



Notice of Administrative Decision

Date: 12/27/2018

To: Cottages on the Ridge LLC, todd@norpoint.com
Contour Engineering LLC, brett.allen@contourengineeringllc.com
Melissa Andrews, admin@contourengineeringllc.com
Interested Parties and Parties of Record

RE: **Permit Number:** 18-02385
Project Name: Cottages on the Ridge, Site Development Activity Permit
Type of Application: SDAP-COMM

THE DECISION OF THE DEPARTMENT IS FINAL, UNLESS APPEALED TO THE KITSAP COUNTY HEARING EXAMINER ON OR BEFORE 14 DAYS FROM THE DATE OF DECISION PER KITSAP COUNTY CODE 21.04.290.

The written appeal shall be made on, or attached to, an appeal form found on DCD's website: <https://www.cognitofirms.com/KitsapCounty1/AppealObjectionOfAnAdministrativeDecision>.

Please note affected property owners may request a change in valuation for property tax purposes, notwithstanding any program of revaluation. Please contact the Assessor's Office at 360-337-5777 to determine if a change in valuation is applicable due to the issued Decision.

The complete case file is available for review at the Department of Community Development; if you wish to view the case file or have other questions, please contact help@kitsap1.com or (360) 337-5777. Please note DCD is open Monday to Thursday from 8:00am to 4:00pm and on Friday from 9:00am to 1:00pm except holidays.

CC: Interested Parties:
John Eskander, john.eskander@live.com
Kitsap County Health District, MS-30
Kitsap County Public Works Dept., MS-26
DCD Staff Planner: Jenifer Lawrence
DCD File #18-02385



Kitsap County Department of Community Development

Acceptance Letter and Administrative Decision

December 27, 2018

Todd Steel, Cottages on The Ridge LLC todd@norpoint.com
Brett Allen, PE, Contour Engineering LLC, Brett.allen@contourengineeringllc.com
Interested Parties and Parties of Record

Re: Cottages on the Ridge, Site Development Activity Permit (SDAP) 18-02385

This project does not require a land use action. The Site Development Activity Permit is a Type II decision, and a two-week appeal period is required after approval, per Kitsap County Code 21.04.070. Due to this procedural requirement, after the Site Development Activity Permit is approved, we will notify any interested parties. The pre-construction meeting can be scheduled after the two-week appeal period has ended.

We have reviewed and accept for construction the civil site plans for the above referenced project. This permit must be issued within **360** days from the date of approval, per Kitsap County Code 12.10.055. The Site Development Activity Permit will be issued at the pre-construction meeting. It is the responsibility of the applicant to print and bring to the pre-construction meeting two copies of the Accepted Plans.

- Accepted Plans shall be full-size plans, printed on minimum 22" x 34", and shall be to scale.
- The complete Accepted Plans set shall consist of:
 - Sheets 1 through 68, Civil Plans (includes SWPP plans)
 - Sheets 1 through 11, Landscape Plans

If the printed Accepted Plans are not brought to the pre-construction meeting, the Site Development Activity Permit cannot be issued. One copy of the printed plans will remain on file at the Department of Community Development, and one copy is required to be onsite throughout the construction period. Failure to have the Accepted Plans onsite may result in requested inspections not being approved. Please contact Kitsap One at (360) 337-5777 to schedule the pre-construction meeting, which will be conducted at the Department of Community Development office.

The application fee deposit for this Site Development Activity Permit includes 48 hours of permit processing, review and inspection. Hours in excess of the deposit will be charged at the current hourly rate. Any unused portion of the deposit will be refunded upon project completion. All fees must be paid prior to scheduling the final inspection.

A. The following items shall be submitted to Development Services and Engineering prior to scheduling the pre-construction meeting:

1. Provide a Certificate of Liability Insurance remaining in force until final construction acceptance is issued by the County. Specify the liability insurance in the amount of not less than one million dollars combined single limit bodily injury and property damage, with a two-million-dollar aggregate. Include Kitsap County, its officers, and employees as additional insureds with respect to the terms and conditions of the policy. Reference **Cottages on the Ridge Site Development Activity Permit 18-02385** on the Certificate.

Cottages on the Ridge, SDAP 18-02385
December 27, 2018

2. Provide a performance bond for the erosion and sedimentation control facilities for a minimum amount of **\$10,000 per disturbed acre** referencing **Cottages on the Ridge Site Development Activity Permit 18-02385** on the bond.
3. A copy of the approved National Pollutant Discharge Elimination System Construction Stormwater General permit from the State Department of Ecology. Please note that the minimum time required from first notice to permit issuance is 37 days.
4. Prior to scheduling the preconstruction meeting, the owner shall provide a written request to rescind the approved Ridgetop Homes preliminary plat 14-03456.

B. Development Services and Engineering will schedule a final inspection once all the following conditions are completed:

1. KCPW ROW permit is required prior to any work taking place within the County Right of Way. Once ROW permit is issued, prior to work starting notice must be given to both Gunnar Fridriksson at gfridik@co.kitsap.wa.us and ROW Permits at rowpermits@co.kitsap.wa.us. Any changes made to these plans within the ROW must be approved by the PW ROW Construction Manager.
2. Sanitary sewer pump station construction shall not proceed prior to KCPW Sewer Utility Division approving the Pump Station submittal package by others.
3. Sewered building clearances will be required prior to building permit issuance.
4. Road name approval is required prior to scheduling final SDAP inspection. Once the road names are approved, DCD will send the applicant a separate letter stating the new approved road names and addresses. Fabrication and installation of the new street signs is the responsibility of the owner/developer. The road name approval letter provides sign standards and directions for fabrication and installation. Once installed, photos of the installed street signs shall be submitted to DCD for final approval, prior to scheduling the final SDAP inspection.
5. A 20-foot unobstructed access road is required for dwellings here and after constructed on lots created by this land division. IFC 503 Amended by Kitsap County Code
6. Fire apparatus access roads are required and must be maintained. Any proposed revision to these roads must be submitted to, reviewed and approved by the Kitsap County Fire Marshal's Office. IFC 503 Amended by Kitsap County. Access roads shall comply with the following:
 - a. Unobstructed width of 20 feet and height of 13 feet 6 inches.
 - b. Shall be designed and maintained to support a 60,000-pound fire apparatus and be provided with an all-weather driving surface.
 - c. Dead end access roads exceeding 150 feet in length shall be provided with an approved turnaround.
 - d. Inside turning radius shall be a minimum of 25 feet (residential) 35 feet (commercial).
 - e. Access roads shall extend to within 150 feet of all portions of the exterior walls of the first story of the structure as measured by an approved route around the exterior of the structure or facility.

Cottages on the Ridge, SDAP 18-02385
December 27, 2018

- f. Road shall not be more than 12% grade.
7. Fire flow in the amount of 1500 gpm @ 20 psi for a minimum of is required for the project. This is based on the proposed building of square feet and constructed of Type construction. A reduction in required fire flow of up to 75% as approved for commercial buildings is allowed when the building is provided with an approved automatic fire sprinkler system. The resulting fire flow shall not be less than 1500 gpm. Any changes to the structure will require a recalculation of fire flow. IFC 507.3 Amended by Kitsap County
8. The minimum fire flow requirements for one and two-family dwellings in subdivisions shall be 500 gallons per minute for thirty (30) minutes. One and two-family dwellings 5000 square feet or greater are also required to provide water for fire protection in the amount of 500 gallons per minute. However, they may use fire protection credits as listed in Table B103.3 to meet fire flow requirements, provided the total fire protection credits equal to or exceed 500 gallons per minute. EXCEPTIONS: 1) In areas where full fire flow is impractical, a residential sprinkler system may be substituted. 2) Permits for single family dwellings, manufactured, mobile, and modular dwellings on an existing lot less than 5000 square feet. IFC Appendix B Amended by Kitsap County
9. Water line size and location and the location of fire hydrants must be shown on SDAP plans. A letter of water availability indicating available fire flow from the water purveyor is required to be submitted to the Kitsap County Fire Marshal's office prior to the approval of any building permits.
10. Hydrants are required and should be placed no more than 600 feet apart.
11. All units will require a 13D fire sprinkler system to mitigate the lack of two remote access points. This was accepted by FM Dave Lynam.
12. Submittal of two blackline copies of as-built plans, and a scalable electronic PDF (once as-built copies have been approved). All sheets containing road and drainage plans, profiles and associated details shall be included in the as-built set. It is not necessary to include grading and erosion control plans and details. The as-built plan set shall be stamped "**RECORD DRAWING**" and shall be signed and stamped by a professional engineer or land surveyor.
13. Permanent stabilization and restoration of the project site. Final replanting may be delayed to the appropriate season, provided temporary soil stabilization measures are in place and financial security is provided to assure the completion of work.
14. The engineer shall provide certification to Kitsap County that the drainage conveyance pipes and structures were installed in compliance with the accepted plans.
15. Provide documentation of concurrence from the Geotechnical Engineer that the project as constructed meets their recommendations.
16. Verification by the Project Engineer that all construction has been accomplished in compliance with the recommendations of the geotechnical report dated (MM DD, YYYY), and any updates thereto.

Cottages on the Ridge, SDAP 18-02385
December 27, 2018

17. Certification by the Project Engineer that all pond side slopes are 2H:1V or flatter for fenced ponds, and 3H:1V or flatter for unfenced ponds.
18. Certification by the Project Engineer of the as-built live and dead storage volumes.
19. The engineer shall provide certification to Kitsap County that the soils under all pollution generating pervious surfaces have been amended.
20. Submittal of a Maintenance Covenant, recorded with the Kitsap County Auditor, for maintenance of private storm drainage facilities located on the project site which gives Kitsap County the right to inspect the facilities and guarantees the County that the facilities will be properly maintained (enclosed).
21. Submittal, by the Project Engineer, of the Operation and Maintenance Manual for privately maintained and/or non-standard stormwater facilities.
22. Payment of all outstanding fees.
23. Fulfillment of all conditions of approval.
24. Submittal of any required maintenance bonds.

C. Please be aware of the following requirements by other agencies associated with the proposed construction:

1. Prior to completion of this permit with the Department of Community Development, the Applicant shall apply for and satisfy all conditions of a Right-of-Way Permit through the Department of Public Works for any and all work performed in the county Right-of-Way associated with this project. Apart from the Site Development Activity Permit (SDAP), the Right of Way permit may require extra work to comply with current Washington State Department of Transportation or Kitsap County Road Standards. Contact Kitsap County Public Works, Right-of-Way Division at (360) 337-5777 to obtain a Right-of-Way permit.
2. PW ROW permit is required prior to any work taking place within the County Right of Way. Once ROW permit is issued, prior to work starting notice must be given to both Gunnar Fridriksson at gfridik@co.kitsap.wa.us and ROW Permits at rowpermits@co.kitsap.wa.us. Any changes made to these plans within the ROW must be approved by the PW ROW Construction Manager.
3. The Applicant shall obtain the services of a certified, independent testing laboratory. The Applicant will be required to submit certified test results of all materials incorporated into the County Right-of-Way prior to final acceptance by the County. All testing shall be accomplished in accordance with Division 9 of the current WSDOT/APWA Standard Specifications for Road, Bridge and Municipal Construction. Testing will include sieve analysis, proctor, and density tests for each layer of compacted material. All test results shall be emailed weekly to ROWPermits@co.kitsap.wa.us.
4. On the as-builts show the sidewalk connection on Timber Shadow Court to Ridgetop

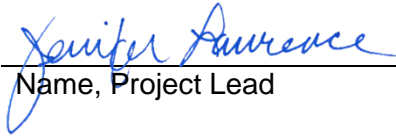
Cottages on the Ridge, SDAP 18-02385
December 27, 2018


Boulevard based on Public Works programmed phase-2 improvements.

- 5. This project includes the construction of rock walls or other retaining facilities that either exceed four feet in height or sustain a surcharge. A separate building permit with an engineered design is required for such walls.
- 6. The site plan indicates that greater than 1 acre will be disturbed during construction. This threshold requires a National Pollutant Discharge Elimination System Stormwater Construction permit from the State Department of Ecology. More information about this permit can be found at: <http://www.ecy.wa.gov/programs/wq/stormwater/construction/> or by calling Josh Klimek at 360-407-7451, email josh.klimek@ecy.wa.gov. This permit is required prior to issuance of the Site Development Activity Permit. Please be aware that the minimum time between first public notice and permit issuance is 37 days.

If we can be of further assistance, please contact **Jenifer Lawrence** at (360) 337-5777.

Sincerely,

	12/27/18
Name, Project Lead	Date

	12/27/18
Shawn Aire, Development Services and Engineering Supervisor	Date

Cc: Applicant and/or Rep: Melissa Andrews, admin@contourengineeringllc.com
Interested Parties: John Eskander, john.eskander@live.com