



CONDITIONAL USE PERMIT

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

A conditional use permit is a mechanism by which the city may require special conditions on development or on the use of land in order to ensure that designated uses or activities are compatible with other uses in the same land use district and in the vicinity of the subject property. For additional information on conditional use permit, refer to [Chapter 18.230](#) of the Poulsbo Municipal Code (PMC).

There are two types of conditional use permits. An administrative conditional use permit (AC) application shall be processed as a [Type II](#) permit application; a conditional use permit (C) shall be processed as a Type III (quasi-judicial) permit application. Both Type II and Type III permits shall be processed according to the provisions of Title [19](#).

<input type="checkbox"/> Administrative Conditional Use Permit <input type="checkbox"/> Conditional Use Permit Proposed Use:	
PROJECT:	
Project Name:	Tax Assessor's ID:
Project Address:	Size of Property (Sq. Ft.):
Comp Plan Designation:	Zoning Designation:
Legal Description (attach sheet if necessary):	
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO	
APPLICANT:	
Name:	Phone:
Address:	
Email:	
AGENT (IF DIFFERENT THEN APPLICANT):	
Name:	Phone:
Address:	
Email:	
OWNER:	
Name:	Phone:
Address:	
Email:	
APPLICATION SUBMITTAL REQUIREMENTS:	
Please refer to your pre-application conference summary letter for submittal requirements that are specific to your project and ensure that all requirements listed below are completely addressed. Applications submitted in person require an intake appointment. Please call (360) 394-9748 to set up an intake appointment.	
<input type="checkbox"/> Application Fees and Deposits	

A vicinity map showing the location of the property and surrounding properties.

Three copies of a detailed site plan (and elevations, if applicable).

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

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:

REVIEW CRITERIA:

The space below is provided for your answers. You may use additional sheets if necessary

1. Explain how the conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property.
2. Explain how the design is compatible with and responds to the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity.
3. Explain how the conditional use will be served by adequate public facilities including streets, fire protection and utilities.
4. Explain how the conditional use complies with all applicable requirements of this code.



SIGNATURES:

I, the undersigned, state that, to the best of my knowledge, all the information provided in 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.

I hereby authorize City of Poulsbo representative(s) to inspect the subject property Monday-Friday between the hours of 8:00 am and 4:00 pm during this permit application process.

Signature of Applicant/Agent

Print Name of Applicant/Agent

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 _____

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 _____