



CITY OF POULSBO PLANNING DEPARTMENT
 200 NE Moe Street
 Poulsbo, WA 98370-7347
 (360) 394-9882
www.cityofpoulsbo.com/planning

ACCESSORY DWELLING UNIT (ADU) APPLICATION

If a preapplication meeting was held for your project, please refer to your pre-application conference letter for specific submittal requirements in addition to the requirements listed below. The ADU Application must be accompanied by a completed Master Land Use Application form.

For complete information on ADU application submittal and review requirements, refer to Poulsbo Municipal Code (PMC), [Chapter 18.48.010](#) (Accessory Dwelling Units). For a detailed description of the Type II (administrative) review process, refer to PMC [Chapter 19.01](#) (Project Permit Application Procedures).

Also, please note that the requested submittal items are based on information that was available to City staff at the time of pre-application submittal or other preliminary review. Additional or revised plans, reports and other information may be required to complete the project 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"/>	Application fees and deposits per Resolution 2011-02 .
<input type="checkbox"/>	<input type="checkbox"/>	<p>Three complete sets of ADU drawings. Additional copies may be requested after determination that the application is technically complete.</p> <p>Please Note:</p> <ul style="list-style-type: none"> - Plans must be drawn at an engineering scale that allows each plan to fit on one sheet. - Plans shall be folded upon submittal. - All buildings and structures shall be dimensioned. - All information shall be legible. <p>The site plan drawings shall show:</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date. • Name and phone number of preparer. • North arrow and bar scale. • Floor plan of ADU, including labels of all rooms and proposed uses. • Dimensions of the subject property, and of all existing and proposed buildings (including ADU) and other structures within the property. • Structures and driveways within the property. • Existing and proposed easements, and any encroachments, on the property. • Existing and proposed road and utilities serving the property. • Existing and proposed vehicular parking areas for primary residence and ADU. <p>(continued on next page)</p>

Required **Submitted**

		<ul style="list-style-type: none"> • Critical areas as indicated in PMC 16.20.110, located on or within 75 ft of the property. • Streets adjacent to, surrounding or intended to serve the property. • Zoning of adjacent properties.
<input type="checkbox"/>	<input type="checkbox"/>	Completed SEPA environmental checklist .
<input type="checkbox"/>	<input type="checkbox"/>	Administrative Conditional Use Permit supplemental sheet (if required).
<input type="checkbox"/>	<input type="checkbox"/>	Geological or geotechnical report. See PMC 16.20.735 .
<input type="checkbox"/>	<input type="checkbox"/>	Wetland report. See PMC 16.20.725 .
<input type="checkbox"/>	<input type="checkbox"/>	Hydrogeological report. See PMC 16.20.740 .
<input type="checkbox"/>	<input type="checkbox"/>	Additional reports, plans or studies: _____ _____
<input type="checkbox"/>	<input type="checkbox"/>	Any other information/ documents: _____ _____

Total square footage of each use:

Primary Residence: _____

ADU: _____

Any other habitable structures on the site: _____