



# SHORELINE PERMITS

Planning and Economic Development Department  
200 NE Moe Street | Poulsbo, Washington 98370  
(360) 394-9748 | fax (360) 697-8269  
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For complete information on the Shoreline Master Program and procedures, refer to Chapters [16.08](#) and [16.09](#) of the Poulsbo Municipal Code (PMC) and the [Shoreline Permits](#) Handout. For a detailed description of the land use review process, refer to PMC [Title 19](#), Project Permit Application Procedures. Additionally, a [pre-application conference](#) is required prior to submission of this application.

## TYPE OF SHORELINE PERMIT:

- Minor Shoreline Substantial Development Permit       Shoreline Substantial Development Permit  
 Minor Shoreline Conditional Use Permit       Shoreline Conditional Use Permit       Shoreline Variance

\* See [Shoreline Letter of Exemption Request](#) for reviews of exempt actions

## PROJECT INFORMATION:

Project Name:

Tax Assessor's ID:

Address:

### Shoreline Environment:

- Shoreline Residential 1 (SR-1)  
 Shoreline Residential 2 (SR-2)  
 High Intensity (HI)  
 Urban Conservancy (UC)  
 Natural (N)  
 Aquatic (A)

Does the property contain any of the following [critical areas](#)?

- Wetlands  
 Fish and Wildlife Habitat Areas  
 Geologically Hazardous Areas  
 Critical Aquifer Recharge Areas  
 Frequently Flooded Areas

Describe your proposed project, including the proposed uses and the activities necessary to accomplish the project.

Describe the property as it now exists, including its physical characteristics and structures.

## PROPERTY OWNER:

Name:

Address:

Email:

Phone:

## APPLICANT/AGENT (IF DIFFERENT):

Name:

Address:

Email:

Phone:

## SUBMITTAL REQUIREMENTS – ALL SHORELINE PERMITS:

Please refer to your pre-application conference summary letter for submittal requirements that are specific to your project and ensure that all requirements listed below are completely addressed. Applications submitted in person require an [intake appointment](#). Please call (360) 394-9748 to set up an intake appointment.

- Application Fees and Deposits Per [Resolution 2017-03](#).
- Three** complete sets of site plan drawings, consisting of maps and elevations drawings

*Please Note:*

- plans must be drawn at an appropriate scale to depict all required information
- all buildings and structures shall be dimensioned
- all information shall be legible
- plans shall be prepared by an appropriate certified professional in the State of WA

The drawings shall show:

- The boundary of the parcel(s) of land upon which the development is proposed.
- The ordinary high-water mark (OHWM) of all water bodies located adjacent to or within the boundary of the project. You may approximate the location, unless we require the *precise* location to determine that the development complies with our regulations. You will need to also give us your supporting technical rationale for the precise location of the OHWM. Where the OHWM is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest OHWM of a shoreline.
- Existing and proposed land contours. The contours shall be at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. If there are areas within the boundary that will not be altered by the development, you may indicate as such and approximate contours for that area.
- A delineation of any wetland areas that will be altered or used as a part of the development.
- A general indication of the character of vegetation found on the site.
- The dimensions and locations of all existing and proposed structures and improvements including but not limited to; buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities.
- Where applicable, a landscaping plan for the project.
- Where applicable, you should include plans for development of areas on or off the site as mitigation for impacts associated with your proposed project and those plans should contain information consistent with the requirements of this section.
- Quantity, source, and composition of any fill material that you place on the site, whether temporary or permanent.
- Quantity, composition, and destination of any excavated or dredged material.
- A vicinity map showing the relationship of the property and your proposed development or use to roads, utilities, existing developments, and uses on adjacent properties.
- Where applicable, a depiction of the impacts to views from existing residential uses and public areas.

- Completed [SEPA Environmental Checklist](#)
- 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:

## SHORELINE CONDITIONAL USE PERMITS ONLY:

Provide an analysis on a separate sheet of paper addressing the following shoreline conditional use criteria (from [PMC 16.09.140](#)). All Shoreline Conditional Use Permit applications must meet all the following criteria:

1. That the proposed use is consistent with the policies of RCW [90.58.020](#) and the city's SMP;
2. That the proposed use will not interfere with the normal public use of public shorelines;
3. That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the city's comprehensive plan and SMP;
4. That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located; and
5. That the public interest will suffer no substantial detrimental effect.

## SHORELINE VARIANCE PERMITS ONLY:

Provide the following information:

1. Identify the provisions and requirements of PMC [Chapter 16.08](#) in which a Shoreline Variance is sought.
2. Your plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.

Provide an analysis addressing the following shoreline variance criteria (from [WAC 173-27-170](#)).

1. Variance permits should be granted in circumstances where denial of the permit would result in a thwarting of the policy enumerated in RCW [90.58.020](#). In all instances, the applicant must demonstrate that extraordinary circumstances shall be shown and the public interest shall suffer no substantial detrimental effect.
2. Variance permits for development and/or uses that will be located **landward of the ordinary high water mark** (OHWM), as defined in RCW [90.58.030](#) (2)(b), and/or landward of any wetland as defined in RCW [90.58.030](#) (2)(h), may be authorized provided the applicant can demonstrate all of the following:
  - a. That the strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes, or significantly interferes with, reasonable use of the property;
  - b. That the hardship described in (a) of this subsection is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the master program, and not, for example, from deed restrictions or the applicant's own actions;
  - c. That the design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program and will not cause adverse impacts to the shoreline environment;
  - d. That the variance will not constitute a grant of special privilege not enjoyed by the other properties in the area;
  - e. That the variance requested is the minimum necessary to afford relief; and
  - f. That the public interest will suffer no substantial detrimental effect.
3. Variance permits for development and/or uses that will be located **waterward of the ordinary high water mark** (OHWM), as defined in RCW [90.58.030](#) (2)(b), or within any wetland as defined in RCW [90.58.030](#) (2)(h), may be authorized provided the applicant can demonstrate all of the following:
  - a. That the strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes all reasonable use of the property;
  - b. That the proposal is consistent with the criteria established under subsection (2)(b) through (f) of this section; and
  - c. That the public rights of navigation and use of the shorelines will not be adversely affected.

**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 \_\_\_\_\_