PRE-APPLICATION WAIVER REQUEST

Planning and Economic Development Department
200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

Pre-application review is required for Type II and III permits, and Type IV and V permit applications that are not filed by the city. Pre-app review may be waived by the Planning and Economic Development (PED) Director **only** for Type II permit applications per Poulsbo Municipal Code (PMC) 19.30.010 C. For additional information on the pre-app process, refer to the Pre-Application Conference Handout and PMC 19.30.010.

PROJECT	
Project Name	Tax Assessor's ID:
Project Description:	
Explain Reason for Waiver Request (see PMC 19.30.010 C.1):	

PROPERTY OWNER	
Name	Phone:
Address:	
Email:	

AGENT/APPLICANT NAME (IF DIFFERENT THEN OWNER):	
Name	Phone:
Address:	
Email:	

STATEMENT OF UNDERSTANDING

Pursuant to PMC 19.30, a pre-application conference is required for Type II, III, IV and V permits. The purpose of a pre-app conference is to acquaint city staff with details about the proposed project, reduce or eliminate the city's need to request additional information or corrections that can cause revisions or resubmittals, and reduce time frames for approval applications by providing the applicant detailed input and applicable requirements for the applicant to submit a complete and code-compliant land use application.

As the applicant, you have chosen to forego this formal process and request a waiver and proceed with only the benefit of the instructions included on the forms as briefly explained by staff, without the benefit of a pre-app conference. By signing below, you acknowledge that you are solely responsible for submitting a complete application and are aware that upon failure to do so, staff may have no alternative but to reject it until it is complete and potentially risking delay of application processing.

Applicant Name: Date:

Applicant Signature: