



Community  
Development

# PREP 2x6 FAQs

The Department will utilize a phased approach to roll-out the new PREP 2x6 Review Process. This FAQ will provide information and resources related to this initial Phase.

## Q: WHAT IS PREP?

Permit Review Efficiency Plan (PREP) will improve the permitting process, making it smoother and easier. These changes will mainly affect Land Use Permits, which will follow a new 2x6 Review Process. Learn more about PREP here: [Permit Review Process Improvement](#)

## Q: WHAT IS 2X6?

The 2x6 review process is used for select Land Use and Site Development permits. It includes two review cycles, each lasting six weeks.

## Q: WHAT PERMITS USE A 2X6 REVIEW?

During Phase 1 of PREP 2x6 roll-out the Department implemented the updated review process for [Type 2 SDAPs](#). During Phase 2, certain Plat permits will be added to this process. Those that have preceding Land Use actions will be exempt from noting requirements per [KCC 21.04.210.E](#).

## Q: HOW DO I KNOW IF I HAVE A 2x6 ELIGIBLE PERMIT?

Visit our [Permit Application Portal](#) and begin a submission. The portal will guide you to the right permit type. If you're still unsure what type of permit you need, you can [Contact Us](#)

## Q: WHAT IS THE PREP REPORT TOOL?

The [PREP Report Tool](#), with the PREP Map, helps users find and research land in Kitsap County. It shows if a parcel has critical areas or environmental features using GIS data. The tool labels parcels as [Red, Yellow, or Green](#). This helps users know if they need extra reports, like Wetland, Geological, or Stream Reports, to develop the land. The PREP Report Tool can be helpful when:

- Submitting a Land Use Permit under the 2x6 Review Process
- Researching property for purchase or development and begin illustrating a draft of your project using Draw and Measure Tools
- For feasibility of development or purchase
- Indication of critical areas or environmental features that may require additional professional reports

Revised Date: 6/2/2025

<http://kcowa.us/dcd>

360.337.5777

## Q: I'M APPLYING FOR A 2x6 ELIGIBLE PERMIT, WHERE DO I START?

- Use the [PREP Report Tool](#) to check your property's [Red, Yellow, or Green status](#). This will tell you if you may need additional professional reports based on your property's unique features.
- Begin your application and, when ready, request an Intake Screening Meeting with the 2x6 Coordinator via the [Permit Application Portal](#).

## Q: WHAT IS AN INTAKE SCREENING DATE AND HOW DO I SCHEDULE AND PREPARE FOR IT?

The Intake Screening Date is a required appointment that must be scheduled before submitting a 2x6-eligible permit application. During this screening, the 2x6 Coordinator and review team will:

- Review your proposed project and parcel
- Assess your uploaded Submittal Documents in the Permit Application Portal
- Confirm required reports or waivers for environmental features on your property

You will schedule your Intake Screening Date through the [Permit Application Portal](#) while completing your application.

Set yourself up for success before your Intake Screening Date by considering the following:

- **OPTIONAL:** Schedule a [PREP Report Review Meeting](#) with a Land Use/Environmental Planner before your 2x6 Intake Screening (highly encouraged if your parcel is Red or Yellow).
- **Check your email from the 2x6 Coordinator** (cschlatter@kitsap.gov) for your permit application and payment deadlines—missing these may result in rescheduling. This email will also provide dates for debrief meetings with staff, which will occur after each review cycle.
- **Follow the [Submittal Success Guide](#)** to prepare your submittal items and minimize returns, running the risk of missing a deadline.

## Q: WHAT HAPPENS IF I MISS THE DATES OUTLINED IN MY SCREENING INTAKE EMAIL?

Your Intake Screening Date will no longer be valid and you will need to request a new Intake Screening Date when you're ready to proceed.

## Q: WHAT HAPPENS IF I ALREADY HAVE A PERMIT SUBMITTED?

2x6 Review will be implemented on eligible permits starting with applications submitted on or after March 31, 2025. All existing eligible permits submitted prior to this date will be reviewed using standard review processes on initial submittals. Any re-submittals that fall on or after March 31 will run through the existing review process.

**Q: WHAT IF IT IS NOT APPROVED ON 2<sup>ND</sup> CYCLE? WILL THERE BE A 3<sup>RD</sup> CYCLE?**

With timelines established under Senate Bill 5290, staff will review your permit application at the end of the second review cycle to see if it qualifies to proceed into a third cycle of review. If another round of review is needed, the third cycle will only cover minor edits — no significant changes.

By the end of the third cycle, your permit will be approved, denied, or marked as expired.

Suppose you don't submit all required documents or responses after the second cycle within the 90-day deadline. In that case, your permit will be considered inactive and expire under [KCC Section 21.04.200.F](#).

If you submit new information that significantly changes your original application, your project must start with a new application, and the review timeline will reset.

**Q: WHEN WILL 2X6 ALLOW ADDITIONAL PERMIT TYPES?**

The 2x6 Review Process will open to additional permit types throughout 2025, as we measure results and refine the system.