



CITY OF POULSBO PLANNING DEPARTMENT  
 200 NE Moe Street  
 Poulsbo, WA 98370-7347  
 (360) 394-9882  
[www.cityofpoulsbo.com/planning](http://www.cityofpoulsbo.com/planning)

## SITE PLAN 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 Site Plan Application must be accompanied by a completed Master Land Use Application form.

For complete information on site plan submittal and review requirements, refer to Poulsbo Municipal Code (PMC), [Section 18.68](#) (Site Plan Review). For a detailed description of the Type II (Site Plan) 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 <a href="#">Resolution 2011-02</a> . Please note that additional hourly fees may apply in some circumstances.
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Three</b> complete sets of Site Plan Application drawings. Additional copies may be requested after determination that the application is technically complete.</p> <p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>- Plans must be drawn at an engineering scale that allows each plan to fit on one sheet</li> <li>- Plans shall be folded upon submittal</li> <li>- All buildings and structures shall be dimensioned</li> <li>- All information shall be legible</li> <li>- Plans shall be prepared by an appropriate certified professional licensed in the state of Washington. Refer to pre-app letter for specific guidance.</li> </ul> <p>The site plan drawings shall show:</p> <ul style="list-style-type: none"> <li>• Project name, plan date, and/or revision date.</li> <li>• Name and phone number of preparer.</li> <li>• North arrow and bar scale.</li> <li>• Dimensions of the subject property and each lot or tract, all buildings and other structures within the property, including sq ft per story.</li> <li>• Structures and driveways within 150 ft of the property, on both sides of the street</li> <li>• All existing and proposed buildings and structures, showing the intended use of each, and, if relevant, the number of dwelling units.</li> </ul> <p>(continued on next page)</p>

		<ul style="list-style-type: none"> <li>• All existing and proposed easements, and any encroachments.</li> <li>• Existing and future roads and utilities, including stormwater detention facilities.</li> <li>• Location of existing and proposed walls and fences, with an indication of their height and construction materials.</li> <li>• Existing and proposed topography at contour intervals of no more than 5 ft.</li> <li>• Critical areas as indicated in <a href="#">PMC 16.20.110</a>, located on or within 300 ft of the subject property.</li> <li>• Streets adjacent to, surrounding or intended to serve the property; curb cuts and internal pedestrian and vehicular traffic circulation routes.</li> <li>• Existing and proposed exterior lighting.</li> <li>• Location and size of exterior signs and outdoor advertising.</li> <li>• Location and layout of off-street parking and loading facilities, and number and dimensions of parking stalls.</li> <li>• Other architectural or engineering data which may be necessary to determine compliance with applicable regulations including any appropriate special design guidelines. See pre-application conference letter.</li> <li>• Zoning of adjacent property.</li> </ul>
--	--	--

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed <a href="#">SEPA environmental checklist</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary landscape plan. See <a href="#">PMC 18.60.060</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Building elevations for all building sides, showing finish materials, colors, exterior openings, screening details, and building heights. See <a href="#">PMC 18.08.010</a> for definition of building height.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary drainage report including Level One downstream analysis. Refer to pre-app comments for specific requirements. Also see: <a href="#">PMC 12.02.040</a> and <a href="#">PMC 13.17.070</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Geological or geotechnical report. See <a href="#">PMC 16.20.735</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Wetland report. See <a href="#">PMC 16.20.725</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Hydrogeological report. See <a href="#">PMC 16.20.740</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Habitat management plan. See <a href="#">PMC 16.20.730</a> .
<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. \_\_\_\_\_

Open Space<sup>1</sup>/Recreation: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Critical Areas<sup>2</sup>: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Parking Lots: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Streets: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Landscaping: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Other: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

\_\_\_\_\_ Sq. Ft. \_\_\_\_\_

<sup>1</sup> Not including critical areas.

<sup>2</sup> See [PMC 16.20.110](#).

For site plans with residential development:

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.