

Date of Application: _____

Name and Mailing Address of Applicant (print clearly):

APPLICANT: _____

OWNER: _____

Phone: _____

Phone: _____

Assessor's Account Number:

Type of Development Approval:

Single Family Residential (1 Home)

Is this an Accessory Dwelling Unit (ADU)? _____

Is ADU for elderly care? _____

Residential Plat

Number of undeveloped lots: _____

Short plat lot letters of developed lots: _____

Commercial and Multi-Family (**Site Plan Required**)

Project Name: _____

Proposed land use: _____

Square feet gross floor area: _____

Number of multi-family units: _____

Number of employees: _____

Number of parking spaces: _____



Please provide all known information

OFFICE USE ONLY

Type of Certificate Desired:

- Exempt
- Capacity Inquiry (C.I.C.)
- Capacity Reservation (C.R.C.)
- Concurrency (C.C.)
- Renewal/Resubmittal/C.R.C. to C.C.
(Attach copy of C.R.C.)

Notes: _____

Permit Number:

BP Number Assigned:

Project or Plat Number:

Average Daily Trips: _____

Fee Computation

Submitted With Building Permit

No Charge

All Others

\$200.00

Renewal or Resubmittal

\$25.00

Total Fee Due:

B.P. # _____

C.C. # _____

Concurrency Information

This informational handout is intended to provide an overview of the Traffic Concurrency requirements of Kitsap County. It does not contain the full text of the concurrency requirements, which can be reviewed in Ordinance 218-1998. A concurrency test is required for all new development.

Authority

The purpose of the concurrency management system is to implement the Transportation Element of the Kitsap County Comprehensive Plan as required by RCW 36.70A in accordance with WAC 365-195-510 and 365-195-835.

General Procedure

- a.) An applicant for any development not exempt, will have a concurrency test performed as part of their application for new development. New development is generally in the three categories of single family residence, multi-family residential, and commercial. Applicants complete KCPW Form 1601 (Application for concurrency Test) to request a concurrency test.
- b.) The Kitsap County Department of Community Development will receive the application and forward it to the Public Works Transportation Division for the test.
- c.) The Kitsap County Public Works Transportation Division will locate the subject application in an electronic mapping system that simulates vehicular traffic on County roads, State highways, and Ferry routes, and forecast the new vehicular traffic onto the affected network.
- d.) An evaluation is then made as to the available capacity left on the affected County road network-if there is enough capacity, the concurrency test is passed. If the test does not pass the application will stop and applicant will be notified.
- e.) The three certificates are: (1) the Capacity Inquiry Certificate which asks if the application will pass a concurrency test as it is proposed; (2) the Capacity Reservation Certificate which asks if the application will pass a capacity test and then reserves that capacity for the applicant until final approval; (3) the Certificate of Concurrency which shows that the completed application has passed the concurrency test and has locked in the capacity on the road network for the traffic it will generate.

Exemptions

Note the full text in Ordinance 218-1998. Simplified and not to supersede the ordinance, (1) Existing development for which road impact fees were collected (2) Renewals of previously issued permits (3) Phases of projects already tested (4) applications which create no additional traffic such as renovations, home businesses, temporary trailers, demolitions. The full text is under Section 9.0 Exemptions From Concurrency.

Goal of Concurrency

The long range goal of the Concurrency Management System is to preserve and maintain the Level of Service. As growth occurs and more traffic is produced, the Concurrency Management System will provide enough information so that construction programs can keep up with traffic. There is no reason to suppose that acceptable growth can't continue. The growth which has been planned for in the Comprehensive Plan will be accommodated by the County road system.

Fee Schedule

Please refer to the Site Development Fee Schedule for complete text. The following summarizes that text but does not supercede it:

Capacity Inquiry Certificate, Capacity Reservation Certificate, Certificate of Concurrency

Submitted With Building Permit	No Charge
All Others	\$200.00
Renewal or Resubmittal	\$25.00

Information

If you have questions about the Concurrency Management system, please call The Open Line and ask for the Transportation Planning Division.