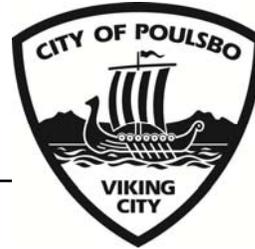


Poulsbo Planning Department

Pre-Application Conferences



07/2014

What is a Pre-Application conference?

Pre-Application conferences, sometimes called a “pre-app”, offer a chance for City staff and the applicant to review a proposed development early-on in the process. City staff from the Planning, Building, Finance, Fire, and Public Works Departments can provide the applicant with relevant regulations and highlight any potential concerns. Pre-Application conferences are required for all Type II and Type III permit applications and Type IV permit applications not filed by the City, unless the code or applicable official expressly exempts the application from pre-app review or the applicant submits a request for waiver of a pre-application review and that request is approved by the applicable official. The request for waiver form states that waiver of the pre-app increases the maximum time for review for technically complete status and increases the risk to the applicant that the applicant would be rejected or processing will be delayed. Generally, the applicable official should only waive pre-application conferences when he or she determines the application is relatively simple.

How do I set up a Pre-App conference?

You need to submit the materials as required by PMC 19.01.010 and as listed in the Pre-Application application form with appropriate fees (found online). Within 15 calendar days after the City receives the materials, written notice of the date and time of the conference will be mailed to the applicant and interested agencies and other parties. Typically, the meeting will occur three weeks after the material is submitted. This allows the City’s Technical Review Staff adequate time to review the proposal and prepare written and oral comments for the pre-app meeting. Pre-application conferences are held on the first and third Tuesdays of each month.

Who will attend my Pre-App?

City staff from various City Departments will attend, depending upon the proposal. Usually a representative is in attendance from the Planning, Public Works, Engineering, and Fire Departments. The Finance Department typically submits written comments. Attendance of the pre-application is limited to City staff, the property owner, and any other agencies, representatives or consultants invited by the City or the applicant pursuant to administrative policy.

What happens after my Pre-App?

Within ten working days, the City will mail a summary letter of the pre-application review. The summary letter will provide information on the required applications, review authority, relevant development standards and approval criteria, evaluate information the applicant offered with and standards and identify additional material needed, identify application fees (which may change), and describe Comprehensive Plan designation and zoning, physical limitations, and available public facilities. A second pre-application may be required if the proposal changes significantly. Pre-apps are valid for one calendar year.

Where can I get additional information?

- PMC 19.01.010—Pre-application Review.
- Applications are available online: <http://www.cityofpoulsbo.com/planning/applications.asp>
- Contact the Poulsbo Planning Department by phone, e-mail, or in person.