

Review and Public Hearing Process

Review process

The project application and submittal documents will be reviewed for accuracy and compliance with local code and state law. The project is reviewed against many different County codes, but the overarching code for what subdivisions must include is in [Kitsap County Code \(KCC\) Title 16 Land Division and Development](#). Conditions will be assigned to the project as needed to mitigate adverse impacts. If submitted documents have errors or additional information is needed, Community Development (DCD) will ask for a response in a formal Information Request. Once all application documents are complete and accurate, DCD will finish its review. Once all conditions have been tentatively assigned and staff determines the project is consistent with state and local codes, DCD staff will prepare a Recommendation to the Hearing Examiner.

DCD considers all comments in its recommendation, which are received until seven days before the scheduled hearing. After that date, DCD may provide an addendum to the Staff Report, but typically, comments are given orally or in writing at the Hearing Examiner public hearing.

Hearing process

The preliminary plat requires a public hearing before the Hearing Examiner, and neighbors are encouraged to testify at the hearing (see reference to Type III processes outlined in KCC Chapter 21.04 Land Use and Development Procedures). It is important to remember that if the project is, on its face, allowed in the zone, neighbors should speak to conditions to address concerns; simply asking the Hearing Examiner to deny the project is not effective without showing how the project violates some specific element of county code or state law. The Hearing Examiner will consider testimony from the public, staff, and applicant and must render a decision within 10 days of the hearing. The decision is appealable to the State Superior Court.