



NEIGHBORHOOD MEETING

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 Neighborhood Meeting process, refer to [Chapter 19.60](#) of the Poulsbo Municipal Code (PMC). When a neighborhood meeting is required, ***it shall be conducted by the applicant*** prior to submittal of a counter complete application. The applicant shall notify the city of the date and time of the meeting. At least one representative from city staff shall be in attendance. A sign-in sheet shall be provided at the meeting, giving attendees the option of establishing themselves as a party of record. A summary of the attendees and comments received by the applicant shall be included in the application submittal.

PROJECT:	
Project Name:	
Project Address:	
Tax Assessor's ID:	
Project Description:	
APPLICANT/AGENT:	
Name:	Phone:
Address:	
Email:	
OWNER (IF DIFFERENT THEN APPLICANT):	
Name:	Phone:
Address:	
Email:	
TYPE OF APPLICATION:	
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Administrative Conditional Use Permit
<input type="checkbox"/> Infill Residential Development	<input type="checkbox"/> Preliminary Subdivision/Plat
<input type="checkbox"/> Planned Residential Development	<input type="checkbox"/> Planned Mixed Use Development
<input type="checkbox"/> Variance	<input type="checkbox"/> Shoreline Substantial Development Permit
<input type="checkbox"/> Shoreline Conditional Use Permit	<input type="checkbox"/> Shoreline Variance
<input type="checkbox"/> Master Plan	<input type="checkbox"/> Master Plan Amendment
SUBMITTAL REQUIREMENTS:	
<input type="checkbox"/> \$150 Deposit for Legal Notice <i>Actual costs more than deposit will be billed to the applicant; remaining deposit funds will be refunded after application is closed.</i>	