



**KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT**

614 DIVISION STREET MS-36, PORT ORCHARD WA 98366-4682  
(360) 337-7181 FAX (360) 337-4925 www.kitsapgov.com/dcd/

Larry Keeton, DIRECTOR

# PRE-APPLICATION MEETING REQUEST

**Fee:** [See attached/linked Fee Schedule](#)

**FOR OFFICIAL USE ONLY**

Please complete all items. Attach original and 12 copies of this application plus 13 folded copies of a site plan with vicinity map with address or location of property. The site plan requirements are listed on the attached example.

Received by: \_\_\_\_\_

Receipt #: \_\_\_\_\_

\_\_\_\_\_  
(Applicant) Same as Owner

\_\_\_\_\_  
(Representative, if applicable)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(City, State, Zip)

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Proposed Project Name: \_\_\_\_\_

Address or location of property: \_\_\_\_\_

Assessor Account Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Any Critical Areas on the site?  Yes  No (If Yes, Check the appropriate feature:  Steep Slopes,  Streams,  Wetlands,  Other): \_\_\_\_\_

Size of Property (Acres): \_\_\_\_\_

Existing Structures/Land Uses: \_\_\_\_\_

Proposed Structures/Land Uses: (Be Specific): \_\_\_\_\_

Will project be served by public sewer?  No  Yes If so, by whom? \_\_\_\_\_

Will project be served by public water?  No  Yes If so, by whom? \_\_\_\_\_

Which planner have you been working with (if any) \_\_\_\_\_

Is this request a result of an enforcement action?  No  Yes

List any questions you would like answered at the meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your meeting will be scheduled at the next available date – usually within 28 days from the time DCD accepts this request. You will receive written notice of your meeting date and time. Questions? Call (360) 337-5777.

**PLAN REQUIREMENTS FOR PRE-APPLICATION MEETING**  
**(See Back for example)**

The site plan shall include the following items:

- a. Drawings shall be drawn to Engineer's scale
- b. North arrow
- c. Vicinity map
- d. Property lines and dimensions
- e. Show all existing and proposed:
  - **Buildings and Structures** with all number of stories & total square footage.
  - **Right-of-Way, Streets and Roadway easements, driveways, buildings** with setbacks from property lines.
  - **On-site sewage disposal systems** (septic tank, pretreatment devices and drainfield), including 10 foot no-build zone(s) **Arrow** showing direction of slope in drainfield area.
  - **Well and well radii** including those on adjacent property, that are within 100 feet of any proposed or existing drainfield on subject property.
  - **Buffers, open space, fences, sidewalks, parking areas, and Storm drainage facilities**, including subsurface infiltration.
  - **Shorelines**, creeks, streams, lakes, ponds, wetlands and other **bodies of water** along with their ordinary high water line and associated buffers on the site and within 100 ft. of property line.
  - **Steep slopes** greater than 15% and their associated buffers including cut banks greater than 4 feet. Indicate top and toe of Slope.
  - Waterfront projects shall show **all structures on adjacent properties.**
  - **Elevations** of all corners, wells, drainfields and infiltrations (use stub out as 0 ft. reference point)

If you have any questions regarding the required site plan, please contact the Kitsap County Department of Community Development at (360) 337-5777 or the Health District at (360) 337-5285.

# SAMPLE SITE PLAN

