



MASTER PLAN AMENDMENT

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

Please refer to your pre-application conference letter for submittal requirements that are specific to your project and ensure that all requirements listed below are completely addressed. For additional information on the Master Plan Overlay, refer to [Chapter 18.110](#) of the Poulsbo Municipal Code (PMC) For a detailed description of the Type III review process, refer to [PMC Title 19](#).

PROJECT:			
Project Name:		Tax Assessor's ID:	
Project Address:		Size of Property (Sq. Ft.):	
Project Description:			
APPLICANT:			
Name:		Phone:	
Address:			
Email:			
AGENT (IF DIFFERENT):			
Name:		Phone:	
Address:			
Email:			
OWNER (IF DIFFERENT):			
Name:		Phone:	
Address:			
Email:			
PROPOSED LAND USES AND SQUARE FOOTAGE:			
Residential:	Units	Office/Service:	Sq. Ft.
Stormwater Detention:	Sq. Ft	Retail:	Sq. Ft.
Other Utilities:	Sq. Ft	Industrial:	Sq. Ft.
Open Space/Recreation:	Sq. Ft	Parking Lots:	Sq. Ft.
Critical Areas (PMC 16.20):	Sq. Ft	Streets:	Sq. Ft.
Other:	Sq. Ft	Landscaping:	Sq. Ft.
<u>For site plans with residential development:</u>			
Gross Density:	Number of lots/units	/	gross acres = units per gross acre
Net Density:	Number of lots/units critical areas and buffer)	/	net acres [gross acres-deductions (roads, utilities, units per net acre

APPLICATION SUBMITTAL REQUIREMENTS:

Please call (360) 394-9748 to set up an intake appointment.

- Application [Fees & Deposits](#). Additional hourly fees may apply.
- 2 copies. Vicinity map that identifies surrounding uses within 500' of the site boundary.
- 2 copies. Zoning map identifying base and overlay zoning designations for the site & surrounding properties within 500'.
- 2 copies. Completed [SEPA Environmental Checklist](#).
- Any associated application forms (i.e. Site Plan Review) AND all submittal requirements per that application form.
- 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).
- 3 complete sets of the Master Plan Amendment Package** (please see [PMC 18.110.050](#)):
 - Existing Conditions:**
 - Site description including the following information provided in narrative, tabular and/or graphic formats:
 - Aerial photo and topography.
 - Natural resources and critical areas, including significant stands of trees and trees per [Chapter 18.180](#).
 - Existing buildings, including use, location, size and date of construction, if any.
 - Existing on-site transportation circulation system, if any.
 - Location and size of **all** existing public and private utilities on the site.
 - Location of all public and private easements.
 - A description of the type, design and characteristics of surrounding properties.
 - Site and soil analysis for suitability of appropriate LID stormwater management facilities.
 - Detailed description of the transportation system within and adjacent to the site including:
 - Street classification of all internal and adjacent streets.
 - Transit service availability.
 - Baseline traffic impact study.
 - Proposed Master Plan Amendments:**
 - Underlying zoning district boundaries. If these are proposed to be modified as part of the master plan, the existing and proposed configuration of zoning districts shall be illustrated. Depending on the modification proposed, an amendment to the comprehensive plan's land use and zoning map may be necessary.
 - Description of the mix of uses, including number of units and/or total gross square feet devoted to each, and location on the site.
 - Permitted uses. All permitted or conditionally permitted uses in the underlying zoning district(s).
 - Density. Residential density by phase and at full build out.
 - All site improvements including the approximate size and location of buildings; surface and structured parking facilities; on-site pedestrian and vehicular circulation including identified improvements; transit stops and pedestrian/transit amenities; and open space and landscaped areas.
 - A preliminary infrastructure plan, including location of new and/or expanded existing public and private utilities.
 - Summary of transportation facilities including:
 - Traffic Impact Study prepared by a traffic/transportation engineer that describes traffic impacts associated with each phase of development and at full build-out of the project, and a plan for accommodating this traffic. The specific content of the traffic impact study shall be determined by the City Engineer.
 - Parking Impact Study describing the parking demand associated with each phase of the development and at full build-out of the project, and a mitigation plan for accommodating parking demand on the site.
 - A description of alternative modes of transportation, including public transit, bicycle and pedestrian.
 - A description of potential parking and traffic/pedestrian impacts and appropriated measures to mitigate.
 - Plan for protecting designated environmental, historic/cultural and open space resources.
 - Design standards that will govern the orientation and design of buildings and other improvements, including but are not limited to architecture, landscaping, pedestrian circulation, bicycle parking, signs, and lighting.



Narrative Supporting Master Plan Amendment(s):

- Identification of any alternative development standards from underlying zoning district standards, and the specific application of the alternative standards. Explain how the alternative standards enhances and benefits the future residents or users of the master plan, as well as the larger Poulsbo community.
- Phasing plan for implementation of the proposed development.
- Summary of development intensity at full build-out.
- Summary of how the proposed master plan proposes innovative planning techniques, enhanced site design elements and/or other planning practices that will result in well-designed, efficient and functional planned developments; and conforms with the goals and policies of the City's comprehensive plan.
- Summary of the advantages and positive benefits of the proposed master plan amendment to the Poulsbo community.
- Summary of how the proposed master plan amendment meets the decision criteria (see [PMC 18.110.070](#) for complete descriptions):
 - Contents. The master plan contains all the components required in [PMC 18.110.050](#).
 - Innovative planning technique(s), site design and/or architectural design.
 - Transportation system capacity.
 - Availability of public services.
 - Protection of regulated critical areas.
 - Compatibility with adjacent uses.
 - Mitigation of off-site impacts.
 - Alternative development standards. The master plan has identified all proposed alternative development standards and has demonstrated:
 1. The alternative development standard(s) is warranted given the site conditions and/or characteristics.
 2. The benefits accruing from the alternative development standards outweigh any potential adverse impacts.
 3. Any impacts resulting from the alternative development standards are mitigated to the extent practical

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

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 _____