



Community
Development

2X6 PERMIT PROCESS

2x6 for Select Land Use and Site Development Activity Permits (SDAP)

- 2 review cycles
- Up to 6 weeks each review cycle
- Debrief opportunity with lead reviewer at end of each cycle

Overview

Land Use and Site Development permits often require several documents and reports, plus a public notice and long decision process. Missing or incomplete information can cause long delays in reviewing applications. The 2x6 process helps by:

- Providing an initial screening to identify issues early.
- Assigning a project lead to guide your permit through two review cycles, each lasting up to six weeks.
- Having debrief sessions with the project lead or other staff at the end of each cycle to be sure applicants thoroughly understand what additional information or changes are needed together with next steps for review and approval.

Tools to Help You in the Process

PREP Report Map

The PREP Report is a helpful tool that prepares you with information about your property, including environmental features that may require additional reports or planning steps. You can also use this tool to sketch or outline your project ideas before discussing them with Community Development staff or your designer.

Tip: It's recommended (not required) to review your PREP Report and project details with a Community Development staff member before starting your application.

[Kitsap.gov/DCD](https://www.kitsap.gov/DCD)
(360) 337-5777

Help@Kitsap1.com

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Intake Checklists

Intake checklists identify required submittal documents for your permit type to ensure everything is ready before submitting your application in the Permit Application Portal.

Intake Screening Date Request

Intake screening is required for 2x6 Applications. Intake screening dates must be requested in the Permit Application Portal. During the screening, you'll receive important information and specific deadlines. Missing these deadlines may result in rescheduling your intake screening.

2x6 Steps

1. PREPARE

- Run [Prep Report](#) Map.
- Review [intake checklists](#).
- Request pre-application meeting. (optional)
- Complete designs and studies.

2. APPLY

- Request Intake Screening Date in the [Permit Application Portal](#).
- Submit your documents using the Permit Application Portal.

3. PAY FEES

- Pay fees at least one day before your scheduled Intake Screening Date. Failing to do so will require rescheduling your Intake Screening Date.
- Receive Debrief Meeting Date.

4. RECEIVE DETERMINATION OF COMPLETENESS

5. 1st 6-WEEK CYCLE REVIEW BEGINS

- If approved, a permit is issued or recommended for approval where a hearing examiner's decision is required.
- If more information or corrections are needed, attend the scheduled debrief meeting.
- Prepare resubmittal and request 2nd Intake Screening Date.
- Submit your materials to start the second review cycle.

6. 2nd 6-WEEK CYCLE REVIEW BEGINS

- The review cycle is repeated.
- If approved, the application is approved, and permits are issued or recommended for approval where a hearing examiner's decision is required.

- In rare cases, a shortened third review cycle may be approved to correct clerical errors or include minor corrections.

7. DECISION

- The PREP mapping tool provides existing information about parcels in one convenient location to aid applicants in researching and designing projects.
- The time from submittal to application approvals or recommendations is more predictable.
- Interactions and information exchange between applicants and staff are enhanced.

FREQUENTLY ASKED QUESTIONS

Q: HOW DO I KNOW IF I HAVE A 2x6 ELIGIBLE PERMIT?

Visit our [Application Portal](#) and begin a submission. The portal will guide you to the correct permit type. If you're still unsure what type of permit you need, [Contact Us](#).

Q: WHAT IS THE PREP REPORT TOOL?

The [PREP Report Tool](#), with the PREP Map, helps users find and research land in Kitsap County. It shows if a parcel has critical areas or environmental features using GIS data. The tool labels parcels as [Red, Yellow, or Green](#). This helps users know if they need extra reports, like Wetland, Geological, or Stream Reports, to develop the land.

The PREP Report Tool can be helpful when:

- Submitting a Land Use Permit under the 2x6 Review Process
- Researching property for purchase or development and begin illustrating a draft of your project using Draw and Measure Tools
- For the feasibility of the development or purchase
- Indication of critical areas or environmental features that may require professional reports

Q: WHAT IS AN INTAKE SCREENING DATE, AND HOW DO I SCHEDULE AND PREPARE FOR IT?

The Intake Screening Date is a required appointment request in the Permit Application Portal that must be scheduled before submitting a 2x6-eligible permit application. During this screening, the 2x6 Coordinator and review team will:

- Review your proposed project and parcel
- Assess your uploaded Submittal Documents in the Permit Application Portal
- Confirm required reports or waivers for environmental features on your property

Set yourself up for success before your Intake Screening Date by considering the following:

- **OPTIONAL:** Schedule a PREP Report Review Meeting with a Land Use/Environmental Planner before your 2x6 Intake Screening (highly encouraged if your parcel is Red or Yellow).
- **Check your email from the 2x6 Coordinator** (cschlatter@kitsap.gov) for your permit application and payment deadlines—missing these may result in rescheduling. This email will also provide dates for debriefing meetings with staff, which will occur after each review cycle.
- **Follow the [Submission Success Guide](#)** to prepare your submittal items and minimize returns, running the risk of missing a deadline.

Q: WHAT HAPPENS IF I MISS THE DATES OUTLINED IN MY SCREENING INTAKE EMAIL?

Your Intake Screening Date will no longer be valid, and you will be required to request a new Intake Screening Date when you're ready to proceed.

Q: WHAT HAPPENS IF I ALREADY HAVE A PERMIT SUBMITTED?

2x6 review will be implemented on eligible SDAPs, starting with applications submitted on March 31, 2025. All existing SDAPs submitted before this date will be reviewed using standard review processes on initial submittals.

Q: WHEN WILL 2X6 ALLOW ADDITIONAL PERMIT TYPES?

The 2x6 Review Process will open to additional permit types throughout 2025 as we measure results and refine the system.

Q: HOW MANY DAYS DO I HAVE TO RESPOND TO MY INFORMATION REQUEST BETWEEN CYCLE 1 AND CYCLE 2?

If you don't provide the needed information within 90 days, your permit could be considered inactive and expired under [KCC Section 21.04.200.F](#). Before your permit expires, you can ask for an extension in writing. You may be given up to two 90-day extensions if it's decided that you need more time to provide the required information.

Q: IF MY APPLICATION IS NOT APPROVED ON 2ND CYCLE, WILL THERE BE A THIRD CYCLE OF REVIEW?

To ensure compliance with timelines established under Senate Bill 5290, a third review cycle will only occur if staff identify minor edits – no significant changes – are needed to complete the review of your application.

By the end of the third cycle, your permit application will be approved, denied, or marked as expired.

If you do not submit all required documents or responses after the second cycle and within the 90-day deadline, your permit will be considered inactive and expire under [KCC Section 21.04.200.F](#).

If you submit new information that significantly changes your original application, you will be required to submit a new application, and the review timeline will be reset.