



# SUBMITTAL CHECKLIST CONDITIONAL USE / ADMINISTRATIVE CONDITIONAL USE PERMIT REVISION



This submittal checklist is intended to assist you in preparing and submitting a complete application. You must submit all items in **Part 1 - Submittal Requirements** so that your application can be accepted. **Part 2 – Fully Complete Details** provides you with more detail and code references for certain submittal items. Use Part 2 as a reference to submit the required items correctly. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Conditional Use Permit (CUP) Revision | <input type="checkbox"/> Administrative Conditional Use Permit (ACUP) Revision |
|---|--|

Applicant Name: Ueland Tree Farm, LLC Assessor Tax Parcel #: See attachment "A"

Project Name: Modification to the Ueland Tree Farm Mineral Resource Development Project

\*Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks - \$1.00 flat fee per electronic check
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.



## Part 1 – Submittal Requirements

Use the column to the left to check off items included with your application.

✓	<b>Required Application</b>
	1. Project Application - 1 original plus 10 copies
	2. Supplemental Application – 1 original plus 10 copies
	3. Application for Concurrency Test from Public Works, if revision results in additional traffic – 1 original plus 2 copies
	4. Environmental (SEPA) Checklist, if revision increases impacts – 6 copies
✓	<b>Required Submittal Items</b>
	5. Submittal Checklist
	6. Notice of Decision associated with previous land use approval – 3 copies
	7. Site plan, as originally approved – 11 copies
	8. Revised site plan, with date prepared and/or revised – 11 copies

	9. Revised site plan, reduced to 8½" x 11" – 1 copy
	10. Water availability letter – 3 copies <input type="checkbox"/> Original water availability letter <input type="checkbox"/> Revised water availability letter, if public water is proposed or required and if revision results in additional equivalent units
	11. For projects using sanitary sewer lines: Sewer availability letter– 3 copies <input type="checkbox"/> Original sewer availability letter <input type="checkbox"/> Revised sewer availability letter, if sewer is proposed or required and if revision results in additional equivalent units
	12. For projects using a septic system <input type="checkbox"/> Original approved building site application (BSA) – 3 copies <input type="checkbox"/> Revised approved BSA, if required by Kitsap Public Health District – 3 copies
	13. Other technical reports as applicable – 5 copies <input type="checkbox"/> Wetland delineation report <input type="checkbox"/> Geotechnical report <input type="checkbox"/> Traffic impact analysis <input type="checkbox"/> Other _____
	14. Storm drainage information: <input type="checkbox"/> Engineered drainage plans, if a major development or a minor development requiring engineering – 5 copies <input type="checkbox"/> Engineered drainage report, if a major development or a minor development requiring engineering – 5 copies <input type="checkbox"/> Abbreviated drainage plan, if a minor development not requiring engineering – 5 copies <input type="checkbox"/> SDAP submitted concurrently, # _____
	15. Project narrative – 11 copies

\*In accordance with Community Development fee policies, the base fee has been determined by an average processing time. If staff hours required to process the permit exceed the base fee, additional charges may be incurred. Refunds may also be issued for those permits that require less processing time. All additional charges and/or credits must be approved by management.

## Part 2 – Fully Complete Details

General application requirements are noted below. Additional items may be required if the review process indicates more information is needed to evaluate the project.

Kitsap County Code is available online at: [www.codepublishing.com/wa/kitsapcounty](http://www.codepublishing.com/wa/kitsapcounty).

Code Requirement	Code Reference
Narrative must address how the proposal meets the requirements for a minor or major Revision .	17.420 & 17.421
Traffic Impact Analysis	18.04.200.B & 18.04.200.D
Dimensions and orientation of the parcel.	17.400.050
Revised location of existing and proposed buildings and structures showing any revised setbacks and intended use of each (for shoreline properties, adjacent property building(s) location(s) shall be shown).	17.400.050
Revised drawings and dimensions of proposed building(s) and structure(s), including height, elevations (building images) and articulation; if applicable, the number of dwelling units for each building.	17.400.050
Existing and proposed topography at contour intervals of no more than five feet as stamped by a certified surveyor or engineer.	17.400.050
Location of any critical areas and their associated buffer and/or setback requirements.	17.400.050
Location of walls and fences, with height and construction materials indicated.	17.400.050
Existing and proposed streets adjacent to, surrounding or intended to serve the property (and description of standards used), curbcuts, pedestrian access, frontage improvements and internal pedestrian circulation (eg, sidewalks) and vehicular circulation routes.	17.400.050, 17.382.030.E
Existing and proposed exterior lighting.	17.400.050, 17.382.030.C
Location and size of proposed exterior signs and outdoor advertising.	17.400.050, 17.445
Existing and propose location, number, method of calculation and layout of off-street parking spaces and loading facilities, as well as associated maneuvering areas.	17.400.050, 17.435, 17.382.030.F
Existing and proposed location of other pedestrian amenities, refuse areas, fire hydrants, water, sewage and drainage facilities, and other utilities.	17.400.050, 17.382.030.D
Description of refuse screening; if applicable, description of screening used for roof-mounted air-conditioning or heating equipment.	17.382.030.D
If applicable, location and description of outdoor service areas or other intrusive site features.	17.382.030.D
Narrative must include the location of existing tree stands and existing trees greater than 12" diameter at breast height.	17.400.050
Narrative must include other architectural or engineering data which may be necessary to determine compliance with applicable regulations.	17.400.050
Preliminary drainage plans prepared in accordance with KCSDM Sec. 1.2, 1.2.2, 1.2.3 and 1.2.4; preliminary drainage report prepared in accordance with KCSDM Sec. 1.4.1; abbreviated drainage plans prepared in accordance with KCSDM Sec. 1.2	12.04.030
Technical reports, ie, Wetlands, Geotechnical, other environmental reports	19.700 sections 705, 710, 720, 725, 730
Narrative must be consistent with applicable sub-area plan or design district requirements (e.g., Gorst, Kingston, Port Gamble, Silverdale, Keyport, Manchester, Bethel Corridor).	17.400.050