

Requirements for Private Septic/Water/Stormwater Line Easements

Any person installing a private utility line such as septic effluent line and/or water line within a County right of way (maintained or unmaintained) is required to obtain an easement from the Board of County Commissioners.

The easement grants the property owner(s) the right to utilize the County right of way for private use specified in the easement document.

An Application to Perform Work in the County Right of Way to install the utility will not be issued until an easement is obtained from Kitsap County.

The requestor must submit the following information to the Kitsap County Public Works Department:

1. A letter requesting the reason(s) for the easement(s).
2. A letter from the Kitsap County Health District supporting the private system.
3. A legal description of the easement location (only the area within the right of way).
4. An Assessor's map of the parcels and right of way crossing.
5. A plan and/or profile of the work to be done (depiction of system and crossing).

The administrative fee for the easement is \$200.00 – payable upon approval to Kitsap County Public Works (KCPW). In addition, recording fees are the responsibility of the requestor.

Your request will be routed to several divisions including the Prosecuting Attorney's Office for comment. Once all comments are returned and if favorable, it will be submitted to the Board of County Commissioners for approval at a regularly scheduled Agenda Meeting. Therefore, the processing can range from six to ten weeks.

The requestor must follow requirements mandated by the Kitsap Public Health District for installation.

Staff contact: Right of Way Division (360) 337-5777