



# CITY OF PORT ORCHARD

## Permit Center

Office located at 720 Prospect Street  
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### MINOR LAND DISTURBING ACTIVITY PERMIT (LDAP) APPLICATION

***Incomplete submittals will not be accepted.***

A Minor Development is defined as any new development or redevelopment activity that:

- (a) includes the creation or addition of less than 5,000 square feet of new impervious surface area, and
- (b) includes land disturbing activity of less than one acre, and
- (c) includes grading involving the movement of less than 5,000 cubic yards of material.

<b>1. PROJECT INFORMATION:</b>	
Is the proposed land disturbing activity less than 1,000 sq. ft. total? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has a previous Land Disturbing Activity Permit been issued within the last year (365 days) for a project which disturbed less than 1,000 sq. ft. total area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total square footage of land disturbed (round up to the nearest whole number): _____ sq. ft.	
Total square footage of hard surface to be constructed: _____ sq. ft.	
Water Main Extension: _____ lin. ft.	Sewer Main Extension: _____ lin. ft.
<b>2. SUBMITTAL REQUIREMENTS.</b> Check the box for each item included with this application.	
<input type="checkbox"/> <b>THE MASTER PERMIT APPLICATION FORM</b> with original signature(s). <i>One Master form covers all applications that are included with this submittal.</i>	
<input type="checkbox"/> <b>FOUR COPIES: Completed Minor Land Disturbing Activity Permit (LDAP) application.</b>	
<input type="checkbox"/> <b>FOUR PLAN SETS:</b> <i>Not required to be prepared by a professional civil engineer.</i>	
<input type="checkbox"/> Plans must be 24" x 36". <input type="checkbox"/> Must comply with Site Plan Checklist requirements. <input type="checkbox"/> Include an erosion and sedimentation control plan. <input type="checkbox"/> Show existing and finished grade. <input type="checkbox"/> Include a landscape plan, if applicable. <input type="checkbox"/> A tree retention plan may be required per POMC 29.128.190. <input type="checkbox"/> All drawings must show the Design Standards requirements, if applicable. <i>See attached checklist.</i>	
<input type="checkbox"/> <b>FOUR COPIES: Site Plan Checklist.</b> <i>Use Form #085 Site Plan Checklist.</i>	
<input type="checkbox"/> <b>THREE COPIES: Soils Report</b> prepared by a licensed soils or geotechnical engineer.	
<input type="checkbox"/> <b>Stormwater Drainage Permit (SDP) application.</b> <i>A stormwater drainage permit is required to accompany all LDAP applications unless specifically exempt (POMC 20.140.070(2)). Use the SDP application form for submittal requirements.</i>	
<input type="checkbox"/> <b>An Electronic Version of all submitted documents, in high resolution Adobe PDF format.</b>	
<b>3. PROJECT-SPECIFIC SUBMITTAL REQUIREMENTS.</b>	
<i>Depending on your project, the following items may be required. Check the boxes that apply.</i>	
<input type="checkbox"/> <b>FOUR COPIES: Abbreviated Grading Plan.</b> <i>Not required to be prepared by a professional civil engineer.</i>	
<input type="checkbox"/> Must include a temporary erosion and sedimentation control plan. <input type="checkbox"/> Must show the construction sequence for all erosion and sedimentation control work, both temporary and permanent.	

### **3. PROJECT-SPECIFIC SUBMITTAL REQUIREMENTS, continued.**

#### **SEPA Environmental Review or a previously issued SEPA Determination.**

Environmental review is required unless exempt pursuant to POMC 20.160.080 – 090.

*Check one of the first three boxes below that corresponds to the documents submitted with this application:*

- SEPA Checklist Application.** *Use the SEPA Checklist application form for submittal requirements.*
- FOUR COPIES: Previously issued SEPA Determination for this project.**
- This project is exempt from SEPA review.**  
*If you checked this box, select from the following for the categorical exemption that applies to your project: (WAC 197-11-800)*
  - The total cut and fill will not exceed 100 cubic yards throughout the lifetime of this project.
  - The project is for four or fewer residential units.
  - The project is for non-residential construction which is not more than 4,000 square feet gross floor area, and which does not exceed parking facilities for 20 automobiles.
  - The project is for a parking lot for twenty or fewer automobiles not associated with a structure.
  - Other: *(Cite the WAC reference)* \_\_\_\_\_

- THREE COPIES: Hearing Examiner's Determination or Director's Decision from a previous Land Use case related to this project.**

- THREE COPIES: Wetland Report.**  
*Required if the project site potentially contains wetlands or wetland buffers, or is within 200 feet of a potential wetland.*

- THREE COPIES: Habitat Report.**  
*Required if the project site potentially contains any streams, or is within 200 feet of a potential stream.*

- THREE COPIES: Geotechnical Report.**  
*If the project site contains or is within 200 feet of a steep slope or other geologically hazardous area, a Geotechnical Report with more information than what is provided in the Soils Report may be required.*

- THREE COPIES: Hydrogeological Report.**  
*May be required on sites listed in POMC 20.162. Article VII, Critical Aquifer Recharge Areas, Table 20.162.086, Operations with Potential Threat to Groundwater.*

- Floodplain Development Permit Application, documenting 'no rise' to the Base Flood Elevations.**  
*Required if the project site is located within the Floodplain.*

- Shoreline Exemption Request or Shoreline Permit Application.**  
*Required if project site is within 200 feet of a Shoreline of the State. Consult the Department of Community Development for requirements specific to your project.*

#### **4.FEES.**

*Plan review fees and other fees are due when the application is submitted. Additional fees are due when the permit is issued. Contact the Permit Center for a fee estimate.*



**CITY OF PORT ORCHARD**  
Permit Center

**Design Standards Submittal Checklist**

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**1. DESIGN STANDARDS. (POMC 20.127)**

*Determine if Design Standards apply. Check the box below that corresponds with this project:*

- Design Standards apply to this project.** *You will need to show design standards on the project plans.*
- An exception listed below applies to this project. Design Standards do not apply.**  
*Check the box next to the exception that applies to your project:*
  - This application is for a detached house, backyard cottage, cottage court cottages, duplex, attached house, or townhome.
  - This application is for open-air structure(s) such as pavilions, stages and gazebos for ornamental, performance or recreational use.
  - This project is located in the Old Clifton Industrial Park.
  - This project is in an Industrial zone, and the Director has waived Design Standards.  
*(Provide a copy of the Waiver)*
  - This project is a Tenant Improvement or other interior work within an existing building that **does not**:
    - include site improvement.
    - change the building footprint.
    - change the exterior of the building.
    - increase the gross floor area of the structure.

**2. DESIGN STANDARDS PROJECT INFORMATION:**

Specify the Improvement Level for your project (POMC 20.127.020(3)):

- Level 1       Level 2       Level 3       New Construction

- Project is located within Community Framework Map area number \_\_\_\_\_ (POMC 20.127.130(1-16))
- Project is located outside of the Community Framework Map areas.

Block Frontage Type designation of the project site (POMC Table 20.127.120(2)) *Check all that apply:*

- Storefront       Landscape       Varied       Marine       Gateway       Other

Is your project fronting a trail that is not adjacent to a street?  No       Yes: *If yes, POMC 20.127.210 applies.*

Are you proposing a Community Design Framework Master Plan:  No       Yes: *If yes, a Comprehensive Plan Amendment is required.*

Are you requesting an optional review by the Design Review Board? (POMC 20.127.030)  No       Yes

Are you requesting Departures from the Design Standards?  No       Yes  
*If departures are requested, see submittal requirements below.*

**3. SUBMITTAL REQUIREMENTS. Check the box for each item included with this application.**

- TWO COPIES** of this completed checklist.
- If Departures are requested, also submit:
  - TWO COPIES:** Departures Supplemental Checklist.
  - TWO COPIES:** A narrative statement to support how such proposed departures meet the applicable approval criteria.

The design standards required for your project must be included on all drawings submitted with your application. This includes showing departures if any are requested.

Check all elements included with your submittal:

**Block Frontage Standards.** (POMC 20.127; Article II, 100 – 260)

Identify the block frontage type(s) applicable to the development.

- A site plan and/or other plans illustrating proposed improvements and how the block frontage standards are being met, including (where applicable):
  - Building envelope location and setbacks/dimensions.
  - Site elevation/topography at minimum two-foot intervals.
  - Parking location and vehicular access design.
  - Percentage of street frontage that is occupied by parking areas and garage entries.
  - Weather protection elements and dimensions/percentages.
  - Façade transparency elements and dimensions/percentages.
  - Storefront interior dimensions, including floor to ceiling height and storefront depth.
  - Landscaping elements (common or scientific name and size) and design (layout and location).
  - Right-of-way improvements and dimensions (including planting strip and sidewalk).
  - Undeveloped areas, including critical areas and associated buffers).

**Site Planning Standards.** (POMC 20.127, Article III, 300 – 360)

- A site plan and/or other plans illustrating proposed improvements and how the site planning standards are being met, including (where applicable):
  - Building envelope location and setbacks/dimensions.
  - Site elevation/topography at minimum two-foot intervals.
  - Building elevations of all façades, including the location of doors, windows, and balconies.
  - The location and height of adjacent structures within 25 feet of the property proposed for development.
  - Non-motorized circulation elements, including materials, dimensions, and necessary details.
  - Parking location and vehicular access design, including materials, curb edge, lane configurations, dimensions, and other relevant details to support compliance.
  - Existing and proposed pedestrian-oriented space, usable residential open space, and other recreational features, including design elements, materials, and necessary details.
  - Location, design, and configuration of service areas and mechanical equipment.
  - Landscaping elements (common or scientific name and size) and design (layout and location).
  - Right-of-way improvements and dimensions (including planting strip and sidewalk).

**Building Design Standards.** (POMC 20.127, Article III, 400 – 460)

- Graphics illustrating proposed improvements and how the building design standards are being met, including (where applicable):
  - Building elevations showing:
    - Exterior materials.
    - Doors and windows and associated design details.
    - Roofline design and dimensions.
    - Details on proposed exterior materials and finish.
    - Blank wall treatment details.
  - Building plan view drawings showing:
    - Façade articulation and dimensions.
    - Entry locations and design.
  - Three-dimensional graphics emphasizing:
    - Building massing and articulation.
    - How the development (proposed improvements) fit within the surrounding context.  
The graphic must illustrate the general massing of buildings within 50 feet of the site.

**Departures.** (POMC 20.127.060)

Use the Design Standards Departures Request form if any departures are requested.