



**KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT**

614 DIVISION STREET MS-36, PORT ORCHARD WA 98366-4682  
(360) 337-7181 FAX (360) 337-4925 WEBSITE: [www.kitsapgov.com/dcd/](http://www.kitsapgov.com/dcd/)

**TRANSFER OF DEVELOPMENT RIGHTS (TDR) PROGRAM:  
APPLICATION FOR SENDING SITE CERTIFICATION**

**FOR OFFICIAL USE ONLY**

**DCD FEES:**

**TDR Certification Review: \$150.00**

*All fees must accompany this application. These fees are non-refundable and subject to change. Make check(s) payable to: Kitsap County Department of Community Development (DCD).*

Received by: \_\_\_\_\_

Receipt #: \_\_\_\_\_

The following items shall be submitted to Kitsap County DCD in order for the application to be accepted and for review of the application to commence:

One (1) original application and three (3) copies of the application form; four (4) folded copies of the site plans, plus four (4) copies of the site plan reduced to 8½ x 11 inches; and four (4) copies of legal description, and any other supporting documents. Please note a title report must be supplied by the landowner as part of the TDR sending site certification application prior to the issuance of TDR certificates.

**I. LAND OWNER INFORMATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Alternate Phone \_\_\_\_\_

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Applicant's Interest in Property: Fee owner \_\_\_\_\_ Part Owner \_\_\_\_\_

**II. PROPERTY INFORMATION**

Tax Parcel Number(s) \_\_\_\_\_

Property Address or Nearest Street or Road: \_\_\_\_\_

Total Acreage of Property \_\_\_\_\_ Total Acreage you wish to enroll in TDR Program \_\_\_\_\_

Are there any existing dwelling units located on the property? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how many? \_\_\_\_\_

Are there any other buildings on the property? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how many? \_\_\_\_\_

What is the current zoning of the property (eg. RR, RP, URS, etc)? \_\_\_\_\_

**PROPERTY INFORMATION – continued:**

Describe how the property is currently being used (eg. forestry, home site, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Are there any existing easements or deed restrictions affecting this property? (eg. powerline corridors, access easements, forestry moratoriums, etc.)

If so, please describe briefly \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does the property have any area below ordinary high water of either fresh or saltwater body on-site? Yes \_\_\_\_\_ No \_\_\_\_\_

➤ Please attach a site plan showing all water bodies, existing and proposed residential units and other buildings, and any existing easements on the property. If more than one zoning designation exists on the property, please identify the boundary between the zones and the area within each.

➤ Please attach a legal description of property to this application form.

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

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**III. STATEMENT OF INTENT:**

I wish to qualify \_\_\_\_\_ the entire property, or  
\_\_\_\_\_ a portion of the property under the TDR Program.

I want to retain \_\_\_\_\_ (number) dwelling units or development rights with  
the property for existing or future development.

I intend to \_\_\_\_\_ maintain the property in private ownership, or  
\_\_\_\_\_ explore the possibility of dedicating the property to Kitsap County  
or to another public or private non-profit agency.

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**IV. TITLE COMPANY INFORMATION**

A title report must be supplied by the landowner as part of this TDR application.

Name of Title Company \_\_\_\_\_

Address \_\_\_\_\_

City and State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**V. MORTGAGE COMPANY INFORMATION**

Are there any liens or mortgages on the property? Yes \_\_\_\_\_ No \_\_\_\_\_

Mortgage Holder's Name \_\_\_\_\_

Address \_\_\_\_\_

City and State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**VI. ESTIMATED DENSITY CALCULATION**

We ask that you complete this worksheet to assist yourself and the Department of Community Development with evaluating the property. This is not a binding determination of the number of development rights a particular parcel may qualify to transfer.

To estimate the number of development rights that can be transferred from a sending site, the total area available for transfer must first be determined. The area available for transfer is the total sending site area minus a number of possible deductions (listed in Step 1). Then the transfer area is multiplied by the maximum density for the zoning designation of the sending site.

Density calculations must be done separately for portions of a sending site that are within different zoning designations. Any fractions of development rights that result from these calculations shall not be included in the final determination of total development rights available for transfer.

**Step 1. Deductions:**

\_\_\_\_\_ square feet in existing conservation easements or similar encumbrances.

\_\_\_\_\_ square feet of land area required by the zone for existing or proposed development.

\_\_\_\_\_ **Total Deductions (in square feet)**

**Step 2. Sending Site Area Calculation**

\_\_\_\_\_ total area of sending site (in square feet)

*subtract* \_\_\_\_\_ total deductions (in square feet)

\_\_\_\_\_ **Total available sending site area (in square feet)**

**Step 3. Convert Area to Acres**

\_\_\_\_\_ total available sending site area (in square feet) from Step 2.

*Divide by* 43,560 square feet per acre

\_\_\_\_\_ **Total sending site area in acres**

**Step 4. Estimate Available Development Rights**

Multiply the total sending site acreage from Step 3 by the base density for the appropriate zone as listed below.

Development rights densities listed are for transfer purposes only and do not imply actual development potential of a parcel. If a sending site contains more than one zone designation, repeat the calculations for each zone. Each existing lot as defined in Kitsap County Code section KCC 16.08.120 is anticipated to possess, at minimum, one development right per Kitsap County Code section KCC 17.455.020.

<b>Sending sites zoned:</b>	<b>Zone density</b>
Rural Residential	1 right / 5 acres
Rural Protection	1 right / 10 acres
Urban Reserve	1 right / 10 acres
Rural Commercial	1 right / 1 acre
Rural Industrial	1 right / 1 acre
Rural Wooded	1 right / 20 acres*
Mineral, Agricultural Resource Lands	1 right / 20 acres
Forest Resource Lands	1 right / 40 acres

- \* Please note that the Rural Wooded Incentive Program (Kitsap County Code Section 17.301.080) may be applied to Rural Wooded parcels for consideration of maximum development rights in lieu of lots, pursuant to the regulations and requirements of the KCC Section 17.301.080.

**Estimated Available Development Rights** \_\_\_\_\_

Any fractions of development rights that result from these calculations shall not be included in the final determination of total development rights available for transfer. Total available development rights calculated shall be rounded down to the nearest whole number.

The estimated number of available development rights calculation is provided to assist you with evaluating the property and developing your management goals. This is not a binding determination of the number of development rights a particular parcel may qualify to transfer.

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**VII. APPLICATION CHECKLIST** *Is the following information attached?*

- Complete Application
- Legal Description
- Title Report
- Site Plan
- \$150.00 Zoning Confirmation Letter / Transfer of Development Rights Sending Application Review Fee \*

- \* Please note the Transfer of Development Rights Sending Site Certificate Request shall be processed as a Type I permit pursuant to KCC 21.04.060. Upon review and certification of the TDR Sending Site Certificate Request application, a letter will be sent to the owner for Final approval of the Certificate Request. Upon return of signed and notarized Final Transfer of Development Right Approval, the Certificate(s) will be distributed.

