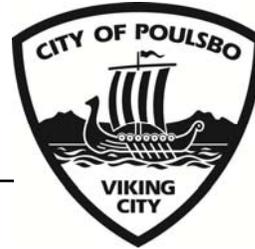


# Poulsbo Planning Department

## Site Plan Review

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07/2014

### What is a Site Plan?

A site plan is a scaled drawing that depicts proposed and existing buildings, landscaping, open space, structures and features on abutting properties, and parking proposed for a parcel.

### When is a Site Plan required?

Site plans are required for conditional use permits, planned residential development, infill developments, and development in all zoning districts except low density residential.

- For new development, site plan review is required.
- For redevelopment, site plan review will be required if the square footage of a structure is increased; there is a change in the existing footprint; or the proposed use is more intense as defined by trips generated in the ITE Trip Generation Manual. Otherwise, minor site plan review is required.
- Minor alterations, such as the installation of minor accessory structures or other minor modifications to site plan features that do not involve a change to a more intense use (as determined by trips in the ITE Manual) require minor site plan review.
- Exterior remodeling that requires a building permit but does not fall into the above categories will only require design review.
- Interior remodeling will not require site plan review.

### What are the requirements for Site Plans?

- The site plan application must meet all zoning requirements, including height, lot coverage, setbacks, and un C zones building design.
- A site plan drawing shall be drawn to a scale of not less than one to forty feet and include all elements required by PMC 18.68.050.

### What is the Site Plan Review process?

Minor Site Plan review is a Type I process. Full Site Plan review requires a Type II process. All commercial applications are also reviewed by the Design Review Board before a decision can be issued. The Planning Director is the decision-maker for both minor and full site plan review. Most site plan applications will begin with a pre-application conference, although some Type I projects may not require this preliminary step, if authorized by the Planning Director upon written request. Public notice is required for all Type II site plans.

### Do site plans expire?

If a building permit has not been issued, a site plan expires five years after site plan approval.

### Where can I get additional information?

- PMC 18.68—Site Plan Approval.
- Applications are available online: <http://www.cityofpoulsbo.com/planning/applications.asp>
- Contact the Poulsbo Planning Department by phone, e-mail, or in person.