



Planning & Economic Development

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LAND DIVISION

The division of land means any transaction or action, not otherwise exempt, which alters or affects the shape, size or legal description of any part of a lot, parcel or site.

Land division includes subdivisions, short subdivisions, binding site plans, boundary line adjustments, plat alterations, and plat vacations.

All division and redivision of land into lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership shall comply with the requirements of [Title 17](#), Land Division, except where specifically exempted.

EXEMPTIONS

The following are exempt from the provisions of [Title 17](#):

1. Cemeteries and burial plots.
2. Testamentary Divisions. Divisions made by testamentary provisions or the laws of descent; provided, that a map is recorded with the Kitsap County auditor's office at the time the land is divided.
3. Divisions of land into lots or tracts each of which is 1/128th of a section of land or larger, or five acres or larger if the land is not capable of description as a fraction of a section of land.
4. A division for the purpose of leasing land for facilities providing personal wireless services while used for that purpose consistent with RCW [58.17.040\(8\)](#).
5. A division of land into lots or tracts of less than three acres that is recorded in accordance with Chapter [58.09](#) RCW and is used or to be used for the purpose of establishing a site for construction and operation of consumer-owned or investor-owned electric utility facilities.

BOUNDARY LINE ADJUSTMENT (CHAPTER 17.30)

A Boundary Line Adjustment (BLA) is:

1. An adjustment of boundary lines between two or more lots, tracts, parcels, sites or divisions which does not create any additional lot, tract, parcel, site, or division, nor create any lot, tract, parcel, site, or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site and may be accomplished in nonconforming situations when the degree of nonconformity is not increased; or

2. A consolidation (or aggregation) of multiple lots into one single lot; provided, that the consolidation does not create any additional lot, tract, or parcel; and does not create any lot, tract, or parcel which contains insufficient area and dimension to meet minimum requirements for width and area of a building site.

BLA's are processed as a Type I application.

SHORT SUBDIVISION (CHAPTER 17.40)

A short subdivision is the division or redivision of land into four or fewer lots, parcels or sites, for the purpose of sale, lease or transfer of ownership. Short subdivisions are processed as a Type II application.

BINDING SITE PLAN (CHAPTER 17.50)

A Binding Site Plan (BSP):

1. Identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified by [Title 17](#);
2. Contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the review authority; and
3. Contains provisions making any development or division of land be in conformity with the site plan.

BSP's are processed as a Type II application.

PRELIMINARY SUBDIVISION (CHAPTER 17.60)

A preliminary subdivision is the division or redivision of land into five or more lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership. Preliminary subdivisions are processed as a Type III application.

FINAL PLATS (CHAPTER 17.70)

A Final Plat is the final drawing of a subdivision and dedication prepared for filing for record with the Kitsap County auditor and containing all elements and requirements set forth in [Title 17](#) and Chapter [58.17](#) RCW.

The city council reviews the final plat at a public meeting.

All required utilities, streets and other infrastructure improvements shall have been constructed, inspected and accepted by the city engineer prior to submittal of the Final Plat.



PLAT ALTERATION (CHAPTER 17.90)

Plat alterations are required when a property owner wishes to make any change to a recorded final subdivision, recorded short subdivision or recorded binding site plan. An alternative to the plat alteration process described herein is to submit a new application for the subdivision, or through a boundary line adjustment if appropriate. This process cannot be used to create additional lots, tracts or parcels.

PLAT VACATION (CHAPTER 17.90)

Plat vacations are required whenever a property owner wishes to vacate, or a portion thereof, a recorded final subdivision, short subdivision or binding site plan. For purposes of this section, “vacation” shall mean rendering the plat, or portion, null and void and no longer platted.

LAND DIVISION STANDARDS (CHAPTER 17.80)

The following is a sampling of the land division standards:

1. All lots shall meet the lot standards of the zoning district in which they are located or as otherwise allowed in the zoning ordinance, and shall be of sufficient size, dimension, design and configuration so as to permit development of the lot without variance from the applicable zoning requirements.
2. All lots shall be served by adequate public water, sanitary sewer, and storm drainage systems approved by the city engineer and meeting the design and construction requirements of the city’s adopted regulations and the [construction standards and specifications manual](#).
3. Developments shall be responsible for undergrounding utilities both existing and new, within the plat and along the frontage road.
4. Each lot or unit within the subdivision shall have direct access to a public or private street. No new direct driveway access from individual residential lots onto divided major arterials, major arterials, minor arterials, neighborhood collectors shall be permitted, unless otherwise approved by the city engineer.
5. New subdivisions shall connect to or provide a future connection to adjacent property.

PRE-APPLICATION CONFERENCE

A pre-application conference is required for Type II and III permits. Before filing an application, the applicant is required to schedule a pre-application conference. Pre-app conferences are intended to acquaint City staff and other agencies with a proposed development and to generally advise the applicant of applicable regulations and policies impacting the proposal.

See the [Pre-Application Conference Handout](#) and [Application Form](#) for more information.

PERMIT APPLICATION TYPE (TITLE 19)

Land use and development decisions are divided into five processes based on the type of application, who makes the decision, the amount of discretion exercised by the decision maker, the level of impact associated with the decision, the amount and type of public input sought, and the type of appeal opportunity:

1. A Type I application permit process is an administrative review and decision by the appropriate department head or designee. A Type I application is subject to clear, objective and nondiscretionary standards or standards that require the exercise of professional judgment about technical issues.
2. A Type II application permit process is an administrative review and decision by the appropriate department head or designee. A Type II application is subject to objective and subjective standards that require the exercise of limited discretion about nontechnical issues and about which there may be a limited public interest. Public notification is provided at the application and decision stages of review.
3. A Type III application permit process is a quasi-judicial review and decision made by the hearing examiner. A Type III application is subject to standards that may require the exercise of substantial discretion and about which there may be a broad public interest. The appropriate review authority holds an open record public hearing after receiving a recommendation from the planning commission. Depending on the application, a neighborhood meeting may be required to obtain public input. Public notification is provided at the application, public hearing and decision stages of application review. The appropriate review authority makes a decision after considering the recommendation of the planning commission, the public testimony received at the open public hearing, and project file record.

APPLICATIONS AND FEE INFORMATION

Applications and fees are available [online](#) and in person on the 2nd floor of City Hall (200 NE Moe Street).

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.