



What's Happening in My Neighborhood?

Stay Informed and engaged on proposals in your neighborhood

The Department of Community Development is committed to notifying citizens of proposals that may impact them or their property. We utilize postcard mailings to notify neighboring citizens and local agencies of new proposals that direct citizens on where to find the most current proposal information. This document provides further assistance navigating our Online Permit Center and actively participating in a proposal.

I received a postcard regarding a proposal, how do I find out more information?

You can:

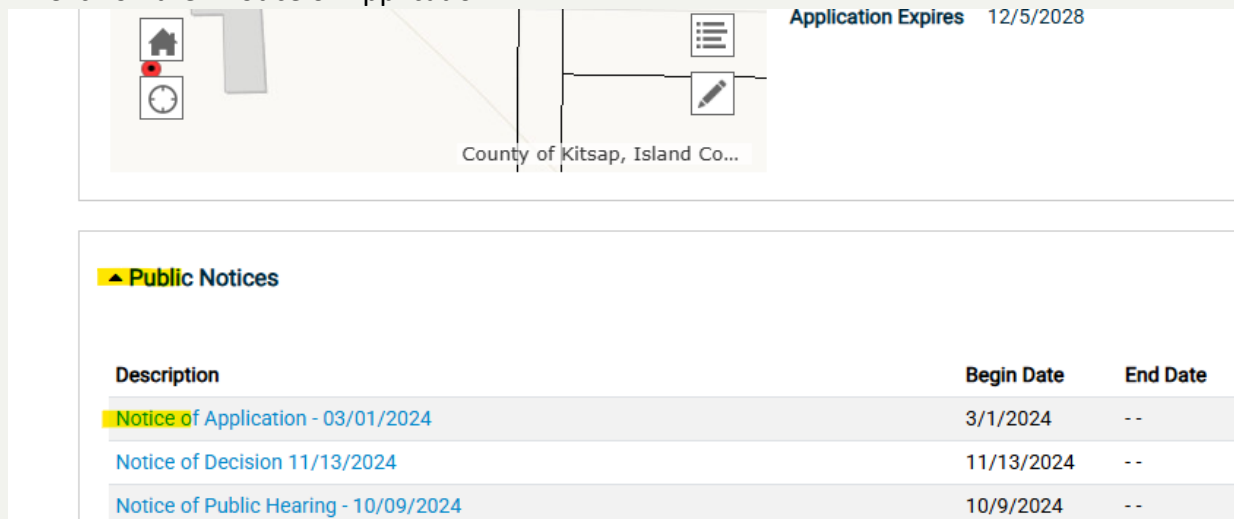
- A. [Review the Notice of Application online](#)
- B. [Review the application files submitted](#)
- C. [Contact the project lead](#)
- D. [Provide comments](#)
- E. [Become an interested party](#)
- F. [Attend public hearings](#)

A. How do I review the Notice of Application online?

1. Search our [Online Permit Center](#) (You do not need to login or create an account)
2. Enter the application number listed on your postcard

The screenshot shows the Kitsap County Online Permit Center interface. At the top, there is a header with the Kitsap County logo and the text "KITSAP COUNTY". To the right of the header is a link "Sign Up or Log In". Below the header is a section titled "Applications" with a link "Contact Us" to the right. Under "Applications", there is a text input field with the placeholder "View applications, apply, pay, or request inspections?". To the right of this field are two buttons: "SIGN UP" and "LOG IN". Below this is a search bar with a magnifying glass icon on the left and the text "24-00732" inside. To the right of the search bar is a blue button labeled "SEARCH". Below the search bar is a small text prompt "Enter at least 2 characters".

3. Select "Public Notice" icon or find the "Public Notice" Heading
4. Click on the "Notice of Application" link

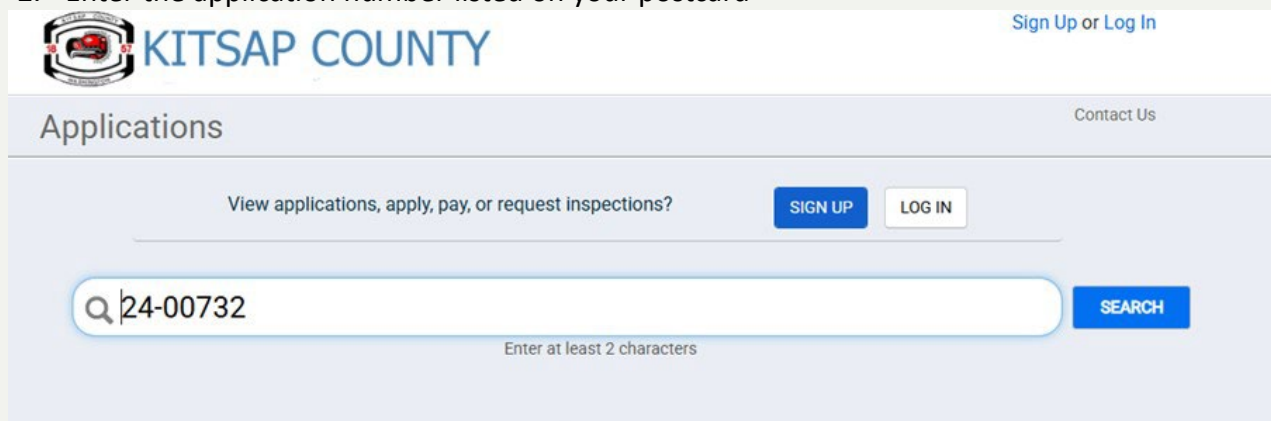


The screenshot shows the County of Kitsap, Island County website. At the top, there is a navigation bar with icons for Home, Calendar, and a list of services. The "Public Notices" section is highlighted. Below this, there is a table with the following data:

Description	Begin Date	End Date
Notice of Application - 03/01/2024	3/1/2024	--
Notice of Decision 11/13/2024	11/13/2024	--
Notice of Public Hearing - 10/09/2024	10/9/2024	--

B. Review the application files submitted

1. Search our [Online Permit Center](#) (you do not need to login or create an account)
2. Enter the application number listed on your postcard



The screenshot shows the Kitsap County Online Permit Center search interface. The header includes the Kitsap County logo and the text "KITSAP COUNTY". Below the header, there is a search bar with the text "24-00732" entered. To the right of the search bar is a "SEARCH" button. Above the search bar, there is a link to "Sign Up or Log In". Below the search bar, there is a prompt "Enter at least 2 characters".

3. Select “Notes” icon Or scroll to the bottom of the page to find the “Notes” heading.

▲ Notes

🔔 1 Note

Begin Date:
2/20/2024

Type:
GENERAL

Text:
These are the initial submittal documents for the permit provided for a complete application. Any further documentation, when applicable, is not automatically published to this portal. However, all documents and notes are available upon request. Submitting Public Disclosure Requests and/or coordinating with the project lead are the best ways to obtain additional records.

Attachments:
[Vicinity Map.pdf](#)
[23-021 Stormwater Best Management Practice \(BMP\) Infeasibility Worksheet.pdf](#)
[ADU Construction Plans.pdf](#)

4. Click on the links to view the application document.

Attachments:
[Vicinity Map.pdf](#)
[23-021 Stormwater Best Management Practice \(BMP\) Infeasibility Worksheet.pdf](#)
[ADU Construction Plans.pdf](#)
[Water Availability Submittal Waiver.pdf](#)
[Septic Design.pdf](#)
[SEPA Checklist.pdf](#)
[Stormwater Waiver.pdf](#)
[23-021 SWPPP - Stormwater Pollution Prevention Plan Narrative.pdf](#)
[Property Owner Auth Form.pdf](#)
[Onsite Septic Submittal Waiver.pdf](#)
[S - Single-Family Wetland Certification.pdf](#)
[SUBMISSION 2023-6688.pdf](#)

Can't find what you're looking for?

Contact the Project Lead or email help@kitsap1.com or call 360.337.5777 for assistance.

C. Contact the project lead

The Project Lead and contact information is listed on the postcard you received in the mail. You can also email help@kitsap1.com or call 360.337.5777 for assistance.

D. How do I make a public comment on a proposal?

You can:

- a. Visit <http://kcowa.us/IPComments>
- b. Email your comments to the Project Lead or help@kitsap1.com with the application number listed
- c. Attend and sign up to speak at a public hearing
- d. Mail your comments to the Kitsap County Department of Community Development:
619 Division Street MS-36, Port Orchard, WA 98366

E. Become an Interested Party

What is an interested party?

An interested party is an individual who wants to be notified of decisions made on a specific proposal. You must be an interested party to receive future notifications related to the proposal.

To become an interested party:

- a. Visit <http://kcowa.us/IPSignUp>
- b. Email help@kitsap1.com with the application number listed on your postcard
- c. Call 360.337.5777, or contact the Project Lead

F. Attend public hearings

When is the public hearing?

If a proposal is required to have a public hearing a Notice of Public Hearing will be sent out to interested parties with the scheduled date. Public hearings for the Hearing Examiner are typically the 2nd and 4th Thursday of every month and start at 9:00am. You can also view the Hearing Examiner schedule and agendas on our [website](#).

Per [Kitsap County Code Chapter 21.05](#), not all proposals are required to have public hearing. If you have been notified of a proposal that does not require a public hearing, you can still provide public comments to the Project Lead for consideration and that may be included in their staff report.

Once a decision is made all interested parties will be notified.