



SUBMITTAL CHECKLIST TIMBER HARVEST

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.

Minor

Major

Examples of Minor Timber Harvest – Tree clearing 5 acres or less, tree clearing for a Single Family Residence (SFR), one tax account number, tree clearing in association with a Site Development Activity Permit (SDAP).

Examples of a Major Timber Harvest – Tree clearing more than 5 acres, large scale commercial timber operations, properties with critical areas (including clearing for an SFR).

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.



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
✓	Submittal Checklist	1 Paper



✓	Use the column to the left to check off items included for submittal	Number
✓	Required Applications	
	1. Project Application	1 original, 1 copy and 1 electronic
	2. Supplemental Application: Timber Harvest	1 original, 1 copy and 1 electronic
	3. Department of Natural Resources forest practice application	2 copies and 1 electronic
	4. Joint Aquatic Resource Permit Application (JARPA), where applicable	2 copies & 1 electronic
✓	Required Submittal Items	
	5. A site plan drawn to scale	2 copies and 1 electronic
	6. A statement declaring the type and scale and schedule of future development plans	2 copies and 1 electronic
	7. State Environmental Policy Act (SEPA) Checklist	1 copies and 1 electronic
	8. Other technical reports as applicable <ul style="list-style-type: none"> <input type="checkbox"/> Wetland Determination or Wetland delineation and report <input type="checkbox"/> Geologic/Geotechnical report <input type="checkbox"/> Flood Habitat Assessment report <input type="checkbox"/> Hydrogeological Report <input type="checkbox"/> Habitat Management Plan <input type="checkbox"/> Department of Natural Resources forestry permit(s) <input type="checkbox"/> Mitigation plan <input type="checkbox"/> Other _____ 	2 copies and 1 electronic
	9. Photographs of the road approach and critical areas	2 copies and 1 electronic
	10. Storm drainage information: <ul style="list-style-type: none"> <input type="checkbox"/> Engineered preliminary drainage plans, including landscape plan, if a major development or a minor development requiring engineering <input type="checkbox"/> Engineered preliminary drainage report, if a major development or a minor development requiring engineering <input type="checkbox"/> Abbreviated drainage plan, if a minor development not requiring engineering <input type="checkbox"/> SDAP submitted concurrently, # _____ 	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



Code updates and references under construction. We appreciate your patience and flexibility.

