



CITY OF POULSBO PLANNING DEPARTMENT  
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[www.cityofpoulsbo.com/planning](http://www.cityofpoulsbo.com/planning)

## PRE-APPLICATION REVIEW FORM

Please ensure that all requirements listed below are completely addressed. The Pre-Application Review form must be accompanied by a completed Master Land Use Application form.

For complete information on the pre-application review process, refer to Poulsbo Municipal Code (PMC) [19.01.010](#) (Preapplication Review).

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Land Use Application, signed by property owner and notarized.
<input type="checkbox"/>	<input type="checkbox"/>	Pre-application fee.
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Six</b> pre-application site plans/drawings:</p> <p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>- Plans must be drawn at an engineering scale that allows each plan to fit on one sheet.</li> <li>- Plans shall be folded upon submittal.</li> <li>- All buildings and structures shall be dimensioned.</li> <li>- All information shall be legible.</li> </ul> <p>The site plan drawings shall show:</p> <ul style="list-style-type: none"> <li>• North arrow and bar scale.</li> <li>• Dimensions of the subject property and each lot or tract, all buildings and other structures within the property.</li> <li>• Structures and driveways within 150 ft of the subject property, on both sides of the street.</li> <li>• Existing and proposed easements, and any encroachments.</li> <li>• Existing and proposed roads and utilities, including stormwater detention facilities.</li> <li>• Streets adjacent to, surrounding or intended to serve the property.</li> <li>• Proposed building footprints, square footage and height (if relevant).</li> <li>• Location and layout of off-street parking and loading facilities, and number and dimensions of parking stalls (if relevant).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	One electronic submittal package with all submitted materials in PDF format (either on a data disk or via e-mail).
	<input type="checkbox"/>	Any other information/documents: _____

Proposed land uses and total square footage (area) of each use:

Residential:	_____	Sq. Ft.	_____
Office/Service:	_____	Sq. Ft.	_____
Retail:	_____	Sq. Ft.	_____
Industrial:	_____	Sq. Ft.	_____
Stormwater Detention/ Other Utilities	_____	Sq. Ft.	_____
Open Space <sup>1</sup> /Recreation:	_____	Sq. Ft.	_____
Critical Areas <sup>2</sup> :	_____	Sq. Ft.	_____
Parking Lots:	_____	Sq. Ft.	_____
Streets:	_____	Sq. Ft.	_____
Landscaping:	_____	Sq. Ft.	_____
Other:	_____	Sq. Ft.	_____
	_____	Sq. Ft.	_____

<sup>1</sup> Not including critical areas.

<sup>2</sup> See [PMC 16.20.110](#).

For residential developments:

Gross Density: Number of lots/units \_\_\_\_\_ ÷ \_\_\_\_\_ gross acres = \_\_\_\_\_ units per gross acre.

Net Density: Number of lots/units \_\_\_\_\_ ÷ \_\_\_\_\_ net acres [gross acres – deductions (roads, utilities, critical areas and buffers)] = \_\_\_\_\_ units per net acre.