

Site Development Activity Permit Application

Kitsap County Ordinance No. 198-1996
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(REV 06/03)

(Shaded areas to be completed by Kitsap County)

DATE RECEIVED	BY	APPLICATION NUMBER	BUILDING PERMIT NUMBER
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1. Project name:

2. Project type:

- grading only residential (single family) residential (plats, pud, large lot subdivisions)
commercial (multifamily, other) other:

3. Description of property location (required):

ASSESSOR'S TAX ACCOUNT NUMBER

SECTION	TOWNSHIP	RANGE
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PHYSICAL ADDRESS

SITE DIRECTIONS

4. Preliminary land use approval:

STAFF REPORT	HEARING EXAMINER	COMMISSIONERS RESOLUTION #
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5. Have any of the following permits been obtained?

- Application to open, alter, and/or improve unopened county right-of-way Yes No N/A
Application to perform work on county road right-of-way Yes No N/A
Road approach permit Yes No N/A

6. Relationship of applicant to the property: owner authorized agent other:

7. Applicant:

NAME	WORK PHONE
MAILING ADDRESS	HOME PHONE
CITY, STATE, ZIP	FACSIMILE

8. Property owner, if other than applicant:

NAME	WORK PHONE
MAILING ADDRESS	HOME PHONE
CITY, STATE, ZIP	FACSIMILE

9. Designation of authorized agent

I hereby designate _____ to act as my agent in matters related to this application for a Site Development Activity Permit.

Property owner's signature

Date

10. Project engineer:

NAME	WORK PHONE
MAILING ADDRESS	HOME PHONE
CITY, STATE, ZIP	FACSIMILE

**ALL FEES SHALL BE PAID AT THE TIME OF PERMIT APPLICATION
ALL FEES PAID FOR A SITE DEVELOPMENT ACTIVITY PERMIT ARE NON-REFUNDABLE
NO SITE DEVELOPMENT ACTIVITY SHALL BE INITIATED PRIOR TO ISSUANCE OF A SITE
DEVELOPMENT ACTIVITY PERMIT.**

11. Documentation submitted:

A. Enclosed are nine copies of construction plans (seven copies if Kitsap County sanitary sewers are not proposed) and two copies of each supporting report for a Major Site Development Activity Permit.

- | | |
|---|--|
| <input type="checkbox"/> Erosion and Sedimentation Control Plan | <input type="checkbox"/> Drainage Report |
| <input type="checkbox"/> Engineered Grading Plan | <input type="checkbox"/> Downstream Analysis |
| <input type="checkbox"/> Engineered Drainage Plan | <input type="checkbox"/> SEPA Environmental Checklist |
| <input type="checkbox"/> Technical Deviation | <input type="checkbox"/> Geotechnical Analysis or Soils Report |
| <input type="checkbox"/> Variance Request | |

B. Four copies of plans and two copies of each supporting report for a Minor Site Development Activity Permit:

- | | |
|--|---|
| <input type="checkbox"/> Abbreviated plan (non-engineered) | <input type="checkbox"/> SEPA Environmental checklist |
| <input type="checkbox"/> Other: | |

12. Brief description of the proposed site development activity:	(Verified by KC)
Existing site conditions:	
Proposed land use activity:	
Total parcel area:	
Total disturbed site area:	
Resulting new impervious area:	
Number of residential lots:	
Total excavation + fill quantity (bank volume):	
Drainage area & receiving water:	
Water quality control feature:	
Water quantity control feature:	
Adjacent or onsite water bodies <input type="checkbox"/> pond <input type="checkbox"/> wetland <input type="checkbox"/> creek <input type="checkbox"/> shoreline	
Identified critical drainage area:	

13. Applicant's or Engineer's affidavit

The information submitted in support of this application for a Site Development Activity Permit is true and accurate to the best of my knowledge. The submittal documents meet the minimum requirements of the Kitsap County Stormwater Management Ordinance and Design Manual.

Signature of engineer	Date
Signature of applicant	Date

14. Site Development Activity Permit fee:	(Verified by KC)	
Formal plat final plan review and inspection	\$	\$
Comm'l & multi-family final plan review & inspection	\$	\$
Small site review and inspections	\$	\$
Other permits and applications	\$	\$
Grading permit fees	\$	\$
Total fees	\$	\$

ALL FEES SHALL BE PAID AT THE TIME OF PERMIT APPLICATION

Note: Separate fees payable to Bremerton-Kitsap County Health District, Kitsap County Department of Community Development, and Kitsap County Public Works Wastewater Division may be required depending upon type of project.

Directions for completing the Site Development Activity Permit (SDAP) Application

These directions are provided to help you complete the attached SDAP application. The SDAP application needs to be complete to prevent delays in processing. The application will be returned to applicant if all requested information is not provided. Please contact Kitsap County Department of Community Development Engineering Division if you have any questions at (360) 337-7181.

1. Project name:

Please provide the project name used in the preliminary land use process or project name currently being used. Also please include formerly used names, if known, for cross referencing.

2. Project type:

Please check the appropriate block. If *other*, please define in space provided.

3. Description of property location (required):

Please provide the Tax Account Number and the Section, Township, and Range of the property. Also provide the physical address of the site (Post Office Box numbers are not acceptable) and site directions or vicinity map from the nearest cross road. Contact the County Tax Assessor Office for information at (360) 337-7160.

4. Preliminary land use approval:

Please provide the staff report, hearing examiner or commissioners resolution number if this project went through land use or the public hearing process. If this project is a single family residence by the owner this information is usually not required.

5. Have any of the following permits for been obtained?

Please answer *yes*, *no*, or *n/a* to each type of permit.

6. Relationship of applicant to owner:

Please check appropriate block. If *other* please define in space provided.

7. Applicant:

Please fill in all requested information so the Department of Community Development Engineering Division may contact you regarding your application. Fill in the blanks with *none* or *n/a*.

8. Property owner, if other than applicant:

Please fill in all requested information so the Department of Community Development Engineering Division may contact you regarding your application. Fill in the blanks with *none* or *n/a*.

9. Designation of authorization agent:

If a party other than the owner is the contact person for the project, then the owner shall designate by their signature an authorized agent.

10. Project engineer:

If an engineer is required, please fill in all requested information so the Department of Community Development Engineering may contact you regarding your application. Fill in the blanks with *none* or *n/a*. This block need not be filled in if an engineer is not required or the engineer is the owner's authorized agent.

11. Documentation submitted:

Please check the appropriate blocks for the supporting documentation being submitted with the application. Please submit the appropriate number of plans and reports as noted on the application.

12. Brief description of the proposed site development activity:

Please fill in all requested information with an accurate representation of your project. Fill in the blanks with *none* or *n/a*.

13. Applicant's and/or engineer's affidavit:

The applicant's signature on the affidavit is required. The engineer's signature is also required when an engineer is involved with the project.

14. Site Development Activity Permit fee:

Please see separate fee schedule and fill in all requested information, fill in the blanks with *none* or *n/a*. Fee schedule is available from Kitsap County Department of Community Development, (360) 337-7181.