



# PRELIMINARY SUBDIVISION

Planning and Economic Development Department  
 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 Preliminary Subdivision process, refer to [Chapter 17.60](#) of the Poulsbo Municipal Code (PMC) or see the [Land Division Handout](#).

PROJECT:	
Project Name:	
Project Address:	
Tax Assessor's ID:	Total Site Acreage:
Number of existing lots:	Number of proposed lots:
Minimum Lot Size:	Average Lot Size:
Zoning Designation:	Comp Plan Designation:
Has the property been subdivided before? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
APPLICANT:	
Name:	Phone:
Address:	
Email:	
OWNER (IF DIFFERENT):	
Name:	Phone:
Address:	
Email:	
PROJECT ENGINEER OR SURVEYOR:	
Name:	Phone:
Address:	
Email:	
LAND USES AND SQUARE FOOTAGE:	
Residential: _____ Sq. Ft	Open Space/Rec: _____ Sq. Ft
Stormwater Detention (tracts): _____ Sq. Ft	Landscaping: _____ Sq. Ft
Other Utilities (tracts): _____ Sq. Ft	Right-Of-Way: _____ Sq. Ft
Critical Areas ( <a href="#">PMC 16.20</a> ): _____ Sq. Ft	Tree Retention: _____ Sq. Ft
Gross Density: Number of units/lots _____ / _____ gross acres = _____ units per gross acre	
Net Density: (roads, utilities, critical areas and buffers) = _____ units per net acre.	

**INITIAL APPLICATION SUBMITTAL REQUIREMENTS:**

Req'd	Copies	Item
<input type="checkbox"/>		Electronic version of all submitted materials in PDF format (CD, thumb drive, via e-mail).
<input type="checkbox"/>		All application fees. Some fees will not be invoiced until actual costs are known. Current fees schedules can be found online at <a href="https://cityofpoulsbo.com/planning-forms-fees-brochures/">https://cityofpoulsbo.com/planning-forms-fees-brochures/</a>
<input type="checkbox"/>	1	Completed Preliminary Subdivision Application Form with: 1. Consent to Exceed Review Period (attached) 2. Notarized property owner and/or applicant signature pages (attached).
<input type="checkbox"/>	4	Preliminary Subdivision Drawing(s) containing the following: 1. Project name and plan date, name and phone number of preparer, north arrow, and bar scale. 2. Dimensions of the subject property, and all existing and proposed lots, parcels, and tracts; as well as any building and other structures within the property. 3. List proposed impervious area(s), including proposed pollution generating pervious and impervious area(s). 4. Structures and driveways within 150' of the property, on both sides of the street. 5. Existing and proposed easements and any encroachments. 6. Existing and proposed road and utilities, including any stormwater detention facilities. 7. Location of existing and proposed walls and fences (with height and construction materials). 8. Existing and proposed topography at contour intervals of no more than five feet. 9. Critical areas as indicated in PMC 16.20, located on or within 300' of the property. 10. Streets adjacent to, surrounding or intended to serve the property. 11. Zoning of adjacent properties.
<input type="checkbox"/>	3	Legal Descriptions of the proposed lots, tracts and easements and other as appropriate.
<input type="checkbox"/>	3	Title Insurance Report prepared within last 90 days (available from a Title Company)
<input type="checkbox"/>	2	A completed <a href="#">SEPA Checklist</a> .
<input type="checkbox"/>	3	Preliminary Storm Report.
<input type="checkbox"/>	3	Conceptual utility, grading, street/access, and grading plans.
<input type="checkbox"/>	2	All offsite easements necessary to provide access or utility infrastructure.
<input type="checkbox"/>	2	Draft documents containing applicable restrictions to be imposed upon the use of the land.
<input type="checkbox"/>	2	Any critical areas special reports identified in the pre-application conference letter.
<input type="checkbox"/>	2	Preliminary landscape plan (if required).
<input type="checkbox"/>	2	Tree retention plan (if required).
<input type="checkbox"/>	2	Traffic Study (if required).
<input type="checkbox"/>	2	Proposed plat divisions.
<input type="checkbox"/>	2	Other:





# CONSENT TO EXCEED REVIEW PERIOD

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## TYPE OF REVIEW PERIOD:

30-Day Short Plat       90-Day Preliminary Plat       30-day Final Plat

## PLAT INFORMATION:

Plat Name:

Planning File No.:

Plat Location (address, intersection, or parcel no.):

## APPLICANT:

Name:

Address:

Email:

Phone:

## SIGNATURE:

Washington State Law requires the city approve, approve with conditions, return to the applicant for modifications, or deny the application within a specified time frame of receipt of a complete application.

However, I understand that it will not be possible for the City of Poulsbo to process the above identified plat within the time-frame required by RCW 58.17.140.

I, \_\_\_\_\_, consent to an extension of the time-frame selected above, not to exceed an additional sixty-days.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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