SUPPLEMENTAL APPLICATION
CONDITIONAL USE OR
ADMINISTRATIVE
CONDITIONAL USE PERMIT

If you are applying for an accessory dwelling unit (ADU) or accessory living quarters (ALQ) please use the Supplemental Application for Land Use Accessory Dwelling Unit (ADU)/Accessory Living Quarters (ALQ).

Kitsap County Code (KCC) is available online at: http://www.codepublishing.com/wa/kitsapcounty/. For zoning regulations go to KCC Title 17 Zoning. For regulations on Administrative Conditional Use Permits go to KCC 17.420. For regulations on Hearing Examiner Conditional Use Permits go to KCC 17.421.

NOTE: This permit type requires a Submittal Appointment. When you have assembled all required submittal items, please call (360)337-5777 to schedule your Permit Submittal Appointment.

Applicant Name: ____________________________ Assessor Tax Parcel #: ____________________________

Project Name: ___________________________________________________________________________

Section 1 – General Information

☐ Administrative Conditional Use Permit (ACUP) Application ☐ Conditional Use Permit (CUP) Application

Description of Proposed Use and associated activities, business history, and general traffic associated with project (attach additional information if necessary, using header “Proposed Use – Continued”):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Section 2 – Project Details

Check all that apply:

☐ Single Family Project (SF) ☐ Commercial Project (C)
☐ Multi-Family Project (MF) ☐ Mixed-Use (Residential & Commercial, R&C)

Building Area:
Number of buildings: MF________________ C________________ R&C________________
Number of dwelling units: SF________________ MF________________ R&C________________
Number of dwelling units per gross acre: ____________________________________________
Number of dwelling units per net developable area (see KCC 17.382.020): __________________
Square footage of each building: Bldg 1 _____________ Bldg 2 ___________ Bldg 3 _____________
If more than one use proposed, square footage devoted to each use: ______________________________
Lot coverage by buildings and structures: % of site: __________ square feet: _________________________

Explain if proposed use is not to be conducted completely within enclosed structure:
________________________________________________________________________________________
________________________________________________________________________________________

If this building is subject to County “Design Standards” (i.e., design standards in Kingston, Port Gamble, Silverdale, Keyport, Manchester, Bethel Corridor) submit narrative statement of how design standards are met under separate attachment, using header of “Applicable Design Standards—Statement of Intent”.

Building Description (height, number of stories, construction materials to be used, style, if known):
________________________________________________________________________________________
________________________________________________________________________________________

Total disturbed area: ___________________________________________________________________

Earthwork grading quantity: __________________________

Existing impervious area: __________ square feet New impervious area: ______________square feet

Total existing and new impervious area: ___________ square feet

Area landscaped: ____________________________ % of site, __________________________ square feet

Common open space: ________________________ % of site, __________________________ square feet

If common open space is required, submit statement of how requirements are met and a common open space plan under separate attachment, using header of “Common Open Space”

Recreational open space: ______________ % of site, ______________ square feet

If recreational open space is required, submit statement of how requirements are met and a recreational open space plan under separate attachment, using header of “Recreational Open Space”.

Number of recreational facilities: ______________

Number of off-street parking spaces: MF ____________ C ____________ R&C ____________

Days of operation (check all that apply):
☐ Sun.  ☐ Mon.  ☐ Tues.  ☐ Wed.  ☐ Thurs.  ☐ Friday  ☐ Sat.  ☐ N/A

Hours of operation (if applicable): ___________________________________________________________________

Number of employees: ________

Has the property been logged in the past six years?
☐ Yes  ☐ No

If yes, provide Forest Practice Application (FPA) Number: __________________________

Kitsap County Department of Community Development
614 Division Street, MS-36
Port Orchard, WA  98366-4682
www.kitsapgov.com/dcd/
Revision Date: 1/22/2013
If your project site will be logged, a Forest Practice Application must be obtained from Kitsap County and issued by the WA Department of Natural Resources prior to logging. The Kitsap County Forest Practices Administrator may be reached at 360-337-5777.

Section 3 – Narrative Project Support
All of the following **MUST** be answered (additional information may be attached, using header of Narrative Project Support):

   A. Explain why there is a need in the area for this activity and how the proposal is consistent with the comprehensive plan.

   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________

   B. Explain how this proposed development will be compatible with and not materially detrimental to uses in the immediate vicinity.

   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________

   C. Describe how the subject property is physically suitable for the type, density and/or intensity of the use being proposed.

   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________

   D. Describe what measures (e.g., fences, planting/landscape features, berms, design standards, operational mitigations) will be taken to ensure compatibility with uses permitted in the surrounding area including, but not limited to, existing character and appearance.

   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________