



# Planning & Economic Development

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## INTAKE APPOINTMENTS

### WHAT IS AN INTAKE APPOINTMENT?

Permit intake appointment is an appointment made by an applicant with a member of the Planning and Economic Development (PED) Department, in order to submit a land use permit application with the city.

These appointments allow for staff to determine if the application is *counter complete*, initialize permit into the system, and collect fees.

### WHEN IS AN INTAKE APPOINTMENT REQUIRED?

Intake appointments are required for submittal for all Land Use Applications, except:

- Sandwich Board Sign Permit
- Home Occupation

### HOW DO I SCHEDULE AN INTAKE?

If you have already been working with a specific planner on your project, please schedule an intake appointment directly with that planner. If not, call (360) 394-9748 to set up an intake appointment.

Intake appointments are not scheduled for any specific days or times. Appointments are scheduled around staff and applicant availability.

### WHAT SHOULD I EXPECT AT INTAKE?

The purpose of an intake appointment is for staff to determine if your application is *counter complete*. An application is counter complete if the permit application package includes:

- Materials identified in the application form; and
- Any additional items identified in the pre-application conference summary letter (if one was required); and
- Fees paid in full.

No effort will be made to evaluate the substantive adequacy of the information in the application at the intake appointment.

### WHAT IF MY APPLICATION IS INCOMPLETE?

If the permit application is not accepted as counter complete, it will immediately be rejected, and staff will identify what is needed to make the application counter complete. The missing components will be identified at the appointment and followed up in writing by the staff.

The City will not accept any items individually. All materials will be accepted together once the application is complete.

Once you have gathered the remaining items, you will need to schedule another intake appointment.

### WHAT IF MY APPLICATION IS COMPLETE?

If the permit application is accepted as counter complete, staff will initiate review for technically complete status.

Within 28 calendar days after receiving a counter complete application, staff will provide a written determination to the applicant stating either: (1) that the application is technically complete; or (2) that the application is not technically complete and what is necessary to make the application complete per [PMC 19.30.030 B](#).

### HELPFUL LINKS:

- [Application Forms and Handouts](#)
- [Application Fees](#)
- [PMC Title 19, Application Procedures](#)

**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.

