

# Intake Checklists for Submittal



**Community  
Development**

**[Kitsap.gov/DCD](https://www.kitsap.gov/DCD)**

**360.337.5777**

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Revised 4/25/2025

## OVERVIEW

Before you begin your application, these checklists serve as a comprehensive guide to help you determine which documents you'll need for your project's submission. They are designed to inform you of documents that may be required along with your application, before entering the system.

Each checklist provides a detailed breakdown of potential requirements, with helpful links for additional information.

◆ **Quick Tip:** When you start your application in the Permit Application Portal, you'll receive a customized list of required documents based on your specific property and project.

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# COMMERCIAL PERMIT INTAKE CHECKLIST

Please name submittal documents as follows: "Document Type\_Last Edited Date\_Project Name"

1. Choose Permit Type 														
2.Submit Required Items 	New, Replacement, or Addition to Building	Tenant Improvement	Tenant Change	Vault	Retaining/Walls/Bulkheads	Sign	Mechanical & Plumbing	Cell Towers	Damage	Comm - Demo	Reroofing and/or Residing	Foundation	Fence	Racking
Property Owner Authorization (if not owner) <sup>4</sup>	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<a href="#">SEPA Checklist</a> <sup>4</sup>	X													
Water/Well & Sewer/Septic Availability Letter	X	X	X											
Kitsap County Public Works Building Site Application Approval <sup>4</sup>	X	X	X				X	X						
Kitsap Public Health District Approval <sup>4</sup>	X	X	X					X						
Stormwater Worksheet	X	X		X		X		X	X					
Drainage Report and <a href="#">Checklist</a> <sup>1,3</sup>	X	X		X	X			X						
SWPPP Narrative and <a href="#">Checklist</a> <sup>1</sup>	X	X		X	X	X								
<a href="#">Site Sediment Transport Potential Worksheet</a> <sup>1</sup>	X													
<a href="#">Drainage Plan</a> <sup>2,4</sup> and <a href="#">Site Plan Checklist</a> <sup>3</sup>	X	X	X	X	X	X	X	X	X	X	X	X	X	
SWPPP/TESC Drawing <sup>2</sup> and <a href="#">Checklist</a>	X	X	X	X	X	X	X	X	X	X	X	X	X	
Landscape Plans <sup>2</sup>	X	X				X		X						
Phasing Plans <sup>2, 4</sup>	X	X												
Sewer Plans <sup>2</sup>	X	X												
Waste Management Concurrency Letter <sup>4</sup>	X	X	X											

1. Choose Permit Type 														
2.Submit Required Items 	New, Replacement, or Addition to Building	Tenant Improvement	Tenant Change	Vault	Retaining/Walls/Bulkheads	Sign	Mechanical & Plumbing	Cell Towers	Damage	Comm - Demo	Reroofing and/or Residing	Foundation	Fence	Racking
Concurrency Test	X													
Postmaster Approval	X	X	X											
Traffic Impact Analysis (TIA) or Modified TIA <sup>4</sup>	X	X	X											
Prior Land Use Decision <sup>4</sup>	X	X	X											
<a href="#">Kitsap Forest Practice Application<sup>4</sup> (FPA)</a>	X	X												
Copy of the Recorded Plat <sup>4</sup>	X													
<a href="#">Department of Ecology Underground Injection Control (UIC) Approval<sup>4</sup></a>	X	X												
Geologic Assessment <sup>1,2,4</sup>	X	X		X	X	X		X						
Additional Technical Reports <sup>1,4</sup> (R/Y parcel supporting reports)	X	X		X	X	X		X						
<a href="#">Joint Aquatic Resources Permit Application (JARPA)<sup>4</sup></a>	X													
Replanting Plan <sup>4</sup>	X													
Floor Plan	X	X	X				X		X					X
Construction Plans	X	X		X	X	X		X	X	X	X	X	X	X
Engineered Plans & Calculations	X	X		X	X			X	X			X		X
Energy Code Compliance Forms	X	X							X					

1. Choose Permit Type 														
2. Submit Required Items 	New, Replacement, or Addition to Building	Tenant Improvement	Tenant Change	Vault	Retaining/Walls/Bulkheads	Sign	Mechanical & Plumbing	Cell Towers	Damage	Comm - Demo	Reroofing and/or Residing	Foundation	Fence	Racking
Parking Analysis Worksheet	X	X	X											
Concurrency Test Application	X	X												
Manufacturer Specifications				X			X		X					X
Suite Layout	X	X	X											
Fire Flow Letter	X	X												
Sign Type Detail Sheet						X								
Photo Simulation						X		X						
Disconnection letter from purveyor										X				

Items marked with an "X" must be submitted to be considered a complete application.

<sup>1</sup>Included in the Drainage Report when Engineering is Required

<sup>2</sup>Included in the Civil Plans when Engineering is Required

<sup>3</sup>Based on level of drainage review

<sup>4</sup>if applicable

[19.700.705 Special reports Title 19 Critical Areas](#)

[22.700.100 Special reports Title 22 Shorelines](#)

**Wetland Review:** Required if development is proposed within 300 feet of a mapped wetland or wetland indicator. [KCC 19.200 Wetlands](#)

[19.700.710 Wetland delineation report.](#)

[19.700.715 Wetland mitigation report.](#)

[22.700.105 Wetland delineation report.](#)

[22.700.110 Wetland mitigation plan/report.](#)

**Fish and Wildlife Habitat Review:** Required when the Department's maps, sources, or field investigation indicates that the site for a proposed regulated activity is located within a potential regulated fish or wildlife habitat area [KCC 19.300 Fish and Wildlife Habitat Conservation Areas](#)  
[19.700.720](#) [Habitat management plan \(HMP\).](#)  
[22.700.115](#) [Habitat management plan.](#)

**Geological Assessment or Geotechnical Report:**

[19.700.725](#) Required if the parcel is located within a Seismic/Landslide/Erosion Hazard Area, or when slopes are in excess of 15%. [KCC 19.400 Geologically Hazardous Areas.](#)

Additional Special Reports in SMP

[22.700.120](#) [Geotechnical report.](#)

[22.700.125](#) [Hydrogeological report.](#)

[22.700.130](#) [Cumulative impacts report is required for a CUP in the SMP/materials are changing, etc.](#)

[22.700.135](#) [Navigation study.](#)

[22.700.140](#) [Shoreline mitigation plan/Demonstrating No Net Loss](#)

[22.700.145](#) [Biological and habitat surveys.](#)

**Flood Habitat Assess & Mitigation Plan:** [15.13.010](#) -Protection standards for critical habitats for listed species. Flood study required when development is proposed within flood zones as identified on the FEMA maps. [KCC 15. Flood Hazard Areas\\*](#)

**Hydrogeological report:** [19.700.730](#) Required for listed land uses found in [KCC 19.600.620](#)



**Traffic Study:** A Traffic Impact Analysis (TIA) is specialized engineering study is required based on existing conditions of public road access caused by a new development, expansion of current development or changing land use that creates higher level of potential average daily or peak hour vehicle trips.

[Hydraulic Project Approval \(HPA\): Department of Fish and Wildlife \(WDFW\) May be required when discharges into waterbodies occur.](#)

# LAND DIVISIONS INTAKE CHECKLIST

Please name submittal documents as follows: "Document Type\_Last Edited Date\_Project Name"

1. Choose Permit Type →	Preliminary Short Plat (PSP)	Preliminary Large Lot (PLL)	Preliminary Plat (PP)	Major Amendment PP/SP/LL/PBD (After Prelim. App)	Minor Amendment PP/SP/LL/PBD (After Prelim. App)	Final Plat / Short Plat / Large Lot	Alteration to Final Plat / SP / LL /BSP (After Recorded)	Alteration to Final SP / LL /BSP (After Recording)	Land Segregation Vacation Type II (BSP/LL/SP)	Land Segregation Vacation Type III (PP)	Performance Based Development (PBD)	PBD Revision Major	PBD Revision Minor	Binding Site Plan (BSP)/ BSP Alteration
2. Submit Required Items ↓														
<a href="#">PREP Report</a>	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Authorization (if not owner)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<a href="#">Narrative/Project Details</a>	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<a href="#">SEPA Checklist<sup>2</sup></a>	X	X	X	X			X	X			X	X		
Review Criteria	<a href="#">16.48.020</a>	<a href="#">16.52.020</a>	<a href="#">16.40.030</a>	<a href="#">16.40.040 C.</a>	<a href="#">16.40.040 B.</a>	<a href="#">16.40.050</a>	<a href="#">16.60.020</a>	<a href="#">16.60.030</a>	<a href="#">16.60.40 B.</a>	<a href="#">16.60.40 A.</a>	<a href="#">17.450.050</a> <a href="#">17.450.060</a>	<a href="#">21.04.175</a>	<a href="#">21.04.175</a>	<a href="#">16.56.040</a>
Drainage Plans and Report <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>	X <sup>2</sup>	X <sup>2</sup>	X	X <sup>2</sup>	X <sup>2</sup>			X <sup>1</sup>	X <sup>2</sup>	X <sup>2</sup>	X
Phasing Plan			X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>		X <sup>2</sup>							X <sup>2</sup>
Survey Plat Map ( <a href="#">16.04</a> )	X	X	X	X	X	X	X	X	X	X	X	X		X <sup>1</sup>
Lot Closures				X <sup>2</sup>	X <sup>2</sup>	X	X	X			X	X		
Title Report	X	X	X	X <sup>2</sup>	X <sup>2</sup>	X	X	X						

1. Choose Permit Type 														
2. Submit Required Items 	Preliminary Short Plat (PSP)	Preliminary Large Lot (PLL)	Preliminary Plat (PP)	Major Amendment PP/SP/LL/PBD (After Prelim. App)	Minor Amendment PP/SP/LL/PBD (After Prelim. App)	Final Plat / Short Plat / Large Lot	Alteration to Final Plat / SP / LL /BSP (After Recorded)	Alteration to Final SP / LL /BSP (After Recording)	Land Segregation Vacation Type II (BSP/LL/SP)	Land Segregation Vacation Type III (PP)	Performance Based Development (PBD)	PBD Revision Major	PBD Revision Minor	Binding Site Plan (BSP)/ BSP Alteration
Landscape/Recreation Plan/Tree Retention	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>	X			X	X	X	X <sup>2</sup>	X <sup>2</sup>	X
Water/Sewer Avail. Letter (Binding/Non-binding)	N	N	N			B			X <sup>2</sup>	X <sup>2</sup>				B
Preliminary Health Application	X <sup>2</sup>		X	X <sup>2</sup>			X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>				X
<a href="#">Technical Reports<sup>4</sup></a> (R/Y parcel supporting reports)	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>								
<a href="#">Site Plan<sup>2</sup> 17.430.050</a>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X	X <sup>2</sup>	<a href="#">16.56.030</a>
Associated Land Use Decision				X	X	X	X	X	X	X	X	X		
Approved Survey plat/Site Plan from Associated Permit				X	X	X	X	X	X	X		X	X	X
<a href="#">Traffic Impact Analysis<sup>3</sup></a>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>
Postmaster approval (KCC)	X	X	X											
Open Space Calculations	X	X	X											
Parking Analysis	X	X	X											
Road Name Petition						X	X	X						



Items marked with an “X” must be submitted to be considered a complete application.

<sup>1</sup> 60%

<sup>2</sup> If applicable and/or survey plat is not required

<sup>3</sup> See Traffic Study below

<sup>4</sup> Note when more than one technical report is contained within an individual report file, you may use the [Technical Reports Locator](#) checklist to explain and assist staff with locating the technical content.

\*May be required during review

[19.700.705](#) [Special reports Title 19 Critical Areas](#)

[22.700.100](#) [Special reports Title 22 Shorelines](#)

**Wetland Review:** Required if development is proposed within 300 feet of a mapped wetland or wetland indicator.

[KCC 19.200 Wetlands](#)

[19.700.710](#) [Wetland delineation report.](#)

[19.700.715](#) [Wetland mitigation report.](#)

[22.700.105](#) [Wetland delineation report.](#)

[22.700.110](#) [Wetland mitigation plan/report.](#)

**Fish and Wildlife Habitat Review:** Required when the Department's maps, sources, or field investigation indicates that the site for a proposed regulated activity is located within a potential regulated fish or wildlife habitat area [KCC 19.300 Fish and Wildlife Habitat Conservation Areas](#)

[19.700.720](#) [Habitat management plan \(HMP\).](#)

[22.700.115](#) [Habitat management plan.](#)

**Geological Assessment or Geotechnical Report:**

[19.700.725](#) Required if the parcel is located within a Seismic/Landslide/Erosion Hazard Area, or when slopes are in excess of 15%.

[KCC 19.400 Geologically Hazardous Areas.](#)

[Additional Special Reports in SMP](#)

[22.700.120](#) [Geotechnical report.](#)

[22.700.125](#) [Hydrogeological report.](#)

[22.700.130](#) [Cumulative impacts report is required for a CUP in the SMP/materials are changing, etc.](#)

[22.700.135](#) [Navigation study.](#)

[22.700.140](#) [Shoreline mitigation plan/Demonstrating No Net Loss](#)

[22.700.145](#) [Biological and habitat surveys.](#)

**Flood Habitat Assess & Mitigation Plan:** [15.13.010](#) -Protection standards for critical habitats for listed species. Flood study required when development is proposed within flood zones as identified on the FEMA maps. [KCC 15. Flood Hazard Areas\\*](#)

**Hydrogeological report:** [19.700.730](#) Required for listed land uses found in [KCC 19.600.620](#)

**Traffic Study:** A Traffic Impact Analysis (TIA) is specialized engineering study is required based on existing conditions of public road access caused by a new development, expansion of current development or changing land use that creates higher level of potential average daily or peak hour vehicle trips. Required at intake if exceeding 500 ADT/Peak Hour Trips or for other known applicability.



**Parking Analysis:** Per [17.490.020](#) "tgs wktgu" proposals to demonstrate no. of spaces required & no. of spaces provided for all existing and proposed Land Use per [17.490.030](#).

**Hydraulic Project Approval (HPA):** [Department of Fish and Wildlife \(WDFW\) May be required when discharges into waterbodies occur.](#)

# LAND USE APPLICATION INTAKE CHECKLIST

[Kitsap County Code 17.430.050 Minimum Application Requirements](#): Additional materials may be required by the department as it determines necessary for review of the application, regardless of whether a waiver has been granted.

Please name submittal documents as follows: "Document Type\_Last Edited Date\_Project Name"

1. Choose Permit Type 												
2.Submit Required Items 	Conditional Use (CUP)	CUP Minor Revision	CUP Major Revision	CUP-Accessory Dwelling Unit (CUP-ADU)	Administrative Conditional Use (ACUP)	ACUP Minor Amendment	ACUP Major Amendment	ACUP-ADU	ACUP-AG	Zoning Variance (Admin) (10% or less)	Zoning Variance Type II (D) (>10% to 25%)	Zoning Variance -Type III (HE) (more than 25%)
<a href="#">PREP Report</a>	X	X	X	X	X	X	X	X	X	X	X	X
Authorization (if not owner)	X	X	X	X	X	X	X	X	X	X	X	X
<a href="#">Narrative/Project Details</a>	X	X	X	X	X	X	X	X	X	X	X	X
Review Criteria	<a href="#">17.550.030 A.</a>	<a href="#">21.04.175C.</a>	<a href="#">21.04.175C.</a>	<a href="#">17.415.015 B.</a>	<a href="#">17.540.020</a>	<a href="#">21.04.265</a>	<a href="#">21.04.265</a>	<a href="#">17.415</a>	<a href="#">KCC17.455</a>	<a href="#">17.560.010</a>	<a href="#">17.560.010</a>	<a href="#">17.560.010</a>
<a href="#">Site Plan</a>	X	X	X	X	X	X	X	X	X	X	X	X
<a href="#">Design Standards (60%) 17.420.030</a>	X	X	X		X	X	X		X		X	X
<a href="#">Landscape Plan (60%)</a>	X	X <sup>2</sup>	X	X <sup>2</sup>								
Preliminary Drainage Plans and Report (60%)	X	X	X	X	X	X	X	X	X			

Water & Sewer letter availability (non-binding)	X	X <sup>2</sup>	X	X	X	X <sup>2</sup>	X	X	X	X	X	X
Fire Flow Availability	X			X	X			X	X			
Preliminary Health Application	X	X	X	X	X	X	X	X	X	X	X	X
<a href="#">SEPA Checklist</a>	X	X	X	X	X	X	X	X	X			X
<a href="#">Parking Analysis 17.490.030</a>	X	X	X	X <sup>1</sup>	X	X	X	X <sup>1</sup>	X <sup>1</sup>		X <sup>1</sup>	X
Associated Land Use Decision	X <sup>2</sup>	X	X			X	X		X			X <sup>2</sup>
Approved Survey/Site Plan from Associated Permit		X	X			X	X					
Elevation Plans/Photos	X	X	X	X	X	X	X	X				X <sup>2</sup>
Floor Plans (ADUs to Include Primary Residence)	X			X	X			X	X <sup>2</sup>			
<a href="#">Technical Reports</a> <sup>4</sup> (Below)	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>

Items marked with an "X" must be submitted to be considered a complete application.

<sup>1</sup> Demonstrate on Site/Floor Plan

<sup>2</sup> If applicable

<sup>3</sup> Generates w/HPA application process w/WDFW

<sup>4</sup> Note when more than one technical report is contained within an individual report file, you may use the [Technical Reports Locator](#) checklist to explain and assist staff with locating the technical content.

\*May be required during review

[19.700.705 Special reports Title 19 Critical Areas](#)

[22.700.100 Special reports Title 22 Shorelines](#)

**Wetland Review:** Required if development is proposed within 300 feet of a mapped wetland or wetland indicator. [KCC 19.200 Wetlands](#)

[19.700.710 Wetland delineation report.](#)

[19.700.715 Wetland mitigation report.](#)

[22.700.105 Wetland delineation report.](#)

[22.700.110 Wetland mitigation plan/report.](#)

**Fish and Wildlife Habitat Review:** Required when the Department's maps, sources, or field investigation indicates that the site for a proposed regulated activity is located within a potential regulated fish or wildlife habitat area [KCC 19.300 Fish and Wildlife Habitat Conservation Areas](#)

[19.700.720](#) [Habitat management plan \(HMP\).](#)

[22.700.115](#) [Habitat management plan.](#)

**Geological Assessment or Geotechnical Report:**

[19.700.725](#) Required if the parcel is located within a Seismic/Landslide/Erosion Hazard Area, or when slopes are in excess of 15%.

[KCC 19.400 Geologically Hazardous Areas.](#)

**Additional Special Reports in SMP**

[22.700.120](#) [Geotechnical report.](#)

[22.700.125](#) [Hydrogeological report.](#)

[22.700.130](#) [Cumulative impacts report is required for a CUP in the SMP/materials are changing, etc.](#)

[22.700.135](#) [Navigation study.](#)

[22.700.140](#) [Shoreline mitigation plan/Demonstrating No Net Loss](#)

[22.700.145](#) [Biological and habitat surveys.](#)

**Flood Habitat Assess & Mitigation Plan:** [15.13.010](#) -Protection standards for critical habitats for listed species. Flood study required when development is proposed within flood zones as identified on the FEMA maps. [KCC 15. Flood Hazard Areas\\*](#)

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**Traffic Study:** A Traffic Impact Analysis (TIA) is a specialized engineering study, required based on existing conditions of public road access caused by a new development, expansion of current development or changing land use that creates higher level of potential average daily or peak hour vehicle trips. Required at intake if exceeding 500 ADT/Peak Hour Trips or for other known applicability.



**Parking Analysis:** 17.490.020 requires proposals to demonstrate no. of spaces required & no. of spaces provided for all existing and proposed Land Use per [17.490.030.](#)

**Hydraulic Project Approval (HPA):** [Department of Fish and Wildlife \(WDFW\) May be required when discharges into waterbodies occur.](#)

# MISCELLANEOUS LAND USE INTAKE CHECKLIST

[Chapter 17.430 LAND USE REVIEW](#) Additional materials may be required by the department as it determines necessary for review of the application, regardless of whether a waiver has been granted.

Please name submittal documents as follows: "Document Type\_Last Edited Date\_Project Name"

1. Choose Permit Type 													
2. Submit Required Items 	Directors Interpretation (Formal)	Legal Lot Determination	Home Business (Minor/Moderate)	Development Agreement	Rezoning Request	Transfer Development Rights (TDR)	Hourly Zoning Letter	Administrative Appeal	LOE Wireless Facility	ACUP Wireless Facility	CUP Wireless Facility	CUP – <a href="#">High Risk Secured Facility</a>	Site Evaluation <a href="#">18.16.080 C.</a>
<a href="#">PREP Report</a>	X	X	X	X	X	X	X	X	X	X	X	X	X
Authorization (if not owner)			X	X	X	X			X	X	X	X	X
<a href="#">Project Narrative/Detail of Request</a>	X	X	X	<a href="#">X<sup>3</sup></a>	X	X	X	X	X	X	X	X	X
<a href="#">SEPA Checklist</a>			X		X	X				X	X	X	
Site Plan or Survey	X	X	X		X	X			X	X	X	X	X
Decision Criteria & Required Details	<a href="#">21.04.040</a>	<a href="#">16.62</a> <a href="#">16.04.160</a>	<a href="#">17.415.275</a>	<a href="#">21.04.220</a>	<a href="#">21.04.230</a>	<a href="#">17.580</a>	Request Letter	<a href="#">21.04.290</a>	<a href="#">17.530.030 C.</a>	<a href="#">17.530.030 D.</a>	<a href="#">17.530.030 E.</a>	<a href="#">17.415.270</a> <a href="#">17.110.335</a>	<a href="#">19.100.130 B.</a>
Additional Requirements <sup>3</sup>				<a href="#">X<sup>3</sup></a>		<a href="#">X<sup>3</sup></a>			<a href="#">X<sup>3</sup></a>	<a href="#">X<sup>3</sup></a>	<a href="#">X<sup>3</sup></a>		
Preliminary Health Application			X						X	X	X	X	

Water/Sewer Availability Letter			X <sup>2</sup>									X	
<a href="#">Parking Analysis 17.490.030</a>			X						X	X	X	X	
Title Report & Legal Description						X							
Landscape Plan/Replanting Plan <sup>2</sup>									X	X	X	X	X <sup>2</sup>
Stormwater Drainage Documents			X							X	X	X	
Associated Land Use Desision <sup>2</sup>													
Approved Survey/Site Plan from Associated Permit				X					X				
Geotech Assessment/Report <sup>2</sup>									X		X	X	X
Arborist Risk Report <sup>2</sup>													X <sup>2</sup>
Photos													X
Engineered Calcs/Construction Plans									X	X	X		
Floor Plans (Label Use of Spaces/Elevation			X									X	

Items marked with an “X” must be submitted to be considered a complete application.

<sup>1</sup> Demonstrate on Site Plan

<sup>2</sup> If applicable

<sup>3</sup> Click (X<sup>3</sup>) in applicable column for additional requirements or template

\*May be required during review

[19.700.705 Special reports Title 19 Critical Areas](#)

[22.700.100 Special reports Title 22 Shorelines](#)

**Wetland Review:** Required if development is proposed within 300 feet of a mapped wetland or wetland indicator. [KCC 19.200 Wetlands](#)

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[19.700.720](#) [Habitat management plan \(HMP\).](#)

[22.700.115](#) [Habitat management plan.](#)

**Geological Assessment or Geotechnical Report:**

[19.700.725](#) Required if the parcel is located within a Seismic/Landslide/Erosion Hazard Area, or when slopes are in excess of 15%.

[KCC 19.400 Geologically Hazardous Areas.](#)

**Additional Special Reports in SMP**

[22.700.120](#) [Geotechnical report.](#)

[22.700.125](#) [Hydrogeological report.](#)

[22.700.130](#) [Cumulative impacts report is required for a CUP in the SMP/materials are changing, etc.](#)

[22.700.135](#) [Navigation study.](#)

[22.700.140](#) [Shoreline mitigation plan/Demonstrating No Net Loss](#)

[22.700.145](#) [Biological and habitat surveys.](#)

**Flood Habitat Assess & Mitigation Plan:** [15.13.010](#) -Protection standards for critical habitats for listed species. Flood study required when development is proposed within flood zones as identified on the FEMA maps. [KCC 15. Flood Hazard Areas\\*](#)

**Hydrogeological report:** [19.700.730](#) Required for listed land uses found in [KCC 19.600.620](#)



**Parking Analysis:** Per 17.490.020 requires proposals to demonstrate no. of spaces required & no. of spaces provided for all existing and proposed Land Use per [17.490.030](#).

**Hydraulic Project Approval (HPA): Department of Fish and Wildlife (WDFW) May be required when discharges into waterbodies occur.**



# RESIDENTIAL INTAKE CHECKLIST

Please name submittal documents as follows: "Document Type\_Last Edited Date\_Project Name"



1. Choose Permit Type 									
2. Submit Required Items 	New, or Replacement Single Family Residence	New Manufactured Home	Addition	Interior Remodel	Detached Garage/Accessory Structure	Retaining Wall	Covered Deck or Porch	Accessory Dwelling Unit	Guest House
<a href="#">PREP Report</a>	X	X	X		X	X	X	X	X
<a href="#">Property Owner Authorization</a> (if not owner)	X	X	X	X	X	X	X	X	X
Site Plan	X	X	X	X	X	X	X	X	X
Water/Well & Sewer/Septic Availability Letter	X	X	X						
Kitsap County Public Health Approval	X	X	X	X <sup>1</sup>	X	X	X	X	X
Stormwater Worksheet	X	X	X		X	X	X	X	X
SWPPP Narrative and Checklist <sup>1</sup>	X	X		X	X	X			
Floor Plan	X	X	X	X	X			X	X
Construction Plans	X	X	X	X	X	X	X	X	X
Engineered Plans & Calculations	X		X		X			X	X
Energy Code Compliance Forms	X			X <sup>1</sup>	X		X	X	X



Items marked with an "X" must be submitted to be considered a complete application.

<sup>1</sup> if applicable

# SITE DEVELOPMENT ACTIVITY PERMIT (SDAP) INTAKE CHECKLIST

Please name submittal documents as follows: "Document Type\_Last Edited Date\_Project Name"

1. Choose Permit Type 	Single Family Residence	Commercial	Grading 1	Grading 2	Grading 3	Large Subdivision	Large Lot	Short Subdivision	Other	Right-of-Way Use	Addendum
2. Submit Required Items 											
<a href="#">PREP Report</a>	X	X	X	X	X	X	X	X	X	X	
Approved Associated Land Use Permit NOD (Notice of Decision) <sub>4</sub>	X	X	X	X	X	X	X	X	X	X	X
<a href="#">Property Owner Authorization</a> (if not owner)	X	X	X	X	X	X	X	X	X	X	X
<a href="#">Project Narrative</a> and <a href="#">Checklist</a>	X	X	X	X	X	X	X	X	X	X	X
<a href="#">SEPA Checklist</a>		X	X	X	X	X	X	X	X	X	X
Water/Well & Sewer/Septic Availability Letter	X	X				X	X	X			
<a href="#">Stormwater Worksheet</a>	X	X	X	X	X		X	X			
Drainage Report and <a href="#">Checklist</a> <sub>1,3</sub>	X	X	X	X	X	X	X	X	X	X	X
SWPPP/TESC Drawing <sub>2</sub> and <a href="#">Checklist</a>	X	X	X	X	X	X	X	X	X	X	X
SWPPP Narrative and <a href="#">Checklist</a> <sub>1</sub>	X	X	X	X	X	X	X	X	X	X	X
<a href="#">Site Sediment Transport Potential Worksheet</a> <sub>1</sub>	X	X	X	X	X	X	X	X	X	X	X
<a href="#">Drainage Plan</a> <sub>2</sub> and <a href="#">Site Plan Checklist</a> <sub>3</sub>	X	X	X	X	X	X	X	X	X	X	X
Landscape Plans <sub>2</sub>		X				X	X	X	X	X	X
Phasing Plans <sub>2, 4</sub>		X				X					

1. Choose Permit Type  2. Submit Required Items 	Single Family Residence	Commercial	Grading 1	Grading 2	Grading 3	Large Subdivision	Large Lot	Short Subdivision	Other	Right-of- Way Use	Addendum
Sewer Plans <sub>2</sub>	X	X				X	X	X	X	X	X
Waste Management Concurrency Letter <sub>4</sub>		*				*	*	*			
Concurrency Test	X	X				X	X	X			X
<a href="#">Postmaster Approval</a>						X	X	X			
Traffic Impact Analysis (TIA) or Modified TIA <sub>4</sub>		X				X					
Road Naming Petition						X		X			
Driveway Exhibits						X		X			
<a href="#">Kitsap Forest Practice Application<sub>4</sub> (FPA)</a>	X	X	X	X	X	X	X	X	X	X	X
Copy of the Recorded Plat, Boundary Line Adjustment, or other recording documents verifying legality of the parcel <sub>4</sub>	X	X	X	X	X				X	X	X
<a href="#">Department of Ecology Underground Injection Control (UIC) Approval<sub>4</sub></a>	*	*	*	*	*	*	*	*	*	*	*
<a href="#">Geologic Assessment<sub>4</sub></a>	X	X	X	X	X	X	X	X	X	X	X
<a href="#">Joint Aquatic Resources Permit Application (JARPA)<sub>4</sub></a>	X	X	X	X	X	X	X	X	X	X	X
<a href="#">Engineer's Affidavit<sub>4</sub></a>	X	X	X	X	X	X	X	X	X	X	X
Replanting Plan <sub>4</sub>			X	X	X						
Binding Fireflow Availability Letter <sub>4</sub>	X	X				X	X	X			
<a href="#">Parking Analysis 17.490.030</a>											

Items marked with an “X” must be submitted to be considered a complete application.

<sup>1</sup>Included in the Drainage Report when Engineering is Required

<sup>2</sup>Included in the Civil Plans when Engineering is Required

<sup>3</sup>Based on level of drainage review

<sup>4</sup>if applicable

\*May be required during review

For sites with Critical Aquifer Recharge Area and proposing uses in [19.600.620](#)

	Single Family Residence	Commercial	Grading 1	Grading 2	Grading 3	Large Subdivision	Large Lot	Short Subdivision	Other	Right-of-Way Use	Addendum
Hydrogeologic Report (CARA)		X	X	X	X						

For sites with wetlands and/or streams the following may be required:

	Single Family Residence	Commercial	Grading 1	Grading 2	Grading 3	Large Subdivision	Large Lot	Short Subdivision	Other	Right-of-Way Use	Addendum
Wetland Delineation Report	X	X	X	X	X	X	X	X	X	X	X
Wetland Mitigation Report	X	X	X	X	X	X	X	X	X	X	X
Habitat Management Plan	X	X	X	X	X	X	X	X	X	X	X
No Net Loss Report	X	X	X	X	X	X	X	X	X	X	X
FEMA Review	X	X	X	X	X	X	X	X	X	X	X

For sites with shoreline, the following submittal items may be required:

	Single Family Residence	Commercial	Grading 1	Grading 2	Grading 3	Large Subdivision	Large Lot	Short Subdivision	Other	Right-of-Way Use	Addendum
Wetland Delineation Report	X	X	X	X	X	X	X	X	X	X	X
Wetland Mitigation Report	X	X	X	X	X	X	X	X	X	X	X
Habitat Management Plan	X	X	X	X	X	X	X	X	X	X	X
No Net Loss Report	X	X	X	X	X	X	X	X	X	X	X
Cumulative Impacts Report	X	X	X	X	X	X	X	X	X	X	X
Shoreline Mitigation Plan	X	X	X	X	X	X	X	X	X	X	X
Biological/Habitat Survey	X	X	X	X	X	X	X	X	X	X	X
FEMA Review & Floodplain Certification	X	X	X	X	X	X	X	X	X	X	X

# SHORELINE & CRITICAL AREA INTAKE CHECKLIST

[Chapter 17.430 LAND USE REVIEW](#) Additional materials may be required by the department as it determines necessary for review of the application, regardless of whether a waiver has been granted.

[SMP 22.500.105 C. Minimum Application Requirements](#)

[CAO 19.100.155 General Application Requirements](#)

Please name submittal documents as follows: "Document Type\_Last Edited Date\_Project Name"

1.Choose Permit Type ➡	Shoreline Exemption/ <a href="#">Mooring Buoy</a>	Shoreline Substantial Development	Shoreline Revision	Shoreline Administrative CUP	Shoreline Conditional Use	Shoreline Standard Buffer Reduction (No separate LU if reviewed w/building.-Type I)	Shoreline Variance (if Admin SVAR is NA)	Shoreline Administrative Variance <sup>1</sup>	Conditional Waiver View Blockage	Flood Hazard Area	Critical Area Variance (Type III)	Critical Area Buffer Reduction (Type I or II) Wetlands 19.200.220 B2c/Streams 19.300	Reasonable Use <a href="#">19.150.515</a>	Monitoring Permit	Open Space / Open Space City	Timber Harvest/CoHP
2. Submit Required Items ⬇																
<a href="#">Pre-Application Meeting or Staff Consult<sup>2</sup> 22.500.105.B.</a>	X <sup>2</sup>	X <sup>2</sup>		X <sup>2</sup>	X <sup>2</sup>		X <sup>2</sup>	X <sup>2</sup>								
<a href="#">PREP Report</a>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Authorization (if not owner)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<a href="#">Narrative/Project Details</a>	X	X	X	X	X	X	X	X	X	X	X	X	<a href="#">X</a>	X	X	X
Site Plan <a href="#">22.500.105 C.11</a> <a href="#">19.100.155 G.</a>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

1.Choose Permit Type ➡	Shoreline Exemption/Mooring Buoy	Shoreline Substantial Development	Shoreline Revision	Shoreline Administrative CUP	Shoreline Conditional Use	Shoreline Standard Buffer Reduction (Type I -No separate app)	Shoreline Variance (if Admin SVAR is NA)	Shoreline Administrative Variance <sup>1</sup>	Conditional Waiver View Blockage	Flood Hazard Area	Critical Area Variance (Type III)	Critical Area Buffer Reduction (Type I or II) Wetlands 19.200.220 B2c/Streams	Reasonable Use <a href="#">19.150.515</a>	Monitoring Permit	Open Space / Open Space City	Timber Harvest/CoHP
2. Submit Required Items ➡	<a href="#">22.500.100 C.</a>	<a href="#">22.500.100 B.</a>	<a href="#">22.500.100 G.3</a>	<a href="#">22.500.100 D.</a>	<a href="#">22.500.100 D.</a>	<a href="#">22.400.120 B.2. &amp; B.3.</a>	<a href="#">22.500.100 E.4.</a>	<a href="#">22.500.100 E.4.</a>	<a href="#">22.400.135 D.</a>	<a href="#">15.20.020</a> <a href="#">15.20.030</a>	<a href="#">19.100.135 A.</a>	<a href="#">19.200.220B.2.</a> <a href="#">19.300.315 A.3.</a>	<a href="#">19.100.140</a>	<a href="#">DCD Initiates</a>	<a href="#">18.12.010</a>	<a href="#">Chapter 18.16</a>
<a href="#">SEPA Checklist</a>	X	X	X	X	X	X	X	X	X		X	X	X			X <sup>2</sup>
<a href="#">JARPA<sup>3</sup></a>	X	X	X	X	X	X	X	X		X						
Parking Analysis <a href="#">17.490</a>		X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>											
Preliminary Health Application*	*	*	*	*	*	*	*	*	*	*	*	*	*			*
Stormwater Worksheet & Drainage Documentation*											*					
Neighbors Contact Info. & Proof of Noticing									X							
<a href="#">Shoreline Mitigation Plan</a>				X	X	X	X	X								
<a href="#">Cumulative Impacts Report</a>				X	X		X	X								
Critical Areas Report*	*	*	*	*	*	*	*	*	*	*	X	X	X	*	*	*

1.Choose Permit Type →	Shoreline Exemption/Mooring Buoy	Shoreline Substantial Development	Shoreline Revision	Shoreline Administrative CUP	Shoreline Conditional Use	Shoreline Standard Buffer Reduction (Type I -No separate app)	Shoreline Variance (if Admin SVAR is NA)	Shoreline Administrative Variance <sup>1</sup>	Conditional Waiver View Blockage	Flood Hazard Area	Critical Area Variance (Type III)	Critical Area Buffer Reduction (Type I or II) Wetlands 19.200.220 B2c/Streams 19.300	Reasonable Use <a href="#">19.150.515</a>	Monitoring Permit	Open Space / Open Space City	Timber Harvest/CoHP
2. Submit Required Items ↓																
<a href="#">Technical Reports</a> <sup>4</sup>	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
<a href="#">Forest Practice Application (FPARS)</a>		*			*											X
Photos	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X
<a href="#">Hydraulic Project Approval (HPA)</a>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>
Replanting Plan	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>
Recreation Plan*		*	*		*											

Items marked with an "X" must be submitted to be considered a complete application.

<sup>1</sup> If 25% or less reduction within Reduced Standard Buffer, or if designation is Shoreline Residential

<sup>2</sup> If applicable

<sup>3</sup> Generates w/HPA application process w/WDFW

<sup>4</sup> Note when more than one technical report is contained within an individual report file, you may use the [Technical Reports Locator](#) checklist to explain and assist staff with locating the technical content.

\*May be required during review

[19.700.705 Special reports Title 19 Critical Areas](#)

[22.700.100 Special reports Title 22 Shorelines](#)



**Wetland Review:** Required if development is proposed within 300 feet of a mapped wetland or wetland indicator. [KCC 19.200 Wetlands](#)

[19.700.710](#) Wetland delineation report.

[19.700.715](#) Wetland mitigation report.

[22.700.105](#) Wetland delineation report.

[22.700.110](#) Wetland mitigation plan/report.

**Fish and Wildlife Habitat Review:** Required when the Department's maps, sources, or field investigation indicates that the site for a proposed regulated activity is located within a potential regulated fish or wildlife habitat area [KCC 19.300 Fish and Wildlife Habitat Conservation Areas](#)

[19.700.720](#) Habitat management plan (HMP).

[22.700.115](#) Habitat management plan.

**Geological Hazard Area Review:** A geologic assessment or report is required if parcel is located within a Seismic/Landslide/Erosion Hazard Area, or if slopes are in excess of 15%. [KCC19.400 Geologically Hazardous Areas](#).

[19.700.725](#) Geological assessments

[22.700.120](#) Geotechnical report.

#### Additional Special Reports in SMP

[22.700.125](#) Hydrogeological report.

[22.700.130](#) Cumulative impacts report

[22.700.135](#) Navigation study.

[22.700.140](#) Shoreline mitigation plan/Demonstrating No Net Loss

[22.700.145](#) Biological and habitat surveys.

**Flood Habitat Assess & Mitigation Plan:** [15.13.010](#) -Protection stands for critical habitats for listed species. Flood study required if development is proposed within flood zones identified on FEMA maps. [KCC15. Flood Hazard Areas\\*](#)

**Hydrogeological report:** [19.700.730](#) Required for listed land uses found in [KCC 19.600.620](#)

**Parking Analysis:** Per 17.490.020 requires proposals to demonstrate no. of spaces required & no. of spaces provided for all existing and proposed Land Use per [17.490.030](#).

**Traffic Study:** A Traffic Impact Analysis (TIA) is a specialized engineering study required, based on existing conditions of public road access caused by a new development, expansion of current development or changing land use that creates higher level of potential average daily or peak hour vehicle trips. Required at intake if exceeding 500 ADT/Peak Hour Trips or for other known applicability.

**Hydraulic Project Approval (HPA):** [Department of Fish and Wildlife](#) (WDFW) May be required when discharges into waterbodies occur.

## SITE PLAN

A Site Plan is a scaled drawing of your proposed building project and specific site features and lot lines. Building Site Plans illustrate your proposed project and features specific to your property. Site Plans require DCD review and approval prior to a project's start.

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 help identify needs for professional services or additional permits and can impact your project's review and permit processing timeline.

### Who Can Design a Site Plan?

Anyone can prepare a Site Plan, however, some projects and properties may require professional assistance, depending upon project scope and parcel specifics.

The following content will provide Site Plan requirements so you may determine if you'll need to seek professional help or if you'll be drawing your Site Plan yourself.

## SITE PLAN SUBMITTAL STANDARDS

- ☐ Site Plans shall be uploaded in PDF format.
- ☐ Site Plan page size shall be no smaller than 8 ½" x 11". Preferred is 11"x17".
- ☐ Site Plan shall be drawn and sent to scale. Accepted scale standards:
  - 1"=20' or 1"-30' for parcels < 1 acre
  - 1"-40', 50', 60' for parcels 1-2.5 acres
  - 1"-100' with inset plan of structures for parcels 2.5 acres +, irregularly shaped parcels, or site plan overviews
- ☐ One Site Plan document upload to show all required detail.

## SITE PLAN REQUIREMENTS CHECKLIST

### General Information, All Site Plans

Included?	Item / Detail
	Tax/Parcel Number and/or property address
	Name, date, and contact information of the Site Plan designer/preparer
	Scale clearly listed and maintained (see scale standards above)
	North Arrow
	Property lines and dimensions

	Dimensions, locations, <i>and</i> use of ALL existing AND proposed structures and driveways (Example: Existing Shed, Proposed Residence, Existing Gravel Driveway)
	Clearly label land disturbing activity (“clearing limits”) or write “NO CLEARING” directly on the Site Plan.
	Easements and abutting roads on or adjacent to the subject parcel, showing road names, edge of existing pavement or gravel, and any ditches or stormwater pipes.
	Property elevations – Contours at 5-foot intervals
	Building setbacks and dimensions, using a dashed line around the entire property
	If applicable, dimensions and locations of mechanical equipment that is not considered a structure, such as propane tanks, generators, etc.
	If applicable, symbol legend – If space limits readability of labels, please include a key or legend to aid intake screening and review
<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’ No Build Zone, if applicable
<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, if applicable</b>	
	Wetlands boundaries and the proposed buffers/setbacks per <a href="#">KCC 19.200.220</a>
	Habitat Conservation Area (including streams) and the proposed buffers/setbacks per <a href="#">KCC 19.300.315</a>
	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 <a href="#">KCC 19.400.435</a>
	Flood Hazard Area Boundary – Reference maps available through <a href="#">Kitsap County Parcel Search</a> or <a href="#">FEMA</a>
	Critical Aquifer Recharge Area Boundary – Reference maps available through <a href="#">Kitsap County Parcel Search</a>
	Locations of existing open spaces and perimeter buffers, as required by any previous land use actions, as applicable

Shoreline, if applicable	
	Location of shoreline and the ordinary high water mark (OHWM), as defined by <a href="#">KCC 22.150.465</a>
	Proposed setback (distance) from the OHWM
	Location of standard buffer measured from OHWM, per <a href="#">KCC 22.400.120.B.1</a>
	Location of reduced standard buffer per <a href="#">KCC 22.400.120.B.2</a> measured from OHWM (only required if any development activity takes place <b>below</b> the standard buffer)
	Shoreline structure setback (distance) line and view line, as defined in <a href="#">KCC 22.400.135</a>
	Locations of existing structures on adjacent (neighboring) shoreline properties

## SITE PLAN FAQs

### Q: What is a Building Site Plan?

A: A Site Plan is a scaled drawing showing what your building project will look like on your land. It shows where structures are and will be placed, how the land features will be in relation to structures, and it must follow certain requirements. Before starting your project, the Site Plan must be reviewed and approved.

### Q: Who can prepare a Site Plan?

A: DCD does not limit who may prepare a Site Plan. Site Plan requirements are the same whether being prepared by a property owner or professional designer. Depending on parcel and project complexity you *may* need to seek professional assistance to develop your Site Plan.

### Q: Do I need professional software to prepare my Site Plan?

A: Professional design software may be helpful but DCD does not limit Site Plans to professional designed versions. Hand drawn Site Plans are acceptable but *must* still contain each of the required Site Plan elements, regardless of design method.

### Q: What information do I need to access to prepare a Site Plan?

A: Helpful resources include:

- [PREP Report Tool](#) and [Kitsap County Parcel Search](#)
- [Staff Appointments](#) are available to schedule to assist
- [Kitsap Public Health District](#) for septic related design questions
- Stormwater Specific Site Plan Requirements can be found in [2021 Kitsap County Stormwater Design Manual](#) and by visiting [My Stormwater Plans](#)

**Q: What needs to show on my Site Plan?**

A: Check out the Site Plan [Checklist](#), above, for a complete list of Site Plan requirements.

**Q: Can I use my septic design as my Site Plan?**

A: You *may* use a septic design as your Site Plan only *if* it contains each of the required Site Plan elements for your current project development.

**Q: Are my Site Plan and SWPPP the same thing?**

A: Your SWPPP *may* be utilized as your Site Plan for submittal purposes *if* it contains each of the required Site Plan elements for your current project. Your SWPPP will also include additional information, following [Stormwater Design Manual](#).

## CREATING A SITE PLAN

Missing or incomplete Site Plan detail is one of the most common reasons for returned submissions during intake and the review process. Here are a few tips to help as you create and submit your Site Plan.

- Carefully review the [Site Plan](#) information provided
- Review our [Site Plan FAQs](#)
- Carefully read and follow the instructions provided in the [Permit Application Portal](#) when completing your application

**Helpful Tools & Resources:**

- Graph Paper (maximum size 11"x17")
- Pencil, Pen, Eraser
- An engineer's scale
- [Parcel Search Map](#)
- [PREP Map Tool](#)

# SITE PLAN EXAMPLE

