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**KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT**

614 DIVISION STREET MS-36, PORT ORCHARD WA 98366-4682  
(360) 337-4544 FAX (360) 337-4415 www.kitsapgov.com

## Counter Complete Submittal Items Preliminary Short Plats/Large Lots

Applicant: \_\_\_\_\_ Assessor's Account # \_\_\_\_\_

Submittal Date: \_\_\_\_\_ Date of Pre-application Meeting: \_\_\_\_\_

Project Name: \_\_\_\_\_ Application # \_\_\_\_\_

Fees: DCD \_\_\_\_\_

Health \_\_\_\_\_

Concurrency Capacity Reservation \_\_\_\_\_

- An original complete application signed and notarized (10 copies)
- A copy of Pre-Application Meeting Checklist or waiver.
- Water availability letters signed by appropriate official, if proposing public water. (3 copies)
- Sewer availability letters signed by appropriate official, if proposing sanitary sewer (4 copies)
- Soil logs on map, if proposing on-site septic. Short Plats only.
- A completed application for a Concurrency Capacity Reservation and/or a Concurrency Certificate. (3 copies)
- A preliminary 18" x 24" map stamped and signed by a Professional Land Surveyor licensed in the State of Washington. (10 copies)
- SEPA Environmental Checklist, required for Large Lot Subdivisions (6 copies)
- Abbreviated Plan, if minor development (2 copies)
- Preliminary Drainage Plan and Analysis, if major development. Must be prepared, stamped and signed by a Professional Engineer licensed in the State of Washington (3 copies of the Preliminary Drainage Plan and Analysis)

Comments: \_\_\_\_\_

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**This list is intended to be as complete a list as possible. You should be aware, however, that additional items may be required if the review process indicates more information is needed to evaluate your project request or if the project changes in any way.**

