PRE-APPLICATION CONFERENCE

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

For additional information on the pre-application process, refer to the Pre-Application Conference Handout and Section 19.30.010 of the Poulsbo Municipal Code (PMC).

PROJECT	
Project Name:	Tax Assessor's ID:
Site Address:	
Comp Plan Designation:	Zoning:
Project Description:	

PROPERTY OWNER	
Name	Phone:
Address:	
Email:	

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

PROPOSED LAND USES AND SQUARE FOOTAGE	
Residential:	Sq. Ft.
Office/Service:	Sq. Ft.
Retail:	Sq. Ft.
Industrial:	Sq. Ft.
Stormwater Detention/Other Utilities:	Sq. Ft.
Open Space/Recreation:	Sq. Ft.
Critical Areas:	Sq. Ft.
Parking Lots:	Sq. Ft.
Percentage of parking lot dedicated to landscaping:	
Streets:	Sq. Ft.
Landscaping:	Sq. Ft.
Other:	Sq. Ft.

For Residential Developments:

Gross Density:	Number of lots/units	/	gross acres	=	units per gross acre
Net Density:	Number of lots/units	/	net acres [gross acres-deductions (roads, utilities, critical areas and buffer)] =		units per net acre

PRE-APPLICATION SUBMITTAL REQUIREMENTS

The following information is necessary to schedule a pre-application conference and will aid staff in helping you prepare a complete application. Please note that not all information may be applicable to your project. **Keep in mind the caliber of staff comments you receive will be directly related to the amount and detail of preliminary application information that you provide. It benefits you to provide as much information as you possibly can.**

- ☐ Pre-Application Fee: $792 (Planning, Engineering and Fire)
- ☐ Vicinity Map
- ☐ Five copies of site plans/drawings:

Please Note:

- 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

Site plan drawings shall show:

- north arrow and bar scale.
- dimensions of the subject property and each lot or tract.
- dimensions of all buildings and other structures within the property.
- structures and driveways within 150 ft of the subject property, on both sides of the street.
- existing and proposed easements, and any encroachments.
- existing and proposed roads and utilities, including stormwater detention facilities.
- streets adjacent to, surrounding, or intended to serve the property.
- location, height, and width of rockeries and retaining walls.
- dumpster/garbage receptacle/recycling location and screening.
- proposed building footprints, square footage and height.
- elevations (schematic).
- location and layout of off-street parking facilities, including number and dimensions of parking stalls.
- dimensions of required landscaping and buffers, including street trees.
- required open space dimensions and square footage, and recreation facilities.
- location of critical areas and associated buffer. Provide copies of any preliminary studies if available.

- ☐ List of questions for staff; specific areas that need clarification.
- ☐ One electronic version of all submitted materials in PDF format (CD, thumb drive, or via e-mail)
- ☐ Notarized property owner and/or applicant signature page (attached)
- ☐ Any other information/documents:

SIGNATURES:

I, the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

I hereby authorize City of Poulsbo representative(s) to inspect the subject property Monday-Friday between the hours of 8:00 am and 4:00 pm during this permit application process.

_____
Signature of Applicant/Agent

_____
Print Name of Applicant/Agent

STATE OF WASHINGTON)
) SS
COUNTY OF KITSAP)

On this _____ day of _____, 20_____ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ _____ to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this _____ day of _____, 20_____.

_____
NOTARY PUBLIC in and for the
State of Washington Residing at

_____

Commission Expires _____

PROPERTY OWNER'S SIGNATURE (if other than applicant/agent):

I, the undersigned, state that, to the best of my knowledge, all the information provided for this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

_____
Signature of Property Owner

_____
Print Name of Owner

STATE OF WASHINGTON)
) SS
COUNTY OF KITSAP)

On this _____ day of _____, 20_____ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ _____ to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this _____ day of _____, 20_____.

_____
NOTARY PUBLIC in and for the
State of Washington Residing at

_____

Commission Expires _____