



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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(360) 337-5777 FAX (360) 337-4415 HOME PAGE - www.kitsapgov.com/dcd/

SDAP PROCESS ACKNOWLEDGEMENT

Project Name:

SDAP #:

Date:

Inspector:

Project Lead:

We have approved the permit with these considerations:

Revisions: We are here to guide the construction of your project in accordance with the approved plans in as timely a manner as possible. With that goal in mind, we understand that site conditions may necessitate changes to the approved plans. Minor changes that have no material design ramifications or scope changes can be addressed in the field at the inspector's discretion, and must be accurately represented on record drawings. Minor changes that require revisions to the plans must be submitted by the Engineer of Record to the DCD Project lead for review and approval prior to implementation. Inspectors do not have the authority to approve changes to approved plans. Major changes will require formal review through an SDAP Addendum, which is a separate application. The Engineer of Record must always be consulted when changes are necessary.

Expiration: Following the pre-construction meeting, your SDAP will be issued. Per Kitsap County Code, Issued SDAPs shall become invalid unless work is commenced within 180 days for Grading-only SDAPs, or 365 days for all other SDAPs. Having required inspections performed and approved within 180 days for Grading-only SDAPs, or 365 days for all other SDAPs, is evidence that work has commenced and is continuing. Permits that do not receive an approved inspection within these time frames, will be considered abandoned and shall automatically expire.

Inspection Requests: Inspection requests can be made through the Online Permit Center or by contacting the Kitsap1 at (360) 337-5777. Inspectors cannot schedule inspections in the field.

Clearing Limits Inspection: A clearing limits inspection is required **prior** to any land-disturbing activity. Clearing limits (or limits of land-disturbing activity) must be surveyed and flagged or delineated along with the property corners. All required buffers shall be protected and clearly flagged, including construction fencing as needed. Flagging must be maintained for the life of the permit.

Temporary Erosion & Sedimentation Inspection (TESC): Erosion and sediment control measures must be properly installed. An inspection of the initial installation is required **prior** to beginning site work. The property owner is responsible for ensuring that no turbid water leaves the site. It is the Developer/Contractor responsibility to provide a Certified Erosion & Sediment Control Lead (CESCL) for the project and to maintain and improve the erosion and sediment controls as needed. Erosion control is an active, dynamic aspect of your project.

Close attention must be paid to it for the life on the project. All erosion and sediment controls must be actively maintained.

Level 2 Inspections: If this project is classified as a Level 2 Erosion Control site and will remain active during the wet season, the CESCL and a DCD inspector must meet onsite once per week between September 30 and April 30. Level 2 site meetings are charged at an hourly rate in accordance with the fee schedule.

Stormwater Structures and Facilities Inspection: Inspections may include barrels, vaults, infiltration systems, orifices, or pipe alignments. These inspections must occur in a timely manner. "After the fact" inspections are difficult and sometimes impossible to perform. Dig-ups may be required if a stormwater facility or structure is backfilled and/or covered before they are inspected. Televising may be required for pipe runs not inspected.

Sidewalk Inspections: Sidewalk cross slopes must be constructed to meet current ADA requirements. DCD can perform one form inspection for sidewalk ramps as a courtesy prior to the initial concrete pour. The forms inspection does not guarantee that the sidewalk inspection will be approved - it is important to recheck the slope prior to pour. Failure to meet the standard requires demolition and reconstruction; this is a federal and state requirement that DCD has no flexibility on.

Landscaping: If landscaping or critical area mitigation planting is required for this project, the Inspector will ensure landscaping and/or buffers meet the approved plans for installation prior to final inspection. Performance sureties (bonds) may be accepted for uncompleted landscaping when planting needs to be delayed to the appropriate season.

Fire Requirements: The inspector will ensure all requirements for fire access (including any required signs or striping) and locations of any fire hydrants are consistent with the approved plans prior to final inspection.

Work in County Right of Way: Right of Way (ROW) Permits are required if there will be work within the County ROW. All requirements of the ROW shall be fulfilled prior to SDAP final inspection.

Traffic Disruptions: Traffic re-routing or traffic disruptions require prior notification is to Kitsap County Public Works. Please contact Kitsap One at 360-337-5777 to notify Public Works.

Exported Materials: Exporting cut material off site may require a separate SDAP, if not taken to an approved fill site (e.g. pits and quarries). Load tickets indicating the location of the receiving site and the quantity of material should be provided to your inspector or uploaded to the Online Permit Center.

By signing this document the owner (or authorized agent) is acknowledging receipt of the accepted construction plans and Site Development Activity Permit and agrees that:

- The property owner is responsible for the overall progress of the project. Any necessary enforcement actions are directed toward the property owner.
- The project shall be constructed to the design and specifications shown on the accepted plans.
- The approved plans with the DCD "ACCEPTED FOR CONSTRUCTION" stamp are

considered the permit, and must be on-site at all times during construction. Failure to have approved plans on-site may cause inspection delays, and can result in construction errors.

- If field revisions are necessary during construction, the Engineer of Record must be consulted.
- Inspection fees will be charged monthly at the hourly rate (currently **\$145** per hour) and must be paid in full prior to final inspection.
- Prior to calling for the final SDAP inspection, all inspections listed on the permit must be completed and approved.
- All permit conditions must be satisfied. A full list of your permit conditions can be accessed at anytime through the Online Permit Center.
- The SDAP must receive an approved final inspection prior to requesting building permit final inspections, with the exception of related wall and vault permits, which must be finalized prior to the SDAP.

I have read and understand the above information and agree to comply with all conditions of the Site Development Activity Permit issued by Kitsap County.

Signature: _____

Printed Name: _____

Phone Number: _____

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