**SUBMITTAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>APPLICATION</th>
<th><strong>One original (which must contain an original signature)</strong> must be provided. Whenever possible, originals must be <strong>signed in blue</strong>. Please identify the original document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPORTING DOCUMENTS</td>
<td><strong>One original (which must contain an original signature)</strong>, where applicable.</td>
</tr>
<tr>
<td>FULL-SIZE DRAWINGS</td>
<td><strong>One copy</strong> of the required drawings must be provided. Drawings must be folded and no larger than 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><strong>One copy</strong> 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.</td>
</tr>
<tr>
<td>FEES</td>
<td>Please call the Department of Planning &amp; Community Development for submittal fee information.</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 (if applicable): ________________________________________________
   Address: __________________________________________________________________________
   Phone: ___________________________ Fax: _______________________________________________
   E-mail: __________________________________________________________________________

2. Authorized agent: __________________________________________________________________
   Address: __________________________________________________________________________
   Phone: ___________________________ Fax: _______________________________________________
   E-mail: __________________________________________________________________________

3. Person responsible for payment: __________________________________________________________________
   Address: __________________________________________________________________________
   Phone: ___________________________ Fax: _______________________________________________
   E-mail: __________________________________________________________________________

4. Project contact: ______________________________________________________________________
   Address: __________________________________________________________________________
   Phone: ___________________________ Fax: _______________________________________________
   E-mail: __________________________________________________________________________

5. Description of proposal (attach additional sheets if necessary):
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

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 ______________________________________

*If signatory is not the owner of record and the proposal is for a specific parcel, 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) _____________________.

OWNER OF RECORD                        DATE                        OWNER OF RECORD                        DATE

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:

_______________________________
Notary Public in and for the State of Washington

Residing at _________________________

My appointment expires: _________________________