



AGRICULTURE ASSEMBLY EVENT SITE PLAN REVIEW

Agriculture Assembly Event Site Plan Review

This permit is for assembly events that are allowed on a farm, provided that you meet the following conditions:

- Is the Primary use of your land agriculture/farm land ☒ Yes ☐ No
The event(s) must be a secondary use of the property, and agriculture must be the primary use
- All operations comply with KCC Title 10 Peace, Safety and Morals
- Does your driveway use an easement to get onto the County Road ☒ Yes ☐ No
 - If yes, the farm owner to obtain written consent by a majority of the owners of an easement used to access the farm. A notice to title for each owner of the easement is required.
 - If no, no further action needed
- What is the maximum number of attendees you plan to have at a given event? 200
 - Attendance **shall not exceed 200 attendees** at any given time, if over 200 attendees will be at any event, property owner will need to apply for a **Agriculture Administrative Conditional Use Permit**
- Up to (8) assembly events** per calendar year are allowed with Site Plan review Permit.
 - If over 8 events, property owner will need to apply for a **Agriculture Conditional Use/ Administrative Conditional Use Permit**

Please provide the event dates and times, start to finish, for events this calendar year:

1. <u>5/31 @ 11am - 6/2 @ 10am</u>	5. <u>7/26 @ 11am - 7/28 @ 10am</u>
2. <u>6/14 @ 11am - 6/16 @ 10am</u>	6. <u>8/9 @ 11am - 8/11 @ 10am</u>
3. <u>6/28 @ 11am - 6/30 @ 10am</u>	7. <u>8/23 @ 11am - 8/25 @ 10am</u>
4. <u>7/12 @ 11am - 7/14 @ 10am</u>	8. <u>9/6 @ 11am - 9/8 @ 10am</u>
	<u>9/20 @ 11am - 9/22 @ 10am</u>

Part 1 Checklist, Applicant shall provide the following:

Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff. Use the column to the left to check off items included with your application.

✓	Use the Column to the left to check off items included with your Application	Number
✓	1. Agriculture Assembly Event Site Plan Review (this document)	1 Paper

✓	Use the Column to the left to check off items included with your Application	Number
	2. Fees are due at the time of submittal. <u>See Current Fee Schedule to estimate fee.</u> Accepted forms of payment: <ul style="list-style-type: none"> • Cash • Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development • Electronic Checks - \$1.00 flat fee per electronic check • All Major credit cards- a Third Party convenience fee will apply 	
✓	Required Submittal Items	
<input type="checkbox"/>	3. Copy of the Pre-Application Meeting Summary and Checklist (if applicable)	1 copy & 1 electronic
<input checked="" type="checkbox"/>	4. Project Narrative	2 Copies & 1 Electronic
<input checked="" type="checkbox"/>	5. Site Plan, with date prepared and/or revised	6 copies Minimum Size 11"x17" 1 electronic (required)
<input checked="" type="checkbox"/>	6. Reduced Size Site plan	1 copy 8 1/2" x 11"
<input checked="" type="checkbox"/>	7. Sewage Disposal and Water Supply Documentation, consisting of one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Availability letters from the appropriate sewer and water provider <input type="checkbox"/> Current Sewer and water bill showing site address <input checked="" type="checkbox"/> Building Site Application (BSA) or Building Clearance (BC) previously submitted to the Health District 	1 original, 2 copies & 1 electronic
<input checked="" type="checkbox"/>	8. Preliminary landscape plan	3 copies & 1 electronic
<input checked="" type="checkbox"/>	9. <u>Parking analysis</u>	3 copies & 1 electronic
<input checked="" type="checkbox"/>	10. Building elevations for all buildings used for any assembly event Identify building(s) and elevations (e.g. north, northwest), photos acceptable for existing building(s), photo simulations acceptable for proposed buildings	3 copies & 1 electronic
<input checked="" type="checkbox"/>	11. Floor plans for all buildings used for any assembly event <ul style="list-style-type: none"> • For existing buildings - required • For proposed buildings - if available Must be to scale, identify building, include all floors, and label all spaces	3 copies & 1 electronic
<input type="checkbox"/>	12. Narrative 'Statement of Intent' (if applicable) Outlining compliance with sub-area plan or design district requirements (e.g. Kingston, Port Gamble, Silverdale, Keyport, Manchester, Bethel Corridor)	3 copies & 1 electronic

✓	Use the Column to the left to check off items included with your Application	Number
<input checked="" type="checkbox"/>	13. Storm drainage information, per KCSDM Vol. II, Table 1.3 (60% design or higher): <input checked="" type="checkbox"/> <u>Stormwater Worksheet</u> <input type="checkbox"/> <u>Site Assessment and Planning Packet</u> , per KCSDM, Vol II, Ch 1.4 <input type="checkbox"/> Engineered Drainage Report prepared in accordance with the requirement of the KCSDM, Vol II, Ch 1.4, with date prepared and/or revised – required for Abbreviated Drainage Review-Engineered and for Full Drainage Review <input type="checkbox"/> One of the following:	3 copies & 1 electronic of each type submitting
<input type="checkbox"/>	14. Preliminary Storm Drainage plans, consisting of one of the following, per KCSDM, Vol II, Table 1.3 (60% design or higher): <input type="checkbox"/> Abbreviated Drainage Review plans <input type="checkbox"/> Abbreviated Drainage Review-Engineered plans <input type="checkbox"/> Full Drainage Review plans <div style="text-align: center;">N/A</div>	6 copies and 1 electronic of each

Part 2 – PROJECT APPLICATION

Owner and Property Information

The authorized agent/representative is the primary contact for all project-related questions and correspondence. The County will email requests and information about the application to the authorized agent/representative and will 'copy' (Cc) the owner noted below. The authorized agent/representative is responsible for communicating information to all parties involved with the application. It is the responsibility of the authorized agent/representative and owner to ensure their mailbox accepts County email (i.e., County email is not blocked or sent to 'junk mail'). There may be instances where regular USPS or courier mail is used.

Applicant/Property Owner Information

Property Owner:

Name: Denise Courter
 Address: 12000 Courter Lane NW, Poulsbo, WA 98370
 Phone #: 360-265-7374 Cell Phone #: 360-265-7374
 Email Address: courtercountryfarms@gmail.com

Applicant:

☒ Owner

☐ Applicant (other than owner)

☐ Authorized Agent/Representative

Name: Kevin Courter
Address: 12000 Courter LN NW, Poulsbo, WA 98370
Phone #: 360-265-8114 Cell Phone #: 360-265-8114
Email Address: courtercountryfarms@gmail.com
Note: For projects with multiple owners, attach a separate sheet with each owner(s) information and signatures.

Professional:

☒ Engineer ☐ Architect ☐ Surveyor ☐ Contractor

☐ Check if this is the Authorized Agent/Representative for this project.

Name: Dave's Septic Services Title: Septic Designer
License Number: 5100220 Liability Certificate: _____
Address: PO Box 826, Seabeck, WA 98380
Work Phone #: 360-830-9699 Cell Phone #: 360 830-9699
Email Address: Davessepticervices@wavecable.com

Professional:

☐ Engineer ☐ Architect ☐ Surveyor ☐ Contractor

☐ Check if this is the Authorized Agent/Representative for this project.

Name: _____ Title: _____
License Number: _____ Liability Certificate: _____
Address: _____
Work Phone #: _____ Cell Phone #: _____
Email Address: _____

Property Information:

Site Address: _____
Section: _____ Township: _____ Range: _____
Assessor Tax Parcel Number(s): _____
Total Parcel Area: _____
Area of Project Site (in square feet if less than 1 acre, in acres; if greater): _____
Present Zoning: _____
Present Use of Property: _____
Access (name of street(s) from which access will be gained): _____

Environmental Features on or near Site (show areas on site plan):
Are any of the following on your property?

Marine Shoreline ☐ Yes ☐ No ☐ Don't know If yes, Shoreline & Designation _____
Creek or Stream ☒ Yes ☐ No ☐ Don't know If yes, Creek Name: Barker Creek
Lake ☐ Yes ☐ No ☐ Don't know If yes, Lake Name & Designation _____
Endangered or threatened species? ☐ Yes ☒ No ☐ Don't know If yes, what: _____

Wetlands ☒ Yes ☐ No ☐ Don't know
 Steep Slopes or Geological Hazards ☐ Yes ☒ No ☐ Don't know
 Flood Hazard Area ☐ Yes ☒ No ☐ Don't know
 Critical Aquifer Recharge Area ☐ Yes ☒ No ☐ Don't know

Utilities:

Water Source:

Existing: ☐ Yes ☐ No
 Proposed : ☐ Yes ☐ No
 Well: ☒ Yes ☐ No
 Public Water: ☐ Yes ☐ No
 Water Provider: _____

Power:

Existing: ☒ Yes ☐ No
 Proposed : ☐ Yes ☐ No
 Name of Provider: _____

Sewer:

Existing: ☒ Yes ☐ No
 Proposed : ☐ Yes ☐ No
 Well: ☐ Yes ☐ No
 Public Sewer: ☐ Yes ☐ No
 Sewer Provider: _____

Other Utilities:

Existing: ☐ Yes ☐ No
 Proposed : ☐ Yes ☐ No
 Utility Provider(s): _____

NOTE: If any of the above utilities needs to be installed and disturbance will occur in a public maintained or unmaintained county road and/or Right-of-Way easement then a Right-of-Way Supplemental Application is required.

Description of Proposed Use and associated activities, business history, and general traffic associated with project (attach additional information if necessary, using header "Proposed Use – Continued"):

Up to 8 events with no more than 200 people in attendance
on our farm during the summer. Events to be held outdoors
with the exception of bridal party use of our home and utility
building to dress & prepare for weddings. No food prep.

Part 3 – Project Details

☐ Mixed-Use (Residential & Commercial, R&C)

Square footage of each building used for assembly event with each building labeled accordingly on site plan, write "not applicable" if not:

Bldg 1 Home 1946 Bldg 2 Utility Bldg 1152 Bldg 3 N/A

If more than one use proposed, square footage devoted to each use: N/A

Explain if proposed use is not to be conducted completely within enclosed structure:

Events will be held outdoors - not in an enclosed structure.
Only exception is wedding parties will be allowed access to house
& utility buildings to get ready

Existing impervious area: 4500 square feet

New impervious area: N/A square feet

Total existing and new impervious area: 4500 square feet

Area landscaped: 5 % of site, 20,000 square feet

Number of off-street parking spaces for proposed use: 64

For outdoor events of events with music, please indicate what measures, if any, will be taken to mitigate impacts to the surrounding areas and adjacent properties: We have several acres of

wooded forest surrounding our property. In addition, we will purchase
our own sound system with preset volume controls.