



# 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

### MINOR MODIFICATIONS TO A PRELIMINARY PLAT

<i>For Staff Use Only</i>	File #:	Receipt #:
---------------------------	---------	------------

***Incomplete Application Will Not Be Accepted.***

<b>1. PROPERTY INFORMATION:</b>		
Name of Subdivision:		
General Location of Property:		
Nearest intersection:		
Section:	Township:	Range:
Assessor's Parcel Number(s):		
<b>2. PROJECT INFORMATION:</b>		
Are the exterior boundaries of the plat changing?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are changes proposed to the road alignments or connections?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the plat comply with the conditions of the preliminary plat approval if the revisions are approved?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved number of lots:	Proposed number of lots:	Average lot size:
Building Type:	<input type="checkbox"/> DETACHED HOUSE <input type="checkbox"/> ATTACHED HOUSE <input type="checkbox"/> BACKYARD COTTAGE	
<i>POMC 20.32</i>	<input type="checkbox"/> COTTAGE COURT <input type="checkbox"/> DUPLEX: BACK TO BACK <input type="checkbox"/> DUPLEX: SIDE BY SIDE	
	<input type="checkbox"/> FOUR-PLEX <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> APARTMENTS	
List the number of units by Building Type:		
<b>3. SUBMITTAL REQUIREMENTS:</b>		
<i>NOTE: Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.</i>		
<b>Check the box for each item included with this application:</b>		
<input type="checkbox"/> <b>The Master Permit Application Form</b> , completed.		
<input type="checkbox"/> <b>Minor Modifications to a Preliminary Plat Application</b> ( <i>this form</i> ), completed. Include the <b>original</b> signed and notarized Owner Statement ( <i>page 2 of this application</i> ). <i>This includes the ORIGINAL plus 3 copies</i>		
<input type="checkbox"/> <b>A Narrative Statement</b> which explains the minor modifications in detail.		
<input type="checkbox"/> <b>A Vicinity Map</b> , which prints to scale at 8 1/2" x 11" or larger, with the site clearly marked, shown in relation to the nearest major streets, roads and waterways in the area.		
<input type="checkbox"/> <b>The Site Plan</b> , prepared by a registered land surveyor, scaled to not less than one inch equal to 100 feet. Must print to scale at 18" x 24". The plan must show the proposed modification, using the same plan format as in the original approval.		

*Other documentation may be required in addition to what is listed above.*

**OWNER**

**1. SELECT THE APPROPRIATE STATEMENT:**

- I affirm that the property affected by this application is in my exclusive ownership.
- I affirm that the property affected by this application is not in my exclusive ownership. This application is submitted with the consent of all owners of the affected property.

**2. IF AN AGENT IS SUBMITTING THIS APPLICATION ON YOUR BEHALF, complete this verification statement:**

As the record owner of the property listed above, I authorize \_\_\_\_\_, as my Authorized Agent to submit this application on my behalf.

**3. OWNER'S SIGNATURE TO BE WITNESSED BY NOTARY:**

The application as completed is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Owner (Must be notarized)

\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Date

STATE OF WASHINGTON     )  
  ) SS  
COUNTY OF KITSAP     )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS MY HAND AND OFFICIAL SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of Washington, residing at

\_\_\_\_\_  
My appointment expires:  
\_\_\_\_\_