



# WHAT A PRE-APPLICATION MEETING WILL DO FOR ME

*What may I do????*



*What do I want to do???*

## *How Do I make this dream come true?*

A pre-application meeting is helpful to discuss all the requirements before building

### May I?

- ✓ Build a commercial Business?
- ✓ Subdivide my property?
- ✓ Build a new church?
- ✓ Build an addition?
- ✓ Open a day care?

### How to get started...

To request a Pre-application meeting, you must complete a [Pre-application Meeting Request Application](#) and submit this application with thirteen (13) site plans and the fee.

### What information will I find out?

- ✓ If I need water, sewer, or easements
- ✓ If the roadway, drainfield or stormwater system needs upgrading
- ✓ What are the fire codes?
- ✓ What is the zoning?
- ✓ How long my permit will take?
- ✓ How do I get my project into compliance?

### Where...

All the meetings are held at the Department of Community Development at the Courthouse, 614 Division Street, Port Orchard, WA 98366

## Who will help me?



### FIRE MARSHAL

This office reviews your project for emergency vehicle access to the site and the building(s), required water flow, fire protection, and mitigation factors for hazardous operations.



### HEALTH DISTRICT

This office reviews on-site sewage system/sewer adequacy and both quality and quantity requirements of drinking water.



### PLANNING

This office reviews your project for compliance to the Zoning Code; allowable or historic use, parking, environmental and critical area review, signage, and landscaping.



### DEVELOPMENT ENGINEERING

This office reviews your project for adequacy of roadway and storm drainage facilities as well as garbage and recycling requirements. Also, coordinates with Public Works Traffic & Wastewater issues.



### BUILDING DEPARTMENT

This office reviews your project's structures for compliance with adopted codes and ordinances, setback and accessibility.

## **DO YOU WANT MORE INFORMATION?**

Please call (360) 337-7181 to speak with someone dedicated to helping you understand.

E-mail your question to: [kashcraf@co.kitsap.wa.us](mailto:kashcraf@co.kitsap.wa.us)

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