



# CRITICAL AREA REVIEW

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 Critical Area Review is required for any alteration, construction, development or activity within a critical area or its buffer. For additional information on the Critical Area Review process, refer to [Chapter 16.20](#) of the Poulsbo Municipal Code (PMC). For a detailed description of the Type II review process, refer to PMC [Title 19](#). Additionally, a [pre-application conference](#) may be required prior to submission of this application.

PROJECT/PROPERTY INFORMATION:		
Project Name:		
Site Address:	Tax Assessor's ID:	
Legal Description (attached sheet if necessary):		
Comp Plan Designation:	Zoning Designation:	
Size of Property (Sq. Ft.):	Current Building Sq. Ft.:	
Proposed Number of Units or Lots:	Proposed Building Sq. Ft.:	
APPLICANT/PROJECT CONTACT:		
Name:	Phone:	
Address:		
Email:		
PROPERTY OWNER (IF DIFFERENT THEN APPLICANT):		
Name:	Phone:	
Address:		
Email:		
CRITICAL AREAS:		
Check all that are on or within 300 feet of the subject property (see <a href="#">Chapter 16.20</a> for definitions):		
<input type="checkbox"/> Frequently flooded areas	<input type="checkbox"/> Fish and Wildlife Habitat Areas	<input type="checkbox"/> Wetlands
<input type="checkbox"/> Critical aquifer recharge areas	<input type="checkbox"/> Geologically hazardous areas	
Environmental Studies (provide a complete description of all studies that have been completed):		
Has a survey been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the property near the shoreline? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## 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.

- [Application Fees and Deposits](#)
- Current title report, prepared within last 90 days.
- A vicinity map showing the location of the property and surrounding properties.
- A narrative of the proposed project, including the following items:
  - reasons for the projects proposed location in the critical area and/or critical area buffer
  - anticipated impacts to critical area and/or buffer
  - describe any efforts made in the project design to avoid or minimize the anticipated impacts
  - proposed mitigation measures
- Three** complete sets of site plan 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
- plans shall be prepared by an appropriate certified professional in the State of WA

The drawings shall show:

- project name and plan date
- name and phone number of preparer
- north arrow and scale
- dimensions of the subject property and each lot or tract
- structures and driveways on and within 150 feet of the property, on both sides of the street
- existing and proposed utilities, including any stormwater detention facilities
- critical areas located on or within 300 feet of the property
- streets adjacent to, surrounding, or intended to serve the property
- zoning of adjacent properties

- Completed [SEPA Environmental Checklist](#)
- Preliminary drainage report including Level One downstream analysis. See [PMC 12.02.030](#) and [13.17.070](#)
- Geological or geotechnical report. See [PMC 16.20.735](#).
- Wetland report. See [PMC 16.20.725](#)
- Hydrogeological report. See [PMC 16.20.740](#)
- Habitat management plan. See [PMC 16.20.730](#)
- Any permits that are required from other local, state, or federal agencies for the proposed project (e.g. HPA, USACOE permit, etc.):
- 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:





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