## 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>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 copies if commercial, educational or institutional) 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>
<tr>
<td>Attached Submittal Checklist</td>
<td>Please refer to attached Submittal Checklist for further information. <strong>NOTE:</strong> 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 counter complete.
A. General Information

1. Name of property owner: __________________________
   Address: _______________________________________
   Phone: __________________________ Fax: _______________
   E-mail: _________________________________________

2. Name of property owner: __________________________
   Address: _______________________________________
   Phone: __________________________ Fax: _______________
   E-mail: _________________________________________

3. 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. Project contact: __________________________
   Address: _______________________________________
   Phone: __________________________ Fax: _______________
   E-mail: _________________________________________

4. Planning department personnel familiar with site: __________________________
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>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</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):

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

December 2011
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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:  

__________________________________________________________________________

12. What critical areas as defined in Critical Areas Ordinance (Bainbridge Island Municipal Code Chapter 16.20) are on the property?  

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 is 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 is required 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:

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

Under which jurisdiction was the approval given?
□ City of Bainbridge Island  □ Kitsap County  Approval date: _____________

14. Is there any other information which is pertinent to this project? □ yes □ no
If yes, please explain: __________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

15. Describe how the critical areas prevent or severely limit development.
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

16. Explain why other options cannot be used to allow development (i.e. zoning variances, buffer averaging, buffer reduction or habitat management plan).
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
17. Can the proposed impacts be reduced? If so, how? If not, demonstrate why they cannot.

__________________________________________________________________________________

__________________________________________________________________________________

18. What are the reason(s) for requesting the reasonable use exception?

__________________________________________________________________________________

__________________________________________________________________________________

19. Check all that apply to the project parcel(s) and include square footage of area within the project parcel(s):

☐ Wetland
  Square footage on project parcel(s): ___________ SF

☐ Wetland Water Quality Buffer
  Square footage on project parcel(s): ___________ SF

☐ Wetland Habitat Buffer
  Square footage on project parcel(s): ___________ SF

☐ Stream
  Square footage on project parcel(s): ___________ SF

☐ Stream Water Quality Buffer
  Square footage on project parcel(s): ___________ SF

☐ Stream Habitat Buffer
  Square footage on project parcel(s): ___________ SF

20. Check all that apply to the project parcel(s) and include square footage of intrusion within the project parcel(s):

☐ Wetland
  Square footage on project parcel(s): ___________ SF

☐ Wetland Water Quality Buffer
  Square footage on project parcel(s): ___________ SF

☐ Wetland Habitat Buffer
  Square footage on project parcel(s): ___________ SF

☐ Stream
  Square footage on project parcel(s): ___________ SF

☐ Stream Water Quality Buffer
  Square footage on project parcel(s): ___________ SF

☐ Stream Habitat Buffer
  Square footage on project parcel(s): ___________ SF
21. Wetland or stream category: ____________________________

22. Please attach habitat management plan with copies. ☐ Habitat Management Plan attached.

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

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

8. Dimensions of proposed structures:

____________________________________________________________________________

9. Height of proposed buildings or structures:

____________________________________________________________________________

10. Square footage of all spaces: storage: ______________________

    retail: ______________________ residential: ______________________

    office: ______________________ other: ______________________

11. Number of stories proposed:

____________________________________________________________________________

12. Square feet per story: (1) ______________________ (2) ______________________ (3) ______________________

13. Setback requirements:

    north: ______________________ south: ______________________

    east: ______________________ west: ______________________

14. Amount of square footage of proposed paved areas:

____________________________________________________________________________

15. Square footage of building area:

____________________________________________________________________________

16. 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 drainage plan shall be required.)

17. Percentage of site to be covered by landscaping:

    %

18. Percentage of site to remain undeveloped:

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

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

22. 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

23. 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                                           Please Print

________________________________________  ______________________________
*Signature of owner or authorized agent             Date

*If signatory is not the owner of record, the attached “Owner/Agent Agreement” must be signed and notarized.
SUBMITTAL REQUIREMENTS FOR REASONABLE USE EXCEPTION APPLICATIONS

Submittal Documents. Application for a special use permit may be made after the completion of a pre-application conference. Applications must be submitted by the owner or others authorized by the owner in person at the City of Bainbridge Island, Department of Planning and Community Development. A complete application shall include the items listed below (unless waived in writing by the Director or Project Manager).

___1. An application form provided by the City with the notarized signatures of all property owners or an owner/applicant agreement with the notarized signatures of all property owners.
___2. An application fee in the amount specified by the City.
___3. Summary letter from the pre-application conference.
___4. A wetland mitigation plan in accordance with BIMC 16.20.110.
___5. An assessment of how the proposal meets all decision criteria.
___6. Scale drawings. (See following Drawing Format and Map Content specifications).
___7. Legal description of the property, tax lot number and vicinity map. (Refer to the Drawing Requirements below for more detail.)
___8. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development.
___9. Scaled drawings of the property (see Drawing Format, Identification Information, and Drawing Content for additional information).
___10. The terms, conditions, covenants and agreements under which the subject property is bound (e.g., plat conditions, conditional use permit conditions, or view easements) if any.
___11. An environmental checklist, if required under the State Environmental Policy Act (SEPA).
___12. Other plans and information deemed necessary by the director for evaluation of the merits of the proposal.
___13. A farm plan developed by the Kitsap Conservation District if special use request is for an agricultural conversion.

Drawing Format

Required Size: 18” x 24”
Minimum scale: 1” = 100’
Border: 1” minimum all sides
Identification Information (to be included on each page of each drawing)

___1. Project title.
___2. Space for the Dept. of Planning and Community Development’s application number.
___3. Name of property owner(s).
___4. Sheet title (road, drainage, grading, utility, temporary erosion and sedimentation control, site constraints, etc.)
___5. Revision block
___6. Quarter Section, Section, Township and Range in which property is located.
___7. Date drawings were prepared.
___8. Page numbers and total number of pages.
___9. Name, address, phone number, fax number and E-mail address of professional who prepared the drawing.
___10. North arrow with north at top or left side of sheet
___11. Graphic scale.
___12. Elevation datum and benchmark

Drawing Content

___1. Vicinity map showing the proposed project site, easements and major city streets. Map shall, at a minimum, show adjacent streets and lots in sufficient manner to reasonably locate the site.
___2. Location, name, width, and ownerships of all existing and proposed boundaries, streets, roads, rights-of-way, or easements on or adjacent to the subject property.
___3. Circulation plans on and off the site, including pedestrian, bicycle and transit access, delineated parking spaces, location of locking bicycle space, etc.
___4. Location of all existing structures and improvements on or adjacent to the subject property.
___5. Location of proposed improvements.
___6. Utilities plans.
___7. Location of all existing vegetation, including all trees over six inches in diameter, on the subject property.
___8. Contours at a maximum interval of five (5) feet.
___9. Location of all existing watercourses, slopes, wetlands, required buffers, critical areas regulated under BIMC 16.20, and other natural features on the subject property.
___10. Any other plans deemed necessary for evaluation.
ADDITIONAL INFORMATION FOR REASONABLE USE EXCEPTION APPLICATIONS

Criteria for review and approval of reasonable use exceptions are as follows:
- The application of this chapter would deny all reasonable use of the property;
- There is no reasonable alternative to the proposal;
- The proposed impact to the critical area is the minimum necessary to allow reasonable use of the property;
- The inability of the applicant to derive reasonable use of the property is not the result of actions by the applicant, or of the applicant’s predecessor, that occurred after February 20, 1992;
- The proposed total lot coverage does not exceed 1,200 square feet;
- The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the property;
- Any net loss of critical area functions and values, as determined by a qualified consultant through the application of best available science, will be mitigated on-site to the extent feasible if off-site options are not available. If off-site options, such as a fee-in-lieu or mitigation banking program, are available, the mix of on-site and off-site mitigation should be based on recommendations of the consultant; and
- A Habitat Management Plan has been prepared pursuant to BIMC 16.20.060, unless it is determined through the applicable review process that such a plan is unnecessary; and
- The proposal is consistent with other applicable regulations and standards.

Studies shall be prepared by experts in the area of concern, who shall be selected from a list of approved consultants prepared by the Director, as follows:
- Aquifer recharge study: Hydrogeologist;
- Flood hazard area study: Professional civil engineer; hydro-geologist;
- Geologically hazardous area study: Engineering geologist; geotechnical engineer, provided that:
  - An engineering geologist may provide a study, including interpretation, evaluation, analysis, and application of geological information and data and may predict potential or likely changes in types and rates of surficial geologic processes due to proposed changes to a location, provided it does not contain recommended methods for mitigating identified impacts, other than avoidance, structural impacts to, or suitability of civil works; and
  - Engineering geologists may not provide engineering recommendations or design recommendations, but may contribute to a complete geotechnical report that is co-sealed by a geotechnical engineer.
- Stream, riparian area, drainage corridor study: Biologist with stream ecology expertise; fish or wildlife biologist; a civil engineer may provide studies for drainage, surface and subsurface hydrology, and water quality;
- Wetland study: Wetlands specialist.
- Habitat Management Plans: Wildlife biologist and/or fisheries biologist.
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 \ )
COUNTY OF KITSAP \ )
SS. \ )

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:

________________________

________________________

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: _____________________