



# KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS

614 DIVISION STREET (MS-26), PORT ORCHARD, WA 98366-4699 | KITSAP1: 360.337.5777 | KITSAPGOV.COM

## **Requirements for Private Septic/Water Line/Stormwater Easements**

Any person installing a private utility line such as septic effluent line, water line, or stormwater pipe within a County right of way (maintained or unmaintained) is required to obtain an easement from the Board of County Commissioners. The easement grants the property owner(s) the right to utilize the County right of way for private use specified in the easement document. An Application to Perform Work in the County Right of Way to install the utility will not be issued until an easement is obtained from Kitsap County. The process involved is briefly described as follows.

The requestor must submit the following information to the Kitsap County Public Works Department:

1. Letter or email requesting the reason(s) for the easement(s).
2. Letter from the Health Department supporting the private system (septic and water only).
3. Legal description of the easement location (only the area within the right of way).
4. Assessor's map of the parcels and right of way crossing.
5. Plan and/or profile of the work to be done (depiction of system and crossing).

The administrative fee for the easement is \$200.00 – payable upon submittal to Kitsap County Public Works (KCPW). In addition, recording fees are the responsibility of the requestor.

Your request will be routed to several divisions including the Prosecuting Attorney's Office for comment. Once all comments are returned and if favorable, it will be submitted to the Board of County Commissioners for approval at a regularly scheduled Agenda Meeting. Therefore, the processing can range from 6-10 weeks.

The requestor must follow requirements mandated by Kitsap County Public Works/Construction Division and the Kitsap County Health Department for installation (if applicable).

Please contact the following division for more questions:

Real Estate Services  
Kitsap County Public Works  
614 Division Street, MS-26  
Port Orchard WA 98366-4699  
(360) 337-5777

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