



# CITY OF PORT ORCHARD

## Planning Department

216 Prospect Street  
Port Orchard, WA 98366  
Phone (360) 876-4991 • Fax (360) 876-4980

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Receipt #: \_\_\_\_\_ File #: \_\_\_\_\_

### PLAT APPLICATION (5 LOTS OR MORE)

- Preliminary Plat
- PRD
- Final Plat
- Plat Amendment

- FEES:**
- Preliminary Plat: \$1000 + \$50/Lot
  - Final Plat: \$50/Lot
  - Plat Amendment: \$500
  - Planned Residential Development (PRD): Free if done with Preliminary Plat; otherwise: \$500
  - SEPA: \$250
  - Hearing Examiner fee (required on all applications): \$2500 deposit + \$250 administrative fee

**A Pre-Application meeting is required prior to submitting this application. See Land Use Form 011.**

### INCOMPLETE APPLICATION WILL NOT BE PROCESSED.

This application must include the following, unless specifically waived by the Planning Department:

- ONE original notarized** Application, plus two copies (**3 total**)
- ONE original** Contact Information sheet. (attached)
- ONE original** authorization letter, signed by the owner, which states the name and contact information for an authorized agent, if there is one.
- Engineered and survey drawings, showing topography, lot size, street profiles, and drainage infrastructure:
  - 3 sets:** 18" x 24"
  - 3 sets:** 11" x 17"
  - 1 set:** 8 ½" x 11"
- ONE** Property Owners List (see attached instructions) which includes:
  - Names and addresses of property owners within 300' but not less than two parcels deep
  - Map showing the parcels within 300' but not less than two parcels deep
  - Signed statement verifying Property Owners List (form attached)
- Mailing labels for the list of property owners (**3 sets**) (See attached instructions)
- Complete legal description of the property, including tax parcel number(s) (**3 copies**)
- Project narrative: a complete and detailed description of the proposal (**3 copies**)
- SEPA Environmental Checklist, if required. (**3 total: one with original signature plus 2 copies**)
- CD-ROM which contains all submitted documents**, in either Adobe PDF or Microsoft Word format, including the statements addressing POMC 16.13.095 and 16.13.093 if applying for Planned Residential Development in Word format (see reference in list below).

**For Final Plat application, also include:**

- 3 sets** final plat drawings with approved street names: 18" x 24"
- 1 set** final plat drawings with approved street names: 8 ½" x 11"

**For Planned Residential Development (PRD) application, also include:**

- Statement addressing each of the decision criteria listed in POMC 16.13.195.
- Statement requesting modification of development standards as outlined in POMC 16.13.193.

Other documentation may be required other than what is listed above.

**Print clearly (use ink) or type:**

General location of property and/or address: \_\_\_\_\_

Location: Section(s) \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Total Area: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Average Lot Size: \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_ Comprehensive Plan Designation: \_\_\_\_\_

Did you meet with Planning Department staff in a Pre-Application meeting?  NO  YES: \_\_\_\_\_  
date

Does the property have a Shoreline Designation?  NO  YES: \_\_\_\_\_  
designation

Are there Critical Areas on the Property?  NO  YES: \_\_\_\_\_  
type

Is there water available?  NO  YES: \_\_\_\_\_  
Water Purveyor

Is there sewer available?  NO  YES: \_\_\_\_\_  
Sewer Purveyor

\_\_\_\_\_  
Signature of Owner (Must be notarized)

\_\_\_\_\_  
Print Name of Owner

STATE OF WASHINGTON     )  
  ) SS  
COUNTY OF KITSAP        )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is the person who appeared before me, and said person acknowledged that (he/she) signed this  
instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes  
mentioned in the instrument.

WITNESS MY HAND AND OFFICIAL SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of Washington, residing at

\_\_\_\_\_  
My appointment expires:  
\_\_\_\_\_



File #: \_\_\_\_\_

**PROPERTY OWNERS LIST VERIFICATION**

I, \_\_\_\_\_, do hereby certify that the attached names and addresses are for the property owners within 300' of my property lines, and not less than two parcels deep, and are true, correct, and complete to the best of my knowledge.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

## INSTRUCTIONS FOR PROPERTY OWNERS LIST AND LABELS

### Property Owners List Instructions:

1. The statement on page 4 must be completed and signed, certifying that the attached names and addresses are for the property owners within a radius of 300' of your property lines, but not less than two parcels deep, and are true and correct to the best of your knowledge.
2. Print the list of property owners and their addresses and attach it to the signed statement. You may use a copy of your mailing labels (using plain paper).
3. Print a map which identifies your property and the surrounding property within a radius of 300', but not less than two parcels deep, and attach it to the list of names and the signed statement.
4. Incomplete addresses will delay processing of your application.
5. If you have any questions, call (360) 876-4991.

### Mailing Label Content Instructions:

Attached is a sample list identifying surrounding property owners within 300' but not less than two parcels deep, measured from the corners of your property.

- ALL ADDRESSES MUST BE TYPED AND COMPLETE USING SELF-STICK MAILING LABELS. Use the attached format.
- Type the tax account number at the top of each address. If there is room, two tax numbers with the same owner & address can be combined (see example in second column of sample list).
- The full tax number must be used. Be sure to include the last 2 digits which are present in the assessor's listing but not on the map.
- If there are two addresses for one tax number – i.e. a mailing address and a site address (see SITUS on assessor's listing) – both addresses must be used (see Jane Doe examples).
- If the address listed is a mortgage company, make label for the mortgage company (including the owners name and account number) and for the site address – if provided.

### NOTE:

If there is no site address listed, it can usually be found in the telephone book, provided you know the owner's name. If it is not listed then you must go to that address and find the house number.

You can also check with the Kitsap County Assessor's Office, For a small fee they may print out the 300' property owner's addresses.

	SAMPLE ADDRESS LIST	
4050-1-023-0004 John Doe 111 Doe Street Port Orchard, WA 98366	252401-3-017-2003 4059-006-009-0000 Dave Smith 111 Smith Street Port Orchard, WA 98366	4027-019-008-0003 Jane Doe (111640426) C/O American MTGE., Co. 223 Water Street Chicago, IL 86531-1234
4027-019-008-0003 Jane Doe 211 Smith Street Port Orchard, WA 98366		