Policy Act (SEPA) Checklist – 8 copies
	8. A geologic or geotechnical report, where applicable (for identified Geologically Hazardous Areas on the Kitsap County Building Limitation map) – 8 copies

\*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.