



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

SHORT PLAT 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 Short Plat Application must be accompanied by a completed Master Land Use Application form.

For complete information on short plat submittal and review requirements, refer to Poulsbo Municipal Code (PMC), [Chapter 17.16](#) (Short Plats and Short Subdivisions). For a detailed description of the Type II (Short Plat) 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 Short Plat 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, 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. <p style="text-align: right;">(continued on next page)</p>

Required **Submitted**

		<ul style="list-style-type: none"> • Existing and proposed road and utilities, including any stormwater detention facilities. • Critical areas as indicated in PMC 16.20.110, located on or within 300 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"/>	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. _____

Industrial: _____ Sq. Ft. _____

Stormwater Detention/ Other Utilities: _____ Sq. Ft. _____

(continued on next page)

Open Space¹/Recreation: _____ Sq. Ft. _____

Critical Areas²: _____ Sq. Ft. _____

Streets: _____ Sq. Ft. _____

Other: _____ Sq. Ft. _____

_____ Sq. Ft. _____

¹ Not including critical areas.

² See [PMC 16.20.110](#).

For residential short plats:

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.