



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 • permitcenter@cityofportorchard.us

CAPACITY RESERVATION CERTIFICATE (CRC) APPLICATION

Incomplete submittals will not be accepted.

1. RESERVATION CERTIFICATES REQUESTED: *(Check all that apply)*

| | | |
|--|-----------|---|
| <input type="checkbox"/> Water* | \$150.00 | *Additional fees may apply depending on your application: <ul style="list-style-type: none"> • Reports prepared by the City are at the Applicant's expense. • Reports prepared by the Applicant are reviewed at the Applicant's expense. |
| <input type="checkbox"/> Sewer* | \$150.00 | |
| <input type="checkbox"/> Transportation* | \$150.00 | |
| <input checked="" type="checkbox"/> Technology Fee | \$10.00 | |
| Due with Submittal: | \$ | |

2. PROJECT INFORMATION:

2A. PROPERTY DESCRIPTION *(Check one):*

Short Plat Commercial/Industrial Single Family/Duplex Subdivision Multi-Family (3+ Units)

Number of New Dwelling Units: _____ **Building Area (Sq. Ft.):** _____

Underlying development permit or activity this application is associated with *(List type or permit number):* _____

Existing use of Property: _____ **Property size (acres):** _____

2B. PROPOSED WATER USE *(including irrigation):*

Single Family: _____ Commercial/Industrial/Other: _____
(1 ERU = 180 gpd)

of Meters Requested: _____ **Size of each meter:** _____

2C. PROPOSED SEWER USE:

Single Family: _____ Commercial/Industrial/Other: _____
(1 ERU = 180 gpd) *(See Municipal Code)*

2D. PROPOSED TRANSPORTATION:

Will this development or use generate any new PM peak hour trips? Yes No
If you answered yes, check one of the following boxes:

Limited Review: Applicant's Traffic Engineer to prepare a Traffic Impact Analysis (TIA). Applicant will pay for review of the TIA by the city's third-party consultant.
See Section 4 for Submittal Requirements.

Full Review: Applicant will pay for the City's third-party consultant to prepare a TIA.
See Section 4 for Submittal Requirements.

NOTE: For submittals not requiring a TIA, Public Works Staff will assign the following, as applicable: ITE Code, ITE Trip Rate, Number of new PM peak hour trips, Credit for existing trips, Net new trips and Transportation Impact fee.

3. SUBMITTAL REQUIREMENTS: *(check the box for each item included)*

- Application fee.
- Completed Master Application form.
- Completed CRC Application form.
- Map of Property.
- Legal Description of Property. *(Available on Kitsap County Assessor's website)*

List of submittal requirements continues on page 2.

4. OTHER SUBMITTALS – include as applicable:

As determined by the Director. Contact Public Works Assistant City Engineer for requirements by calling (360) 876-4991.

- Proposed site design information (site plan).
- Phasing information. Include proposed uses, square feet, and number of units in each phase.
- Written consent of the property owner, if different from the applicant (developer).
- A water hydraulic report prepared by a licensed professional engineer. *POMC 20.180.11(l)*
- A sewer hydraulic report prepared by a licensed professional engineer. *POMC 20.180.011(m)*
- Proposed mitigation (if any) for the impact on the city's transportation facilities.
- For transportation capacity evaluation: a detailed preliminary site plan. *See POMC 20.180.011(2)(a)*
- For Transportation Limited Review** (*as identified in Section 2D*): Include the following:
 - Scoping Memorandum prepared by the Applicant's Traffic Engineer.
The instructions for preparing the scoping memo for a traffic impact analysis are found in POMC 20.180.025, Appendix D.
Do not submit a TIA at this time. The city will review the scoping memo and return comment prior to submitting the draft TIA for review.
The instructions for format and content requirements of the TIA are found in POMC 20.180.025, Appendix E.
- For Transportation Full Review** (*as identified in Section 2D*): Include the following:
 - Preliminary site plan, including proposed site access locations, off-street parking, frontage improvements, and on-site circulation, as applicable.
 - Project description, including parcel numbers, zoning, existing uses, proposed uses, proposed quantity (number of dwelling units or gross square feet), construction phasing, and proposed off-site improvements, as applicable.