



BROCHURE # 6 PLANNER OF THE DAY

What is Planner of the Day?

Planner of the Day is a service provided to the public and developers to answer **general land use** and **building construction** questions. Customers are provided with a dedicated 15 minute 'question and answer' session* with a Community Development Planner for general land use topics.

WHEN IS PLANNER OF THE DAY AVAILABLE?

Planner of the Day is available on a walk-in basis from 9:00 am – 12:00 pm, Monday – Friday for general land use and building construction questions. Questions may also be submitted by e-mail at help@kitsap1.com or by phone at (360) 337-5777 with an expected response within 3 business days.

Please check all that apply to your project.

General Land Use

- Permit Applications (e.g., what kind of permit(s) and review do I need?)
- Zoning (eg, what zoning and uses are allowed?)
- General Subdivision (eg, can I subdivide?)
- Accessory dwelling units, accessory living units and guesthouses (e.g., what permits are needed?)
- Sign regulations
- Home businesses
- Parking requirements
- Code definitions (e.g., where can I find definitions of code terms)
- Setbacks (eg, what are my setbacks?) Note setbacks and buffers to critical areas-e.g., shorelines/stream banks, wetlands-are reviewed as **environmental** questions: see Environmental

Buidling Construction

- Residential construction plans
- Residential building code requirements
- Assistance with the energy code worksheet
- Information requests clarification on current permits

Find Site Features - Maps

An interactive map is available on the Kitsap County website under "[Parcel Search](#)" <https://psearch.kitsapgov.com/webappa/>



Examples of features:

- Critical Areas
- Critical Drainage Areas
- Zoning
- Shoreline Management

WHAT IF MY QUESTIONS ARE MORE SPECIFIC AND/OR DO NOT RELATE TO LAND USE?

Planning assistance is also available for non-land use areas, however, this assistance is **not available on a walk-in basis**. Questions may be submitted by e-mail at help@kitsap1.com or by phone at (360) 337-5777 with an expected response within 3 business days.

Environmental

- Forest practice permits
- Logging, danger trees, view clearing
- Development (including roads) next to/through streams, shorelines, steep slopes, wetlands
- Flood zone issues
- Critical areas / sensitive environments typology
- Shoreline designations
- Aquifer recharge areas
- Bald eagle habitat requirements
- Priority II species (herons, osprey, shoreline birds)
- Open Space taxation program

Development Engineering

- Boundary line adjustments
- Final plat issues
- Road approaches/driveways
- Binding site plans
- Easements
- Large lot, short plat
- Stormwater
- Grading
- Site development activity permits



Plans or Building Construction Review

- Building/structural plans
- Building codes

Fire Marshal & Code Compliance

- Fire permits, alarms, sprinkler systems
- Follow-up on site visits (code compliance)

***What if I need more than 15 minutes on any development question?**

DCD offers the following additional services to assist customers:

- Staff Consultation:** These pre-scheduled, 30-minute meetings include a cross-functional team of technical experts to help you identify potential requirements for a specific project. The fee for this service can be referenced on the published [DCD Fee Schedule](#). This fee is available to credit to your permit application, once submitted, for up to one year from the Staff Consultation meeting. To

make the most of this time, bring basic project information and a list of specific questions to the meeting.

- Pre-Application Meeting:** These meetings include experts to provide a detailed analysis of your proposed project or issue. The department prepares a meeting summary that is sent to you after the meeting. The fee for this service can be referenced on the published [DCD Fee Schedule](#). To make the most of this time, bring any project information and a list of specific questions.
- Application Assistance:** This type of assistance helps applicants understand submittal requirements and how to prepare a complete submittal. The fee for this service can be referenced on the published [DCD Fee Schedule](#).
- Hourly-rate Meeting:** You can meet with DCD staff on an hourly rate to review specific aspects of your project. The fee for this service can be referenced on the published [DCD Fee Schedule](#).

For Walk-In Customers

Planner of the Day is available for general land use questions on a walk-in basis. Each customer is provided with a **dedicated 15 minute** ‘question and answer’ session. If the question(s) are extremely technical in nature or beyond the scope of general land use, the Check-In Assistant or Planner of the Day will take your information and forward it to appropriate staff to contact you by phone or e-mail.

To help us better serve you, please check the box next to the categories of question(s) you have from page 1, list your question(s) below and prioritize them in the order of importance.

Priority	Question

