



# Planning & Economic Development

200 NE Moe Street | Poulsbo, WA 98370-7347

(360) 394-9748 | fax (360) 697-8269

[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) | [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

## DESIGN REVIEW

The purpose of the design review process is to allow for architectural and design review of new construction and exterior improvements to buildings and developments in Poulsbo. Specifically, this purpose is to:

1. Promote the health, safety and welfare of the public.
2. Preserve the character and quality of the city's cultural and architectural heritage.
3. Encourage innovation and flexibility in design of new developments while maintaining standards necessary to protect the public interest.
4. Ensure design compatibility between existing and new development.
5. Promote qualities in the built environment that enhance the value of the area to the community.
6. Contribute, through the use of design review, to the city's economic development by promoting healthy, vibrant and attractive residential, commercial and industrial areas that will attract additional private investment

### WHEN IS DESIGN REVIEW REQUIRED?

The city's design review process applies to development proposals, new construction and projects requiring a building permit that includes alteration to the building facade exterior of an existing building, for the following:

1. Nonresidential projects located in the RL zoning district.
2. Projects located in the RM and RH zoning districts.
3. Projects located in the commercial zoning districts.
4. Projects located in the OCI, BP and LI zoning districts.
5. Projects utilizing the master plan overlay provisions.

The following activities shall be exempt:

1. Minor construction, such as replacement of doors, windows, trim, awnings, and the like.
2. Interior work.
3. Building permit for single-family residence.
4. Utility facilities.

### WHAT ARE THE DESIGN STANDARDS?

Building architectural design requirements are as set forth under each specific zoning district.

### REVIEW AUTHORITY

The review authority shall be the same as the associated land use permit. In the case of building permits, the planning director/building official shall be the review authority.

### APPLICATION REQUIREMENTS

Design review occurs concurrent with the underlying land use permit review process or building permit application. The following shall be submitted with the underlying land use permit or building permit application:

1. Elevation Drawing. Complete elevation drawings of all buildings and building sides, showing dimensions and proposed materials including roofing, siding, windows and trim. Drawings shall include trim and cornice design, roof pitch, and siding materials.
2. Color and Material Palette. A schematic color and material palette of the building's exterior siding, trim, cornice, windows and roofing.
3. Perspective drawings, photographs, color renderings or other graphics that accurately represent the proposed project.
4. Conceptual profiles of other site elements, such as lighting fixtures, signage, equipment screening, paving materials (pedestrian and vehicular), bicycle and pedestrian fixtures, and the like.

- Examples provided on page 2.

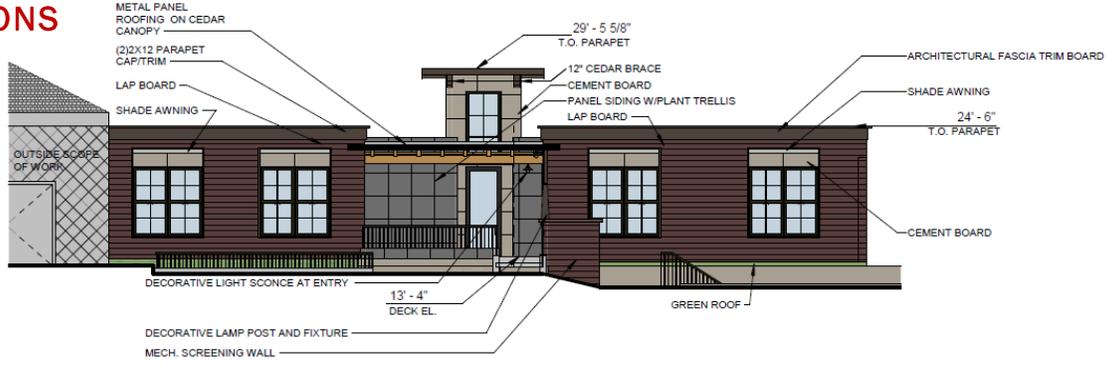
### FEE INFORMATION

Application fees per [Resolution 2019-03](#).

**Disclaimer:** this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.

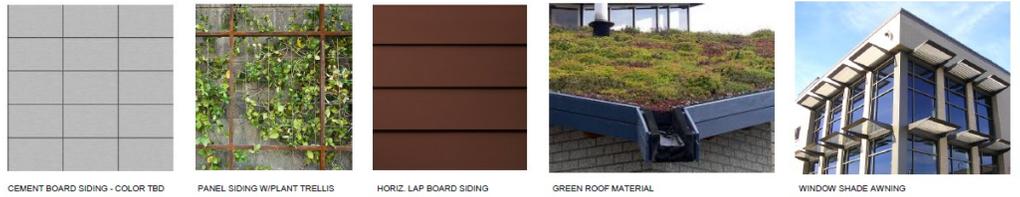


## ELEVATIONS



1 EAST ELEVATION - MATERIAL PALLETTE  
 1/8" = 1'-0"

## COLOR AND MATERIAL PALLETTE



## PERSPECTIVE DRAWINGS



## OTHER SITE ELEMENTS



SIGNAGE NOT TO SCALE  
 48 SOFT PROPOSED SIGNAGE MOUNTED TO NORTH AND SOUTH GABLE ENDS. SEE ELEVATIONS OR ELEVATIONS  
 SEE LANDSCAPE LIGHTING PLAN FOR SIGN LIGHTING FIXTURE

