



## DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368

Tel: 360.379.4450

Web: [www.co.jefferson.wa.us/communitydevelopment](http://www.co.jefferson.wa.us/communitydevelopment)

E-mail: [planning@co.jefferson.wa.us](mailto:planning@co.jefferson.wa.us)

### SUPPLEMENTAL APPLICATION SITE DEVELOPMENT REVIEW – Buildability Analysis

PARCEL # _____	PROJECT/APPLICANT NAME: _____
----------------	-------------------------------

#### PURPOSE

The purpose of the site development review (SDR) buildability analysis process is to provide owners or developers of land a means to obtain an assessment of site requirements for development of a parcel before applying for a development permit. The SDR process implements Chapter 18.40 Jefferson County Code (JCC) and Chapter 18.12 JCC. The result of the SDR process is identification of environmentally critical areas that may constrain development and instructions for next steps in the permitting process for development of the site.

#### PROCESS

1. Submit the standard Permit Application along with this Supplemental Application for site development review.
2. DCD will identify any critical areas affecting the property and illustrate resultant development envelopes.
3. Environmental Public Health (EPH) will review the site for septic disposal and water availability requirements.
4. When necessary, Department of Public Works will review for access and drainage requirements.

#### SUBMITTAL REQUIREMENTS

Required Submittal Items <sup>1</sup>	
	Permit Application
	Supplemental Site Development Review Application
Lots under two (2) acres in size	
	Water Availability Notification form completed by your water purveyor (only required if on public water)
	Soil log registration to be submitted to EPH <u>after</u> development envelope determined by DCD through SDR process
Optional submittal documents – If you have these documents, submit with application <sup>2</sup>	
	Critical Area Reports
	Site Plan

1. Additional documentation may be required during the site development review process, including but not limited to critical areas reports, State Environmental Policy Act (SEPA) checklist, or septic system documentation.
2. DCD may require additional information about the proposed use of the site and documentation of critical areas or other site conditions per JCC 18.40.JCC 18.12.080(1).

**PERMITTING DEVELOPMENT OF SUBSTANDARD LOTS**

As a part of site development review, DCD may determine that a lot does not conform to size requirements as described by zoning standards. Development of substandard lots must meet the exceptions of JCC 18.12.070(4) or go through the residential development exception process of JCC 18.12.080.

Be advised that additional permitting may be required accordingly: lots requiring aggregation under JCC 18.12.050 or JCC 18.12.070 must go through lot consolidation permit processes; lots requiring the residential development exception process must complete a supplemental application for residential development exception per JCC 18.12.080.

Provide the following supplemental information if the lot(s) is/are in an existing subdivision:

<b>Subdivision Name and Volume and Page (or Auditor’s File Number if applicable):</b>			
Existing or Proposed Land Use (check one):	Residential	Commercial	Industrial
Total Acreage of Property:	Total # of Lots Proposed for Consolidation:		
Water Supply (check one):	Individual or 2-Party Wells	Public Water System	
Platted on or after August 11, 1969:	Platted before August 11, 1969:	Platted before June 7, 1937:	

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY	
<b>Site Development Review Permit Fees</b>	
Site Development Review Base (3-hour consistency review) DCD118	\$321.00
Scan Fee DCD012	\$26.75
Site Visit Fee – <i>only if site visit is required</i> (\$214) DCD118	
<b>Subtotal</b>	
	Technology Fee EH9999 – 5%
<b>Total Fees*</b>	
<b>Environmental Health and Public Works fees may be required as part of the SDR process.</b>	

\*Additional fees may apply.

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_ Cash/Check/CC: \_\_\_\_\_