



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

BINDING SITE PLAN APPLICATION

Please refer to your pre-application conference letter for submittal requirements that are specific to your project, and ensure that all requirements listed below are completely addressed. The Binding Site Plan (BSP) Application must be accompanied by a completed Master Land Use Application form.

For complete information on BSP submittal and review requirements, refer to Poulsbo Municipal Code (PMC), [Chapter 17.18](#) (Binding Site Plans). For a detailed description of the Type III (Binding Site Plan) 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 BSP Application 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 - Plans shall be prepared by an appropriate certified professional licensed in the state of Washington. Refer to pre-app letter for specific guidance. <p>The BSP application drawings shall show the following information, if relevant:</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. • Dimensions of the subject property and each lot or tract, and all buildings and other structures within the property. • Structures and driveways within 150 ft of the property, on both sides of the street. • Existing and proposed easements, and any encroachments. • Existing and proposed road and utilities, including any stormwater detention facilities. <p>(continued on next page)</p>

Required Submitted

		<ul style="list-style-type: none"> • Location of existing and proposed walls and fences, with an indication of their height and construction materials. • Existing and proposed topography at contour intervals of no more than 5 ft. • Critical areas (see PMC 16.20.110), located on or within 300 ft of the property. • Streets adjacent to, surrounding or intended to serve the property. • Location and layout of off-street parking and loading facilities, and number and dimensions of parking stalls. • Other architectural or engineering data which may be necessary to determine compliance with applicable regulations, including any appropriate special design guidelines. See pre-application conference letter. • Zoning of adjacent properties.
<input type="checkbox"/>	<input type="checkbox"/>	Completed SEPA environmental checklist .
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary landscape plan. See PMC 18.60.060 .
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary drainage report including Level One downstream analysis. Refer to pre-app comments for specific requirements. Also see: PMC 12.02.040 and PMC 13.17.070 .
<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"/>	Habitat management plan. See PMC 16.20.730 .
<input type="checkbox"/>	<input type="checkbox"/>	Additional reports, plans or studies: _____ _____
<input type="checkbox"/>	<input type="checkbox"/>	Any other information/ documents: _____ _____

Number of building lots: _____ Total square footage: _____

Number of tracts: _____ Total square footage: _____

Proposed land uses and total square footage (area) of each use, if known at time of application:

Residential: _____ Sq. Ft. _____

Office/Service: _____ Sq. Ft. _____

(continued on next page)

Retail:	_____	Sq. Ft.	_____
Industrial:	_____	Sq. Ft.	_____
Residential:	_____	Sq. Ft.	_____
		No. of Units	_____
Open Space ¹ /Recreation:	_____	Sq. Ft.	_____
Stormwater Detention/ Other Utilities	_____	Sq. Ft.	_____
Critical Areas ² :	_____	Sq. Ft.	_____
Landscaping:	_____	Sq. Ft.	_____
Streets:	_____	Sq. Ft.	_____
Other:	_____	Sq. Ft.	_____
	_____	Sq. Ft.	_____

¹ Not including critical areas.

² See [PMC 16.20.110](#).

For residential units:

Gross Density: Number of units _____ ÷ _____ gross acres of residential development = _____ units per gross acre.

Net Density: Number of units _____ ÷ _____ net acres of residential development [gross acres – deductions (roads, utilities, critical areas and buffers)] = _____ units per net acre.