

# What's Happening in My Neighborhood?

## *Stay informed and engaged on proposals in your neighborhood*

The Department of Community Development is committed to notifying citizens of proposals that may impact them or their property. We utilize postcard mailings to notify neighboring citizens and local agencies of new proposals that direct citizens on where to find the most current proposal information. This document provides further assistance on navigating our Online Permit Center and actively participating in a proposal.

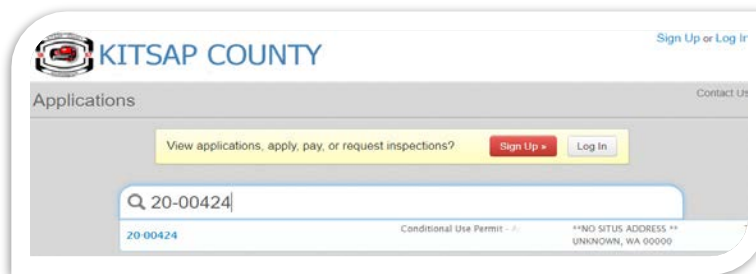
## I received a postcard regarding a proposal, how do I find out more information?

You can:

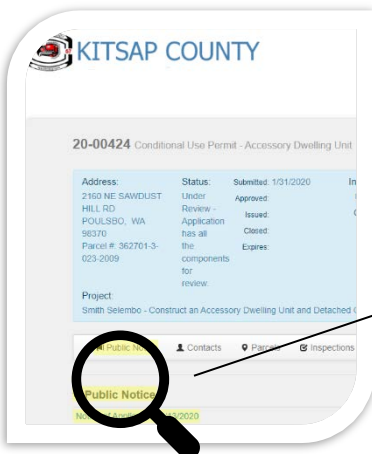
- A. [Review the Notice of Application online](#)
- B. [Review the application files submitted](#)
- C. [Contact the project lead](#)
- D. [Provide comments](#)
- E. [Become an interested party](#)
- F. [Attend public hearings](#)

### A. How do I review the Notice of Application online?

1. Search our [Online Permit Center](#) (You do not need to log in or create an account)
2. Enter the application number listed on your postcard

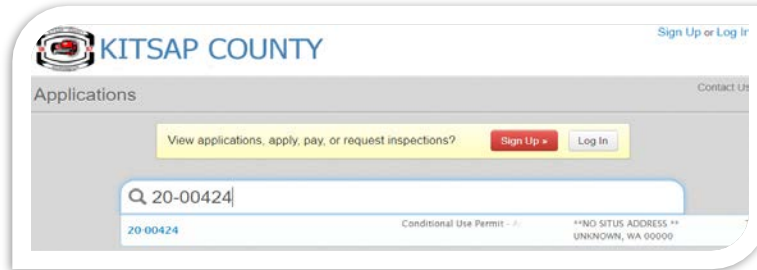


3. Select "Public Notice" icon or find the "Public Notice" Heading
4. Click on the "Notice of Application" link

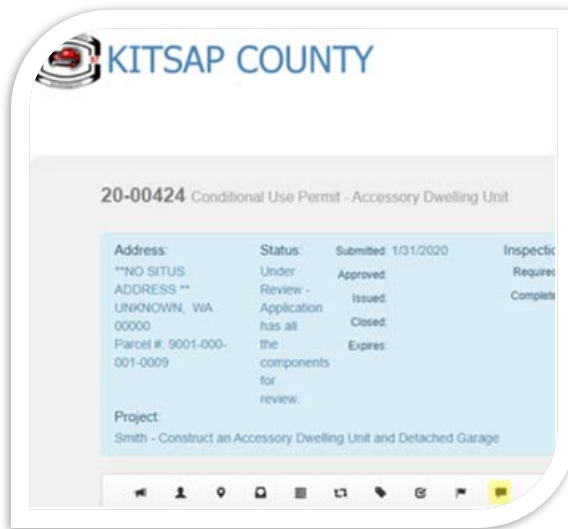


## B. How do I review the application documents submitted?

1. Search our [Online Permit Center](#) (You do not need to log in or create an account)
2. Enter the application number listed on your postcard



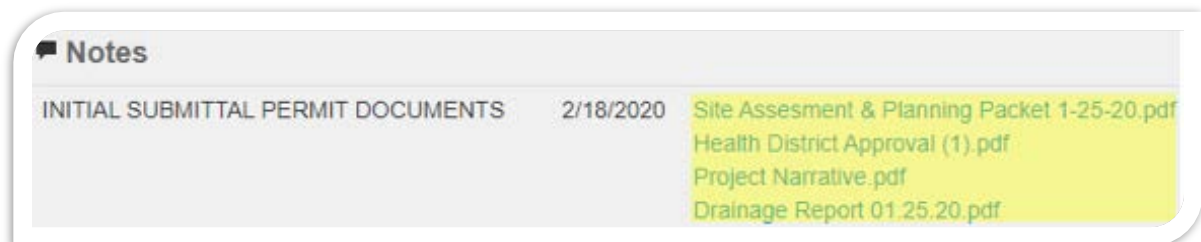
3. Select "Notes" icon



Or scroll to the bottom of the page to find the "Notes" heading



4. Click on the links to view the application document



*Can't find what you're looking for?*

Contact the Project Lead or email [help@kitsap1.com](mailto:help@kitsap1.com) or call 360-337-5777 for assistance.

## C. How do I find out who the Project Lead is?

The Project Lead and contact information is listed on the postcard you received in the mail. You can also email [help@kitsap1.com](mailto:help@kitsap1.com) or call 360-337-5777 for assistance.

## D. How do I make a public comment on a proposal?

You can:

- a. Email your comments to the Project Lead or [help@kitsap1.com](mailto:help@kitsap1.com) with the application number listed
- b. Attend and sign up to speak at the public hearing
- c. Mail your comments to the Kitsap County Department of Community Development at 619 Division Street MS-36 Port Orchard, WA 98366

## E. Interested Parties

### *What is an interested party?*

An interested party is an individual who wants to be notified of decisions made on a specific proposal. You must be an interested party to receive future notifications related to the proposal.

*To become an interested party*, email [help@kitsap1.com](mailto:help@kitsap1.com) with the application number listed on your postcard or call 360-337-5777 or contact the project lead.

## F. Public Hearings

Per [Kitsap County Code Chapter 21.04](#), not all proposals are required to have public hearing. If you have been notified of a proposal that does not require a public hearing, you can still provide public comments to the Project Lead for consideration and that may be included in their staff report.

Once a decision is made all interested parties will be notified.

### *When is the public hearing?*

If a proposal is required to have a public hearing a Notice of Public Hearing will be sent out to interested parties with the scheduled date. Public hearings for the Hearing Examiner are typically the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of every month and start at 9:00am. You can also view the Hearing Examiner schedule and agendas on our website:

<https://www.kitsapgov.com/dcd/Pages/HearingExaminer.aspx>.