



CITY OF POULSBO PLANNING DEPARTMENT
 200 NE Moe Street
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PLANNED RESIDENTIAL DEVELOPMENT 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 Planned Residential Development (PRD) Application must be accompanied by a completed Master Land Use Application.

For complete information on site plan submittal and review requirements, refer to Poulsbo Municipal Code (PMC), [Section 18.80](#) (Planned Residential Development Approval). For a detailed description of the Type III (quasi-judicial) 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

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 . Please note that additional hourly fees may apply in some circumstances.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Three complete sets of PRD 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 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. • Dimensions of the subject property and each lot or tract, and all buildings and other structures within the property, including sq ft per story. • Structures and driveways within 150 ft of the property, on both sides of the street. • All existing and proposed buildings and structures, showing the intended use of each, and the number of dwelling units.

		<p>(continued on next page)</p> <ul style="list-style-type: none"> • All existing and proposed easements, and any encroachments. • Existing and future utilities, including stormwater detention facilities. • 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 as indicated in PMC 16.20.110, located on or within 300 ft of the subject property. • Streets adjacent to, surrounding or intended to serve the property; on-street parking, curb cuts and internal pedestrian and vehicular traffic circulation routes. • Existing and proposed exterior lighting. • Location and size of exterior signs and outdoor advertising. • Location and layout of any 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.
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Required Submitted

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed SEPA environmental checklist .
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary landscape plan. See PMC 18.60.060 and PMC 18.80.070 .
<input type="checkbox"/>	<input type="checkbox"/>	Site designs and building elevations for the entire site, showing general architectural style including finish materials and colors, and in compliance with the PRD development standards in PMC 18.80.060 . (See PMC 18.08.010 for definition of building height.)
<input type="checkbox"/>	<input type="checkbox"/>	Open space and recreational amenities plan, according to the requirements of PMC 18.80.070 , 18.80.090 and 18.80.100 .
<input type="checkbox"/>	<input type="checkbox"/>	Significant tree survey and retention plan. See PMC 18.08.070.C .
<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: _____ _____

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

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

¹ Not including critical areas.

² See [PMC 16.20.110](#).

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

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

* Not including areas of the site or buildings containing only commercial, office or retail uses.

Is a residential density incentive being requested? Yes No See [PMC 18.80.110](#) for requirements.

- If yes, what is the requested percentage over maximum density of the zone? _____
- If yes, please indicate the combination of density incentives from [Table 18.80.110](#) that will be provided, and indicate how this proposal will provide a greater public benefit than if it were approved with the standard maximum density (Attach additional pages).