



ADMINISTRATIVE DECISION

September 13, 2018

Dr. Steve Tutty, Tutty PLLC
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**RE: Bucklin Hill Medical Office, Site Development Activity Permit (SDAP) 18-00397
PLAN ACCEPTANCE, 2nd Submittal**

This project does not require a land use action. Because a Site Development Activity Permit is a Type II decision, a two-week appeal period is required after approval, per Kitsap County Code 21.04.070. Due to this procedural requirement, after the Site Development Activity Permit is approved, we will notify any interested parties. The pre-construction meeting can be scheduled after the two-week appeal period has ended.

We have reviewed and accept for construction the civil site plans for the above referenced project. This permit must be issued within **360** days from the date of approval, per Kitsap County Code 12.10.055. The Site Development Activity Permit will be issued at the pre-construction meeting. It is the responsibility of the applicant to print and bring to the pre-construction meeting two copies of the Accepted Plans.

- Accepted Plans shall be full-size plans, printed on minimum 22" x 34", and shall be to scale.
- The complete Accepted Plans set shall consist of:
 - Sheets 1 through 12, Civil Plans (includes SWPP plans)
 - Sheets 1 through 1, Landscape Plans

If the printed Accepted Plans are not brought to the pre-construction meeting, the Site Development Activity Permit cannot be issued. One copy of the printed plans will remain on file at the Department of Community Development, and one copy is required to be onsite throughout the construction period. Failure to have the Accepted Plans onsite may result in requested inspections not being approved. Please contact Kitsap One at (360) 337-5777 to schedule the pre-construction meeting, which will be conducted at the Department of Community Development office.

The application fee deposit for this Site Development Activity Permit includes 48 hours of permit processing, review and inspection. Hours in excess of the deposit will be charged at the current hourly rate. Any unused portion of the deposit will be refunded upon project completion. All fees must be paid prior to scheduling the final inspection.

A. The following items shall be submitted to Development Services and Engineering prior to scheduling the pre-construction meeting:

1. Provide a Certificate of Liability Insurance remaining in force until final construction acceptance is issued by the County. Specify the liability insurance in the amount of not

less than one million dollars combined single limit bodily injury and property damage, with a two-million-dollar aggregate. Include Kitsap County, its officers, and employees as additional insureds with respect to terms and conditions of the policy. Reference **Bucklin Hill Medical Office Site Development Activity Permit 18-00397** on the Certificate.

2. Provide a performance covenant for the erosion and sedimentation control facilities referencing **Bucklin Hill Medical Office, Site Development Activity Permit (SDAP) 18-00397** on the covenant (previously enclosed). This covenant must be recorded with the Kitsap County Auditor's office. Recording fees are \$99.00 for the first page, and \$1.00 a page for subsequent pages, and are the responsibility of the property owner.
3. Please have the engineer bring to the preconstruction meeting two copies of a drainage plan revision showing the catch basin connection for the roof downspouts, per the emailed revision received 9/11/2018.
4. Prior to scheduling the preconstruction meeting, please provide documentation from the solid waste provider that their requirements for this project have been met.

B. Development Services and Engineering will schedule a final inspection once all the following conditions are completed:

1. If a septic tank served the existing house it must be pumped and abandoned per KPHD code.
2. Submittal of two blackline copies of as-built plans, and a scalable electronic PDF (once as-built copies have been approved). All sheets containing road and drainage plans, profiles and associated details shall be included in the as-built set. It is not necessary to include grading and erosion control plans and details. The as-built plan set shall be stamped "**RECORD DRAWING**" and shall be signed and stamped by a professional engineer or land surveyor.
3. Permanent stabilization and restoration of the project site. Final replanting may be delayed to the appropriate season, provided temporary soil stabilization measures are in place and financial security is provided to assure the completion of work.
4. The engineer shall provide certification to Kitsap County that the drainage conveyance pipes and structures were installed in compliance with the accepted plans.
5. Submittal of a Maintenance Covenant, recorded with the Kitsap County Auditor, for maintenance of private storm drainage facilities located on the project site which gives Kitsap County the right to inspect the facilities and guarantees the County that the facilities will be properly maintained (enclosed).
6. Submittal, by the Project Engineer, of the Operation and Maintenance Manual for privately maintained and/or non-standard stormwater facilities.
7. Payment of all outstanding fees.

8. Fulfillment of all conditions of approval.

C. Please be aware of the following requirements by other agencies associated with the proposed construction:

1. This project includes the construction of rock walls or other retaining facilities that either exceed four feet in height or sustain a surcharge. A separate building permit with an engineered design is required for such walls.
2. Prior to completion of this permit with the Department of Community Development, the Applicant shall apply for and satisfy all conditions of a Right-of-Way Permit through the Department of Public Works for any and all work performed in the county Right-of-Way associated with this project. Apart from the Site Development Activity Permit (SDAP), the Right of Way permit may require extra work to comply with current Washington State Department of Transportation or Kitsap County Road Standards. You may contact Kitsap County Public Works, Right-of-Way Division at (360) 337-5777 to obtain a Right-of-Way permit.

THE DECISION OF THE DEPARTMENT IS FINAL, UNLESS APPEALED ON OR BEFORE 14 DAYS FROM THE DATE OF DECISION PER KITSAP COUNTY CODE 21.04.290.

The written appeal shall be made on, or attached to, an appeal form found on the Department of Community Development website:

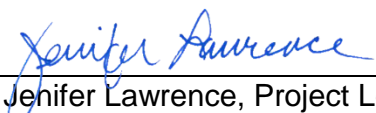
<https://www.cognitofrms.com/KitsapCounty1/AppealObjectionOfAnAdministrativeDecision>.

Please note affected property owners may request a change in valuation for property tax purposes, notwithstanding any program of revaluation. Contact the Assessor's Office at 360-337-5777 to determine if a change in valuation is applicable due to the issued Decision.

The complete case file including findings, conclusions and any conditions of approvals available for review at the Department of Community Development; if you wish to view the case file or have other questions, please contact Help@Kitsap1.com or (360) 337-5777. Please note the Department of Community Development is open Monday to Thursday from 8:00am to 4:00pm and on Friday from 9:00am to 1:00pm except holidays.

If we can be of further assistance, please contact **Jenifer Lawrence** at (360) 337-5777.

Sincerely,



Jenifer Lawrence, Project Lead

9/13/18

Date



Shawn Alire, Development Services and Engineering
Supervisor

9/13/18

Date