CITY OF BAINBRIDGE ISLAND

MINOR ADJUSTMENT APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE. PENCIL WILL NOT BE ACCEPTED.

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<table>
<thead>
<tr>
<th>DATE STAMP</th>
<th>FOR CITY USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>TO BE FILLED OUT BY APPLICANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT NAME (if any):</td>
</tr>
<tr>
<td>ORIGINAL PROJECT NUMBER:</td>
</tr>
<tr>
<td>TAX ASSessor’S NUMBER(s):</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>PROJECT STREET ADDRESS</td>
</tr>
<tr>
<td>OR ACCESS STREET:</td>
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<tr>
<td>FOR CITY USE ONLY</td>
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<tr>
<td>FILE NUMBER:</td>
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<tr>
<td>PROJECT NUMBER:</td>
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<tr>
<td>DATE RECEIVED:</td>
</tr>
<tr>
<td>APPLICATION FEE:</td>
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<tr>
<td>TREASurer’S RECEIPT NUMBER:</td>
</tr>
</tbody>
</table>

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**SUBMITTAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>APPLICATION</th>
<th>One original (which must contain an original signature) and six copies must be provided. Whenever possible, originals must be signed in blue. Please identify the original document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPORTING Documents</td>
<td>One original (which must contain an original signature), where applicable, and six copies (if an original is not applicable, seven copies must be provided).</td>
</tr>
<tr>
<td>FULL-SIZE DRAWINGS</td>
<td>Four copies of the required drawings must be provided. Drawings must be folded and must be no greater than 18” x 24” in size.</td>
</tr>
<tr>
<td>REDUCED DRAWINGS</td>
<td>Two copies of the proposed drawings reduced to 11” x 17” must be provided (if full-size drawings are larger than 11” x 17”) (if applicable).</td>
</tr>
<tr>
<td>SUBMITTING Applications</td>
<td>Applications must be submitted in person by either the owner or the owner’s designated agent. Should an agent submit the application, a notarized Owner/Agent Agreement must accompany the application.</td>
</tr>
<tr>
<td>FEES</td>
<td>Please call the Department of Planning &amp; Community Development at (206) 780-3770 for submittal fee information.</td>
</tr>
<tr>
<td>ATTACHED Submittal Checklist</td>
<td>Please refer to attached Submittal Checklist for further information. Note: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.</td>
</tr>
</tbody>
</table>

**APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed complete.**

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DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
www.ci.bainbridge-isl.wa.us

October 2012

PAGE 1 WILL BE GENERATED BY THE CITY AT TIME OF SUBMITTAL
A. GENERAL INFORMATION

1. Name of property owner: ____________________________________________________________
   Address: ################################################################################
   Phone: ___________________________________________________________________________
   Fax: _____________________________________________________________________________
   E-mail: __________________________________________________________________________

   Name of property owner: ____________________________________________________________
   Address: ################################################################################
   Phone: ___________________________________________________________________________
   Fax: _____________________________________________________________________________
   E-mail: __________________________________________________________________________

   Name of property owner: ____________________________________________________________
   Address: ################################################################################
   Phone: ___________________________________________________________________________
   Fax: _____________________________________________________________________________
   E-mail: __________________________________________________________________________

   If the owner(s) of record as shown by the county assessor’s office is (are) not the agent, 
   the owner’s (owners’) signed and notarized authorization(s) must accompany this application.

2. Applicant/agent: ################################################################################
   Address: ################################################################################
   Phone: ___________________________________________________________________________
   Fax: _____________________________________________________________________________
   E-mail: __________________________________________________________________________

3. Name of land surveyor: ################################################################################
   Address: ################################################################################
   Phone: ___________________________________________________________________________
   Fax: _____________________________________________________________________________
   E-mail: __________________________________________________________________________

4. Planning department personnel familiar with site: ################################################################################

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October 2012  PAGE 1 WILL BE GENERATED BY THE CITY AT TIME OF SUBMITTAL  Page 3 of 9
5. Description of proposal:  


6. General location of site:  


7. Please give the following existing parcel information:

<table>
<thead>
<tr>
<th>Assessor’s Parcel Number</th>
<th>Parcel Owner</th>
<th>*Lot Area</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Use additional sheet if necessary

Total of all parcels:  

* As defined in Bainbridge Island Municipal Code 18.12.050

8. Legal description (or attach):  


9. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

<table>
<thead>
<tr>
<th>Lot Number</th>
<th>Comp Plan Designation</th>
<th>Zoning Designation</th>
<th>Shoreline Designation</th>
<th>Current Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot</td>
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<tr>
<td>Lot</td>
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</tbody>
</table>

10. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (Bainbridge Island Municipal Code Chapter 16.20)?

<table>
<thead>
<tr>
<th></th>
<th>yes</th>
<th>no</th>
<th>unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wetland*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geologically Hazardous Area**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stream*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wetland Buffer*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone of Influence**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stream Buffer*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slope Buffer**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fish and wildlife habitat area</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

* If your site includes a wetland or wetland buffer, a wetland report may be required with your application.

** If your site includes a geologically hazardous area or is within the zone of influence as defined in Bainbridge Island Municipal Code 16.20, a geotechnical report may be required with your application.

11. Is construction planned within 200 feet of ordinary high water (usually where shoreline vegetation changes from salt tolerant to upland plants)?

<table>
<thead>
<tr>
<th></th>
<th>yes</th>
<th>no</th>
<th>unknown</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

12. Are there underlying/orlying agreements on the property?

<table>
<thead>
<tr>
<th></th>
<th>yes</th>
<th>no</th>
<th>unknown</th>
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<tbody>
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</table>

If yes, check as appropriate and provide a copy of the decision document:

- CUP - Conditional Use Permit
- MPD - Master Planned Development
- PUD - Planned Unit Development
- REZ - Contract Rezone
- RUE - Reasonable Use Exception
- SPR - Site Plan Review
- PUD - Planned Unit Development
- SPR - Site Plan Review
- SPT - Short Plat
- SSDP - Shoreline Permit
- SUB - Prior Subdivision
- VAR - Zoning Variance
- Other: 

Under which jurisdiction was the approval given?

- City of Bainbridge Island
- Kitsap County

Approval date:

13. Is there any other information which is pertinent to this project?

If yes, please explain:

__________________________________________________________________________

__________________________________________________________________________
B. TECHNICAL INFORMATION

1. Will the project result in clearing more than six significant trees or 2,500 square feet of ground?
   - [ ] yes
   - [ ] no
   - [ ] unknown

2. Do storm water systems exist on the site?
   - [ ] yes
   - [ ] no
   - [ ] unknown

   If yes, were they constructed after 1982?
   - [ ] yes
   - [ ] no
   - [ ] unknown

   If yes, what type of storm water system exists on the site?
   - [ ] infiltration
   - [ ] open ditching
   - [ ] closed conveyance
   - [ ] detention

3. Will the completed project result in excavating of or filling in:
   - [ ] less than 50 cubic yards.
   - [ ] more than 50 cubic yards but less than 100 cubic yards.
   - [ ] more than 100 cubic yards.

I hereby certify that I have read this application and know the same to be true and correct.

*Signature of owner or authorized agent

Date

Please Print Name

*Signature of owner or authorized agent

Date

Please Print Name

*If signatory is not the owner of record, the attached “Owner/Agent Agreement” must be signed and notarized.
CITY OF BAINBRIDGE ISLAND
MINOR ADJUSTMENT APPLICATION
FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE. PENCIL WILL NOT BE ACCEPTED.

SUBMITTAL DOCUMENTS
A complete application shall include the items listed below (unless waived in writing by the director or project manager):

- A completed application form provided by the city containing the original signatures of all property owners;
- A notarized Owner/Applicant agreement signed by all owners in the event the owners designate an agent to act in their stead;
- An original and six (6) copies of the application;
- Original and six copies of the approved site plan, landscaping plan, or open space plan, if the alteration affects features shown on those plans. Drawings must be folded, must be a maximum of 18” x 24” in size with a minimum scale of 1” = 100’. No construction drawings or other sized drawings will be accepted unless specifically requested by the planner;
- Original and six copies of the proposed site plan, landscaping plan, or open space plan, if the alteration affects features shown on those plans. Drawings must be folded, must be a maximum of 18” x 24” in size with a minimum scale of 1” = 100’. No construction drawings or other sized drawings will be accepted unless specifically requested by the planner;
- Original and three copies of a written analysis of how the change complies with decision criteria of the application used in the first instance;
- Two copies of each drawing, reduced to 11” x 17”;
- An application fee in the amount of specified by the fee schedule, check made payable to the City of Bainbridge Island;
- An application fee in the amount specified by the Kitsap County Health District, check made payable to the Kitsap County Health District.

INFORMATION TO BE ON DRAWINGS
A. IDENTIFICATION INFORMATION (to be included on each page of each drawing):

- Name of proposed project;
- Name, address, phone and e-mail address of whomever prepared the drawing;
- Date of drawing preparation;
- North arrow;
- Graphic scale (minimum scale: 1” = 100’);
- Quarter section, section, township and range of the proposed project; and
B. BASE MAP DRAWING CONTENT

Please provide the following information on one or more sheets:

- Name, address, phone and fax numbers and e-mail address of property owner and applicant;
- Assessor’s account number(s) of parcel(s) included within the proposed project;
- Legal description of the property included within the proposed project;
- Total area of the proposed project;
- Zoning and comprehensive plan designation(s) of parcels included within the proposed project;
- Proposed home site areas and/or lots;
- If the project is a replat of an existing subdivision, the original plat shown in dashed or faded lines along with its relationship to the proposed project;
- Contours at a maximum interval of five feet;
- Location of all existing structures, wells (including well protection areas) and other improvements located on the subject property or within 150 feet of the subject property;
- Location, name and width of all existing and proposed streets, roads, bicycle paths or lanes, trails, easements, greenways, and/or open spaces located on the subject property or within 150 feet of the project;
- Existing land use(s) on the subject property or within 150 feet of the subject property;
- All streams, wetlands, shorelines, drainage ways or critical areas and any associated buffer(s) located on or within 150 feet of the proposed project;
- If within 200 feet of the shoreline, ordinary high water mark;
- Type of vegetation (i.e.: wooded, meadow, cleared, wetland, etc.) on or within 150 feet of the subject property;
- Location of all slopes steeper than 15% showing top and toe and percentage of slope;
- FEMA Flood Insurance Rate Map designation of the property included within the proposed project;
- Location and area of proposed open space (if applicable);
- Open space areas designated as separate tracts or portions of lots (if applicable);
- Location of existing and proposed individual or community water supply and septic systems on the subject property or within 150 feet of the subject property;
- Proposed means of providing water service and sanitary sewer service;
- Schematic plan of proposed utilities, if any;
Areas of identified historical importance located on the project site or within 150 feet of the subject property (such as structures listed on the National Registry for Historic Places or places on the 1987 Bainbridge Island Historic Survey);

- Proposed means of meeting the requirements of the city’s storm drainage ordinance;
- Proposed means of meeting the city’s fire protection ordinance; and
- If phasing of the project is proposed, show the proposed phase boundaries.
Owner/Agent Agreement

The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor’s account number _______________________________, located at _______________________________, Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to _______________________________

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please check all items that apply):

- ☐ preapplication conference
- ☐ planning permits
- ☐ construction permits (i.e. building, water/sewer availability, right-of-way, etc)

on the property referenced herein. This agreement authorizes the agent to act on the owner’s behalf for the above checked applications through (date or specific phase) ________________

<table>
<thead>
<tr>
<th>OWNER OF RECORD</th>
<th>DATE</th>
<th>OWNER OF RECORD</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE OF WASHINGTON</td>
<td>)</td>
<td>SS.</td>
<td></td>
</tr>
<tr>
<td>COUNTY OF KITSAP</td>
<td>)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On this ______ day of _____________, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:

__________________________
Notary Public in and for the State of Washington

Residing at ________________________________

My appointment expires: ________________________________