# Preapplication Conference Request Form

**Form Must Be Completed In Ink, Preferably Blue. Pencil Will Not Be Accepted.**

## Submission 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>Seven copies of the required drawings must be provided. Drawings must be folded and 18” x 24” in size. No construction drawings or other sized drawings will be accepted unless specifically requested.</td>
</tr>
<tr>
<td>Reduced Drawings</td>
<td>Two copies (five if commercial) of the drawings reduced to 11” x 17” must be provided.</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/Applicant Agreement must accompany the application (owner/app agreement attached). Please call (206) 780-3762 to set up an appointment to submit the application.</td>
</tr>
<tr>
<td>Fees</td>
<td>Please call the Department of Planning &amp; Community Development for submittal fee information. Review by the Kitsap County Health Department may require additional fees and processing time.</td>
</tr>
</tbody>
</table>

**Applications Will Not Be Accepted** unless these basic requirements are met and the submittal packet is deemed counter complete.
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: ______________

December 2011
5. Description of proposal: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

6. Driving directions to 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>
<td></td>
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</tr>
</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>
<td></td>
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<tr>
<td>Lot</td>
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</tr>
</tbody>
</table>
### CITY OF BAINBRIDGE ISLAND

**PREAPPLICATION CONFERENCE REQUEST**

*Form must be completed in ink, preferably blue. Pencil will not be accepted.*

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10. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

<table>
<thead>
<tr>
<th>Property</th>
<th>Comp Plan Designation</th>
<th>Zoning Designation</th>
<th>Shoreline Designation</th>
<th>Current Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>East</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Common name of adjacent water area or wetlands area:

**[Enter name]**

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

   - [ ] yes
   - [ ] no
   - [ ] unknown

   If yes, check as appropriate:
   - [ ] wetland*
   - [ ] geologically hazardous area**
   - [ ] wetland buffer*
   - [ ] zone of influence**
   - [ ] stream*
   - [ ] slope buffer**
   - [ ] stream buffer*
   - [ ] fish and wildlife habitat area

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

13. Are there underlying/overlying agreements on the property?

   - [ ] yes
   - [ ] no
   - [ ] unknown

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] CUP  Conditional Use Permit</td>
<td>[ ] SPR  Site Plan Review</td>
</tr>
<tr>
<td>[ ] MPD  Master Planned Development</td>
<td>[ ] SPT  Short Plat</td>
</tr>
<tr>
<td>[ ] PUD  Planned Unit Development</td>
<td>[ ] SSDP  Shoreline Permit</td>
</tr>
<tr>
<td>[ ] REZ  Contract Rezone</td>
<td>[ ] SUB  Prior Subdivision</td>
</tr>
<tr>
<td>[ ] RUE  Reasonable Use Exception</td>
<td>[ ] VAR  Zoning Variance</td>
</tr>
</tbody>
</table>

   [ ] Other:

   Under which jurisdiction was the approval given?

   - [ ] City of Bainbridge Island
   - [ ] Kitsap County
   - [ ] Approval date: ____________________________

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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

*December 2011 Page 1 will be generated by the City at time of submittal.*
14. Is there any other information which is pertinent to this project?  □ yes  □ no
   If yes, please explain: _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

B. TECHNICAL INFORMATION

1. Name of water purveyor: ______________________________________________________
   If a private well, what class? __________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

2. Type of sewage disposal: □ on-site septic  □ off-site septic  □ sewer
   Sewer district: □ City of Bainbridge Island  □ Sewer District 7

3. General description of the existing terrain: _______________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

4. Soil survey classification: ____________________________________________________

5. Flood plain designation: □ X  □ AE
6. Access (street functional road classifications):

<table>
<thead>
<tr>
<th>Street Type</th>
<th>Required ROW Width</th>
<th>Street Name</th>
<th>Existing ROW Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>primary arterial</td>
<td>150 feet</td>
<td>Highway 305</td>
<td></td>
</tr>
<tr>
<td>secondary arterial</td>
<td>60 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>collector</td>
<td>50 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>residential urban</td>
<td>40 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>residential suburban</td>
<td>30 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>private</td>
<td>20 - 30 feet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Sidewalks are adjacent to the parcel:  
   □ yes  □ no
   If yes, existing sidewalks are _______ feet wide.
   Sidewalk installation is proposed as part of the development project:  
   □ yes  □ no
   Proposed sidewalks:
   □ adjacent to the parcel and are to be _______ feet wide.
   □ internal to the proposal and are to be _______ feet wide.

8. Intended use of the land, as well as the sequence and timing of the proposed development:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

9. Proposed floor area ratio (gross square feet contained in buildings excluding underbuilding parking/lot area):

________________________________________________________________________

10. Proposed lot coverage (total area of building footprint/lot area x 100%):

________________________________________________________________________

11. Height of proposed buildings or structures:

________________________________________________________________________

12. Square footage of all spaces:  
   storage: 
   retail: 
   residential: 
   office: 
   other: 

13. Number of stories proposed:

________________________________________________________________________
14. Proposed setbacks:
   north: ______________________  south: ______________________
   east: _______________________  west: _______________________

15. Number of parking stalls proposed: ____________________________

16. Amount of square footage of proposed paved areas: ____________________________

17. Percent of site to be covered by impervious surfaces: %

   (If the proposal results in more than 1,000 square feet of additional impervious surface, a preliminary drainage plan shall be required.)

18. For light manufacturing proposals, percentage of site to remain as open space: %

19. Is the applicant proposing any terms, conditions, covenants and agreements or other documents regarding the intended development: (If yes, attach copies)  
   □ yes  □ no  □ unknown

20. Is the proposal part of a phased development plan? (If so, an outline of the future plans must be submitted.)

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

21. List any other permits for this project from state, federal or local governmental agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for, and if so, the date the application was approved or denied, and the application or permit number:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

22. Will the completed project result in 800 or more square feet of impervious surface
   (building footprint + driveways + parking)?
   □ yes □ no □ unknown

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

24. 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

25. 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.

26. For reasonable use exception applications, proposed
   square footage of wetland and buffer to be disturbed:

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
*If signatory is not the owner of record, the attached “Owner/Agent Agreement” must be signed and notarized.
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>
</table>

STATE OF WASHINGTON ) ) ss.
COUNTY OF KITSAP )

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:

__________________________
to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

Witness My Hand and Official Seal, hereto affixed the day and year in this certificate above written.

__________________________
Notary Public in and for the State of Washington

Residing at __________________________

My appointment expires: __________________________