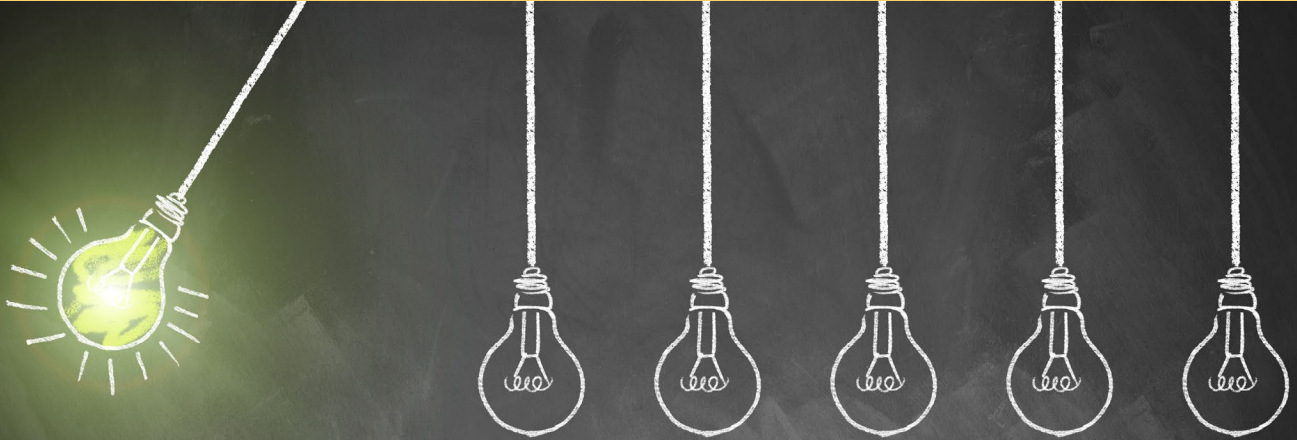


# Submittal Success Guide



**Community  
Development**

[Kitsap.gov/DCD](https://www.kitsap.gov/DCD)  
(360) 337-5777

[Help@Kitsap1.com](mailto:Help@Kitsap1.com)

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## OVERVIEW

This guide is intended to help navigate the permit application.

We provide here common questions and helpful resources to equip you with the knowledge and information needed to submit a successful application.

Quality submittals allow permit review staff to facilitate the most streamlined and effective review process possible. We appreciate your assistance maintaining quality standards when submitting your application documents to help maintain review efficiency.

If you don't locate your answer within this guide, additional resources and assistance can be located using the contact information and resources found within.

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# REQUIRED DOCUMENT STANDARDS & NAMING CONVENTIONS

Submit with success! Make sure the documents you upload into the Permit Application Portal follow the below standards.

All Document Uploads	
Included?	Item / Detail
	<b>PDF</b> File type
	<b>No Secured PDFs</b> that require signature validation, password protection or a certificate
	<b>No comments or markups</b> - save as a flattened/optimized PDF to remove comments
	<b>Plan sets</b> shall be combined into <b>one PDF</b> (one scan for one document set, individual pages should not be uploaded separately)
	<b>File name</b> should indicate what the submittal document is (Example: Floor Plans_Date_Project Name.pdf, Engineered Plans_Date_Project Name.pdf, Site Plan_Date_Project Name.pdf) <b>Note:</b> Resources are available online for instructions to rename files.
	<b>Scanned PDFs –</b> <ul style="list-style-type: none"> <li><b>Legible</b> with scanner resolution setting between 150-300 dpi</li> <li><b>Note:</b> Scans created via mobile scan apps may distort your scale</li> </ul>
	<b>Scanned PDFs - Page orientation</b> should be consistent within the document and right-side-up (rotate pages, if needed)
	<b>Plan Scale:</b> All plans must be drawn and saved to a recognizable scale <ul style="list-style-type: none"> <li>Example 1/4"= 1' or 1/8" (1' for Construction Plans)</li> <li>Example 1"=20', 30', 40' or 50' for Drainage Plans or Site Plan</li> </ul>
	<b>Size and Orientation:</b> <ul style="list-style-type: none"> <li>File size: 195 MB maximum - view file properties to check</li> <li>Page size: 36"x48" maximum- view file properties to check</li> </ul>
	<b>Plans with a professional seal <u>must</u></b> have a copy of the seal and signature
Naming Conventions	
	Name your documents simply with what they are (Example: Existing Floor Plan_Date_Project Name.pdf, Proposed Floor Plan_Date_Project Name.pdf, Site Plan_Date_Garage Addition). <b>Note:</b> Resources are available online for instructions to rename files.
	Avoid uploading file names with excess characters or system generated file names that don't include actual document name (Example: 20250225.jpg, img_012.jpg). <b>Note:</b> Resources are available online for instructions to rename files.
Resubmittals and Revisions	
	When resubmitting plans, submit entire corrected set. Do not extract and submit single pages.

## SUBMITTAL & RE-SUBMITTAL STANDARDS

To facilitate a streamlined permitting process, DCD will maintain [Document Standards and Naming Conventions](#), outlined in this publication.

Documents not meeting these standards will be returned by intake and review staff and may result in delays of your permit. Document Standards will be acknowledged through the Permit Application Portal when completing your submission.

This approach will help these applications move through the process efficiently. We encourage applicants to use available tools and resources to avoid permit expiration and restarts.

## CONSTRUCTION PLANS

To determine what type of construction documentation your project will need. You may know these as Architectural Plans, Design Plans, Floor Plans, or similar terms.

- Begin an application through the [Permit Application Portal](#). Once you've started a submission, you will have a detailed outline of what construction documentation applies to your project.
- Review [Construction Plan Components](#) brochure.
- If you have further questions, review staff are [available to assist](#) through in person, virtual, or phone options.

## ADDITIONAL PROFESSIONAL REPORTS

For some projects, you may need to submit extra reports along with your standard paperwork. To find out if your land has any features that may trigger additional reports or planning considerations to preserve identified natural elements, you can use our [PREP Report Tool](#).

To see if you need additional professional reports:

- Search [PREP Report Tool](#) for your property.
- If property is Green, no additional professional reports are required.
- If parcel is Yellow or Red, additional reports may be required.
  - Review your Yellow or Red status notes and reference the [Intake Checklists](#) to determine additional reports required.
- You can schedule a free 15-minute [PREP Report Review](#) meeting with Land Use or Environmental staff to confirm if your project requires additional reports.

## NAVIGATING THE STORMWATER WORKSHEET

Most projects require the [Stormwater Worksheet](#). If your project requires a Stormwater Worksheet, it's important to note:

- The Stormwater Worksheet must be completed fully and accurately to determine your level of Stormwater Review. (**Note:** An accurate result should be present in section 5a of the worksheet)
- The Stormwater Worksheet is not a waivable document.
- Depending on your result in section 5a, additional documents may be required in addition to the Worksheet.
- Section 5b of the Stormwater Worksheet outlines what additional documentation the level of Stormwater Review your project requires.
- If section 5b indicates additional documentation is required, *each* of the additional documents outlined *must* be received at application submission. (**Note:** Supporting documents should use appropriate [Naming Conventions](#))
- Depending on project details, a waiver may be available for certain additional documents. [Contact](#) a Stormwater Reviewer to determine if you believe your project qualifies for a waiver.
- Assistance with the Stormwater Worksheet is available by speaking with a Stormwater Reviewer in person or using one of our virtual [options](#).

To determine if your project will need a Stormwater Worksheet for submittal you may

1. Begin a submission for your proposed project in [Permit Application Portal](#) OR,
2. Refer to the [Intake Checklists](#) available on our [website](#).

Additional Resources:

- [My Stormwater Plans site](#)
- [Stormwater Design Manual](#)

# 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 ( <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 <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

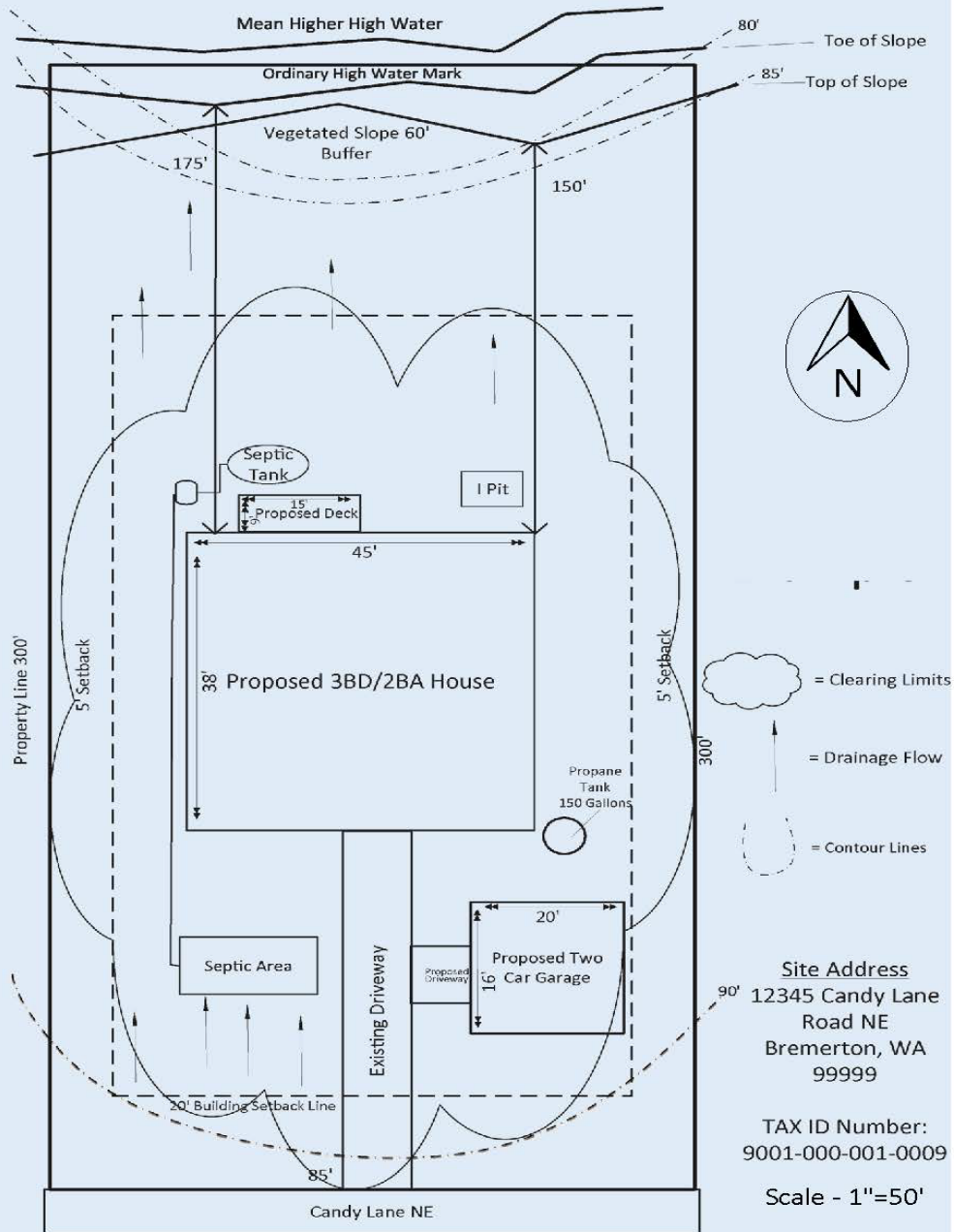
Missing or incomplete Site Plan detail is one of the most common reasons for returned submissions during intake and the review process. Here are a few tips to help as you create and submit your Site Plan.

- Carefully review [Site Plan Checklist](#)
- Review our [Site Plan FAQs](#)
- Carefully read and follow the instructions that will be 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



# COMMON CAUSES FOR SUBMITTAL DELAYS

Provided here is a list of common causes for delay at submittal and tools to avoid them.

**Missing/Incomplete Submittal Documents:** Within the [Permit Application Portal](#) you will find detailed instructions for each document you will be uploading. Take care to thoroughly read each description for documents you'll be uploading. Permit Technicians will screen your submittal documents for each component outlined in customer instructions.

**Uploaded Documents Not Meeting Submittal Standards:** Documents not meeting submittal standard instructions in the [Permit Application Portal](#) will be returned. Please take care to review [Document Standards and Naming Conventions](#) and upload documents as outlined.

**Site Plan Missing Information:** The Site Plan is one of the most commonly returned documents. Please take care to follow standards. Some common return reasons include:

- Missing "Clearing Limits" or "No Clearing" directly on Site Plan
- Missing elements outlined in Site Plan brochure
- Site Plan not reflective of current project (old Site Plans from prior projects)
- Site Plan missing proposed AND *any* existing structures
- Site Plan scale is not accurate. **Note:** Scans and photos taken with mobile apps may distort the original scale.

## **Stormwater Worksheet result and Associated Documents:**

The [Stormwater Worksheet](#) is a required document among most permit submittals.

- The Stormwater Worksheet is **not** a waivable requirement.
- Based upon your result in **section 5a** of the Stormwater Worksheet, additional associated documents may be required in addition to the Worksheet, as outlined within section **5b** on the Worksheet.
- *Each* of the documents outlined in section 5b for your projects Stormwater result (5a) is required to be uploaded prior to application submission.
- If you believe your project should not require any of the associated documents outlined in 5b, you may wish to speak with a Stormwater Reviewer to determine **if** your project may qualify for a document waiver.
- Stormwater Review assistance is available in person or by reaching out to a Stormwater Reviewer at 360.337.5777 or [help@kitsap1.gov](mailto:help@kitsap1.gov).

## RESOURCES FOR SUCCESS

Kitsap County Department of Community Development (DCD) partners with residential and commercial customers to provide guidance and assistance through the design, building, and project review process. We offer resources to equip you to reach your permitting goals, which include:

### Free 15-minute Appointment Options

**Walk in (Full Service, including Reviewers & Planners):** 9am – Noon, Tuesday – Thursday

**Walk in (Limited Services, Permit Technicians only):** 9am – Noon, Monday & Friday

In Lobby Appointment: [Schedule ahead](#) to minimize wait-time

Virtual Appointments: [Schedule](#)

Phone Appointments: [Schedule](#)

<http://kcowa.us/dcdbook> to book now.

### Paid Meeting Options

For more in depth consultation you may wish to utilize a more extensive [paid meeting](#) option.

Paid meeting options include Staff Consultations, Hourly Rate Meetings, and Pre-Application Meetings.

You can read more about paid meeting options by visiting [DCD Review Team Meetings](#).

Paid meetings are requested through the [Permit Application Portal](#).

### Online Resources

At DCD we utilize Online Permitting to facilitate the most streamlined and successful permit process possible. To do this, there are two online portals to be aware of.

1. [Permit Application Portal](#) – Where applications are submitted and initial documents will be uploaded. This is where you will manage your submission before it becomes a permit.
2. [Permit Center](#) – Where you will manage your permit once a permit number is assigned. Permit Center is where you will provide payment, request inspections, upload documents, and issue your permit.  
**Hint:** Bookmark [Permit Pathways: Get PREPared & Apply with Confidence](#) in your web browser for easy access to either portal.

**LiveChat:** While on the Prepare, Apply, Manage site, users may also access a [LiveChat](#) function to talk to Building, Land Use & Environmental, and Permit Technician staff Monday – Thursday, 9AM – Noon.

**Additional Reading:** Explore our [website](#) for additional reference material and a library of [Publications and Forms](#).

**Feedback:** Provide feedback regarding our permitting process by visiting [Online Permitting Feedback](#), calling 360.337.5777, or emailing [help@kitsap1.gov](mailto:help@kitsap1.gov).

More information about the Permitting Process can be found by visiting <https://www.kitsap.gov/dcd>  
A full list of available service hours can be found by visiting [Contact Us](#).