



Planning & Economic Development

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PRE-APPLICATION CONFERENCE

WHAT IS A PRE-APPLICATION CONFERENCE?

A Pre-Application Conference is a meeting between project applicant and representatives of appropriate City departments and other review entities that is conducted prior to the submission of a detailed application. These "Pre-App" conferences are intended to provide an overview of the regulatory requirements and application process.

WHAT IS THE PURPOSE?

To acquaint city and other agency staff with a sufficient level of detail about the proposed development, in order for staff to advise applicants on the requirements of the Poulsbo Municipal Code and other applicable requirements, law and information from the city and other agencies.

To reduce or eliminate the city's need to request additional information or corrections that causes revisions or resubmittals.

Reduce time frames for approval of land use applications by providing the applicant detailed input and applicable requirements in order for the applicant to submit a complete and code-compliant land use application.

WHEN IS A PRE-APP REQUIRED?

Unless waived by the Planning and Economic Development (PED) Director, potential applicants or their designees are required to attend a pre-app conference for all Type II, III, IV, and V permit applications.

HOW DO I SCHEDULE A PRE-APP?

To initiate pre-app review, an applicant shall submit a completed [Pre-Application Conference Form](#) with the requested information and required fee (\$792). Information not provided on the form shall be provided on the face of a supporting map, drawing, documents or attachments. The information included in the submitted materials shall be of sufficient detail in order for the city to adequately review the proposed project and provide feedback.

Within 14 calendar days after receipt of an application, staff will schedule a pre-app conference and provide in writing (or via email) to the applicant, city development review staff and other appropriate agencies, a notice of the conference with date, time and location.

Pre-app conferences are held the 1st and 3rd Tuesdays of the month and are scheduled 15 days in advance.

FOLLOWING THE PRE-APP

Within 14 calendar days after the date of the pre-app conference, staff will provide a written summary with the following information included:

1. Review authority, relevant approval criteria and development standards in the Poulsbo Municipal Code or other applicable codes, standards or requirements.
2. Evaluation of the submitted information with the relevant code, standards or requirements. Specific additional information that is needed to respond to other issues.
3. Applicable application fees in effect at the time.
4. Information relevant to the application that may be in the possession of the city or other agencies of which the city is aware.
5. Application(s) and document(s) that will be necessary for counter complete application requirements.

PRE-APP EXPIRATION

The pre-app summary letter expires 6 months from the date the pre-app conference is held. Upon written request by the applicant 30 days prior to the expiration, the PED director may extend the validity of the pre-app comments by one additional 6-month period.

A counter complete application must be submitted prior to the expiration of the pre-app summary letter.

Once the pre-app comments have expired, the applicant must file a new request for a pre-app conference or receive approval of a pre-app waiver (if applicable) in order to submit a development application

WHAT ARE THE LIMITATIONS OF PRE-APPS?

Pre-app review is a forum for city staff to assist you during the feasibility and preliminary analysis phase of your project. The information provided does not constitute a formal approval or permit and is dependent on the level of information you provide.

Disclaimer: this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of [Poulsbo Municipal Code](#) for complete text and requirements.

