



SUBMITTAL CHECKLIST SITE ASSESSMENT

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.

Select One:

- | | |
|--|---|
| <input type="checkbox"/> Danger Tree/Harvest | <input type="checkbox"/> Critical Areas |
| <input type="checkbox"/> Drainage/Stormwater | <input type="checkbox"/> Building |
| <input type="checkbox"/> Zoning** | <input type="checkbox"/> View Enhancement |

Applicant Name: _____ Assessor Tax Parcel #: _____

Project Name: _____

Part 1 –Submittal Requirements

Please be aware that permit application submittals can take up to 30 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.

✓	Required Applications
☐	1. Supplemental Application: Site Assessment
☐	Fees are due at the time of submittal. See Current Fee Schedule to estimate fee. Accepted forms of payment: 2. Cash 3. Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development 4. Electronic Checks - \$1.00 flat fee per electronic check 5. All Major credit cards- a Third Party convenience fee will apply
✓	Required Submittal Items
☐	6. Completed Submittal Checklist
✓	Required Submittal Items – For Danger Tree Visit & View Enhancement ONLY
☐	7. Danger Tree Harvest Worksheet 8. 8 ½" x 11" Site Plan – identifying: <ul style="list-style-type: none"> • Proposed tree cutting area or proposed tree (s) to be cut • Property lines • Buildings



	<ul style="list-style-type: none"> • Possible slopes, wetlands, or streams
✓	Required Submittal Items – For Zoning Site Assessment ONLY
<input type="checkbox"/>	9. Site Plan identifying items shown under heading 4
<input type="checkbox"/>	10. Project Narrative or Project Proposal
<input type="checkbox"/>	11. List of questions you'd like answered at the Assessment

Critical Area, Zoning, and View Enhancement Site Assessments are scheduled on the 1st and 3rd Friday's of each month. Appointments are scheduled on a first come, first serve basis, subject to availability.

*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.

****Zoning Site Assessments are designed for large scale, commercial or multi-family developments. Applicants with Single Family projects who want review by staff prior to permit submittal, should complete a Request for a Staff Consultation. Written summaries of Zoning Site Assessments are not provided. If an applicant wishes to have a written summary of the Zoning Assessment, a Zoning Confirmation Letter should be requested, and is subject to applicable fees. Please refer to the Fee Schedule for current rates.**

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
Storm Water Drainage	12
Zoning	17
Environment	18
Critical Areas Ordinance	19

