



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). **NOTE:** Plans presented at a pre-application conference are non-binding and do not vest a project in the event of a code change.

PROJECT:	
Project Name:	Tax Assessor's ID:
Site Address:	
Comp Plan Designation:	Zoning:
Project Description:	Proposed Use (Zoning):
	Proposed Use (Building Code):
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: Major = \$792, Minor = \$512

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:

