



# DCD Building Site Plan

Submission Guidelines & Information

Brochure#45



KITSAP COUNTY

**Department of Community Development (DCD)**

*Your partner in building safe, resilient, sustainable Kitsap County communities!*



# DCD Building Site Plan

Submission Guidelines & Information  
Brochure #45

---

KITSAP COUNTY

**Department of Community Development/DCD**

*Our mission is to foster the development of quality, affordable, safe,  
and environmentally sound communities.*

---

DCD Marketing Communications - Brochure #45 - Update 9/2020



## **WHAT YOU'LL FIND IN THIS BROCHURE**

**Congratulations on beginning your new building project!** This brochure was written with you in mind!

### **It provides:**

- ⇒ DCD Building Site Plan submittal standards,
- ⇒ a big-picture perspective of the submittal/approval process
- ⇒ a submittal requirements checklist, and
- ⇒ an example building site plan drawing.

Please carefully review this brochure for information on completing your permit application's building site plan and submitting it the Department of Community Development (DCD) for review and approval.

Sincerely,

***Your DCD Review Team***

## **What Is A Building Site Plan?**

A building site plan is a scaled drawing of your proposed building project and it's correlation to land features and lot lines.

Building site plans illustrate what your project will entail, how land features that exist on the property site will be addressed, and they require DCD code compliance review and approval prior to a project's start.



## **First Things First**

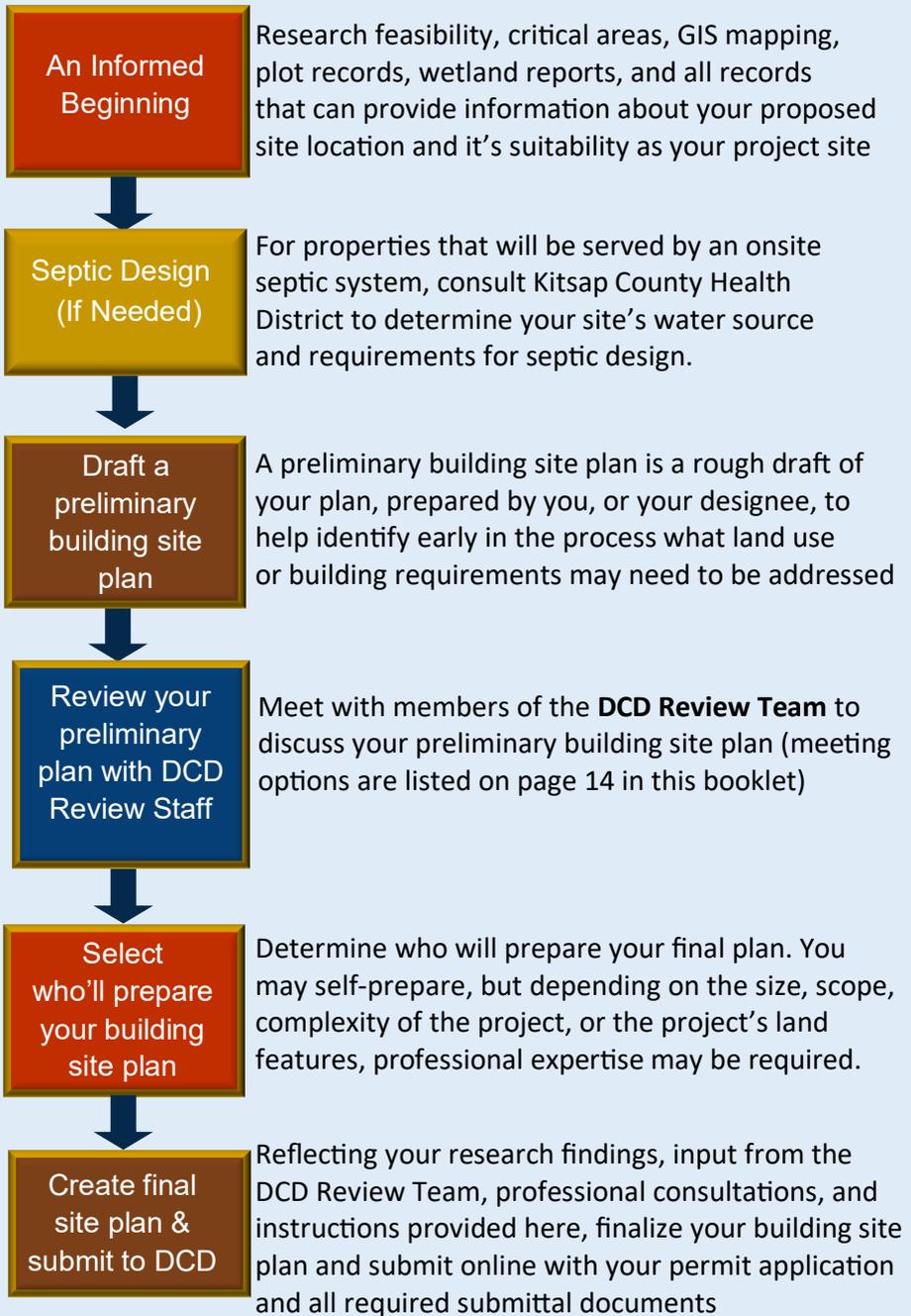
As you research and evaluate your property and create your building site plan, the process can reveal critical area considerations, stormwater management needs, access issues, or other relevant project factors.

These factors can sometimes identify needs for professional services or additional permits; and can additionally impact your project's review and permit processing timeline.

Plan early for these occurrences and factor in respective impacts to your project's planning and execution timetable.

## The Big Picture - Steps To Submittal

The following diagram reflects some of the most commonly occurring and recommended steps for creating and submitting your building site plan for approval.



## What Can Serve As My DCD Building Site Plan?

If your project requires a DCD Building Site Plan, there are various document formats that you may use as this plan, including

1. a digital drawing prepared by an architect, engineer, or industry professional of your choice; or
2. a self-prepared plan; or
3. a septic design plan **that is inclusive of all** DCD Building Site Plan Requirements Checklist.



Regardless of which of the above options you select, please **take care to address all items listed within DCD's Building Site Plan Requirements Checklist.** Missing documents, incorrect information, or omitted checklist items are common reasons a building site plan submittal is returned to the permit applicant for correction.

This return and re-submittal can subsequently result in delays to your building permit application processing and permit issuance.

As previously mentioned, depending upon the size, scope, and complexity of the project, you may also need to obtain professional experts to assist you in reconciling plan requirements for submittal - such as a biologist, geologist, civil engineer, construction management professional, or other types of industry specialists.



Your needs will vary according to your property's land features including, critical areas, slopes, stormwater management, setbacks, access, or other building site plan factors.

## What Does “Under Review” Mean?

Once a building permit application, has all the components needed for technical review - *including a building site plan when applicable* - the permit application’s status is updated to ***under review***.



An email notification is then sent to the applicant to notify them of the updated status.

During this *under review* stage, the permit application is *in-line* with all other permit customer applications, and on a first-come, first-served basis, these applications are pulled and evaluated by the appropriate DCD Review Team members.

When the technical review is completed, a second email notification lets applicants know that the application is approved, or that additional information is required.

Communication from DCD during the *under review* stage is limited to these two email notifications. While awaiting word on your under-review-application, please rest assured that it is being processed in the order received and that you will be notified as soon as the technical review is complete.

## Building Site Plan Submittal Standards

All building site plans are required to be clearly and accurately drawn to scale on paper that measures no less than 8 1/2 x 11 inches.

Listed below are the acceptable scale standards for creating your building site plan:

- ⇒ 1"=20' or 1"=30' for parcels of less than one acre;
- ⇒ 1"=40', 50', 60' for parcels between 1 and 2 1/2 acres; or
- ⇒ parcels that exceed 2 1/2 acres, parcels of an irregular shape; or site plan overviews at or above 1"=100', are required to include an inset plan of structures.

## What Do I Include In My Building Site Plan?

The DCD Building Site Requirements Checklist - found here on pages 8-11 - can be used when preparing your building site plan. It is an optional permit application submittal item that assists you in tracking your inclusion of all required checklist items.

For each item listed, place a checkmark in the "Shown" or in the "N/A" column. You may use the below checklist or you may download a standalone checklist form: [Click to download.](#)

### Building Site Plan Requirements Checklist

Shown	N/A	Place a check-mark in the appropriate box; Shown or N/A
		<b>General Information</b>
		Tax ID Number and Property Address (if assigned)
		North Arrow
		Scale Listed (see scale standards above)
		Property elevations - Contours at five-foot intervals
		Property lines and dimensions
		Symbol legend
		Easements and abutting roads on or adjacent to the property, showing road names, edge of existing pavement or gravel, and any ditches or stormwater pipes
		Name, date, and contact information of the building site plan designer



# Building Site Plan Requirements Checklist

Shown	N/A	Place a checkmark in the appropriate box; Shown or N/A
<b>Project Information</b>		
		Dimensions, locations, and use of all existing and proposed structures
		Building setbacks and dimensions, using a dashed line around the entire property
		Dimensions and locations of mechanical equipment that is not considered a structure, such as propane tanks, generators, etc. .
		Label the boundaries of land disturbing activity (also known as clearing limits), or write “No Clearing” directly on the building site plan
<b>Utilities</b>		
		Locations of all existing and proposed water, sewer and utility lines
		Locations of existing and proposed on-site wells, including 100’ well radii
		Locations of existing and proposed on-site septic area, including 10-foot No Build Zone if applicable



# Building Site Plan Requirements Checklist

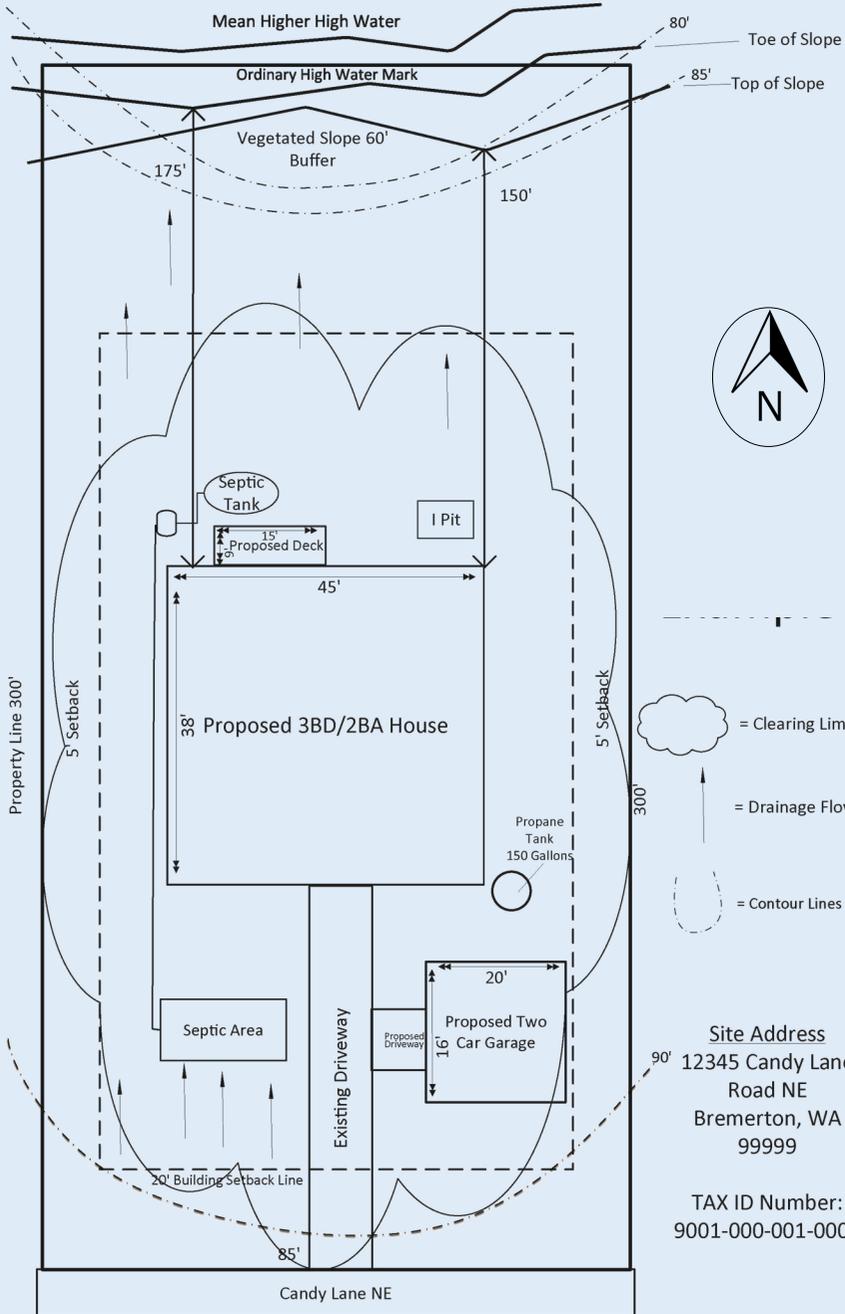
Shown	N/A	Place a checkmark in the appropriate box; Shown or N/A
		<b>Stormwater</b>
		Flow arrows showing direction of natural drainage
		Locations of existing and proposed storm drainage facility or mitigation methods and roof drainpipes and clean outs (ex – infiltration pits, dispersion trenches)
		Locations and dimensions of all existing and proposed hard surface areas, including parking areas, driveways, sidewalks, and road approaches
		<b>Critical Areas</b>
		Wetlands boundaries and the proposed buffers/ setbacks per KCC 19.200.220
		Habitat Conservation Area (including streams) and the proposed buffers/setbacks per KCC 19.300.315
		Geologic Hazard Areas with slopes that exceed 15%, showing setbacks from <b>top and toe</b> of the slope, and any associated buffer areas per KCC 19.400.435
		Flood Hazard Area Boundary (Reference maps available through Kitsap County Parcel Search or FEMA)
		Critical Aquifer Recharge Area Boundary (Reference maps available through Kitsap County Parcel Search)
		Locations of existing open spaces and perimeter buffers, as required by a previous land use actions, as applicable

# DCD Building Site Plan Requirements Checklist

Shown	N/A	Place a checkmark in the appropriate box; Shown or N/A
		<b>Shoreline</b>
		Location of shoreline and the ordinary high water mark (OHWM), as defined in KCC 22.150.465
		Proposed setback (distance) from OHWM
		Location of standard buffer measured from OHWM, per KCC 22.400.120.B.1
		Location of reduced standard buffer per KCC 22.400.120.B.2 measured from OHWM ( <i>only required if any development activity takes place <b>below</b> the standard buffer</i> )
		Shoreline structure setback (distance) line and view line, as defined in KCC 22.400.135
		Locations of existing structures on adjacent (neighboring) shoreline properties



# Example Building Site Plan



## Good-To-Know TIPS

⇒ Your building site plan can take various formats - DCD will accept a professionally prepared drawing, a self-prepared drawing, or a septic design plan that is inclusive of all DCD submittal requirements. Regardless of format you elect to utilize, it must address all items listed on the DCD Building Site Plan Requirements Checklist. (See pgs. 8-11)

⇒ Avoid your permit application having to go through multiple review cycles. Following the measure-twice-cut-once adage, take care that your application is complete, accurate, addressing all requirements and averting processing delays.



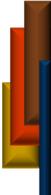
⇒ In establishing your project's timeline, allow time for the unexpected. Depending on the size, scope, and complexity of your project you may need to obtain the professional expertise of a geologist, biologist, or other industry expert.

### Additional Resources

Online Permit Center: [website](#)

Parcel Search: <https://psearch.kitsapgov.com/psearch>

Kitsap Public Health District: [website](#)



## **DCD Review Team Meetings**

Comprised of planners, engineering tech analysts, permit technicians, and various DCD subject matter experts, the Review Team evaluates permit applications and document submittals. As detailed below, the review team is available via lobby visits, staff consultations, hourly meetings, and pre-application meetings . They provide general land use, building construction, stormwater mitigation, environmental and critical area information.

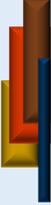
**DCD Lobby Visits** - Customers are provided a free, dedicated 15-minute question-and-answer session with a Department of Community Development review team member.

**Staff Consultation** - A by-appointment, 30-minute consultation meeting with a cross-functional mix of DCD Review Team members to help you identify potential requirements for a specific project. Review Team members provide general advice on your proposed project and possible requirements. A bulleted-list of comments shared during the meeting are noted and provided to the applicant. The fee for this service is listed online within the DCD Fee Schedule and can be applied towards your permit application cost for up to one year from the date of the Staff Consultation meeting.

**Hourly Rate Meeting** - Focused on a specific area of the code, DCD Review Teams research your area of interests and meet to discuss on an hourly basis. This is an option suited for thoroughly reviewing a specific area of concern. The fee for this service is listed online within the DCD Fee Schedule

**Pre-Application Meeting** - By appointment, this is a customer-scheduled meeting with DCD experts to provide a detailed analysis of your proposed project or issue. Review team members review the proposed project prior to the meeting and a detailed meeting summary is provided to the customer after the meeting. The fee for this service is listed online within the DCD Fee Schedule.

**More information on Review Team meeting opportunities:** [Online](#)



## **Common Terms You Might Want To Know**

**Parcel Search** - This is an interactive map that is available on the Kitsap County website. It features critical areas, critical drainage areas, zoning, shoreline management and more.

Available online at <https://www.kitsapgov.com/dis/Pages/GIS.aspx>

**Feasibility Study** - a review of land prior to purchase to determine its suitability for your planned use and to determine what environmental features exist on the property.

**Critical Areas** - lands that contain natural hazards or lands that support valuable natural resources. Land use and building development projects on properties containing or adjacent to critical areas require permit applicants to provide information on how their project design will mitigate potential impacts and protect these unique land areas. Types of critical areas include, wetlands, wildlife habitat, streams, bodies of water.

**Septic Design** - reviewed by Kitsap Public Health District a septic design as a Building Site Application (BSA), proposes the size, type, and location of the septic system. It also includes information about the proposed drinking water supply for the property.

**Stormwater Management** - rainwater runoff, its evaporation, absorption into the earth, or its entering bodies of water is nature's way of managing stormwater. Land use and building development projects can negatively impact this natural process and require alternative stormwater management options be incorporated into the project's design. Complete the DCD Stormwater Worksheet to determine your stormwater management requirements or speak to a stormwater reviewer for project specific guidance.



# DCD Building Site Plan

## Submission Guidelines & Information

### **ABOUT DCD**

The Kitsap County Department of Community Development/DCD is deeply committed to ensuring the safety of our community, and to protecting our natural resources for community enjoyment and for the enjoyment of future generations.

Toward that end, DCD policies, procedures, and services are guided by the [Kitsap County Code](#), are in keeping with the vision and provisions of the [Kitsap County Comprehensive Plan](#) and in adherence to our core values. We partner with citizens and community stakeholders to find solutions that help make property or building projects successful!

***Your partner in building safe, resilient,  
sustainable Kitsap County communities!***



### **Kitsap County Department of Community Development/DCD**

614 Division Street, MS-36, Port Orchard, WA 98366-4682

[www.kitsapgov.com/dcd](http://www.kitsapgov.com/dcd)

Email: [help@kitsap1.com](mailto:help@kitsap1.com)

Phone/(360) 337-5777