



# SITE PLAN 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

For additional information on the Site Plan Review (SPR) process, refer to the [SPR Handout](#) or [Chapter 18.270](#) of the Poulsbo Municipal Code (PMC). For a detailed description of the Type II review process, refer to [PMC Title 19](#).

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.)			
		YES	NO
APPLICANT:			
Name:		Phone:	
Address:			
Email:			
Signature:			
AGENT (IF DIFFERENT):			
Name:		Phone:	
Address:			
Email:			
Signature:			
OWNER:			
Name:		Phone:	
Address:			
Email:			
Signature:			
PROPOSED LAND USES AND SQUARE FOOTAGE:			
Residential:	Sq. Ft	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 ( <a href="#">PMC 16.20</a> ):	Sq. Ft	Streets:	Sq. Ft.
Other:	Sq. Ft	Landscaping:	Sq. Ft.

**For site plans with residential development:**

Gross Density:            Number of lots/units            /            gross acres            =            units per gross acre

Net Density:            Number of lots/units            /            net acres [gross acres-deductions (roads, utilities,  
critical areas and buffer)] =            units per net acre

**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
- A vicinity map showing the location of the property and surrounding properties.
- Detailed project narrative/description: provide a description of the project and summary of the objectives of the proposed development.
- Three** complete sets of Site Plan Review drawings.  
  
Existing conditions and proposed site development plans shall contain **ALL** the information listed in [PMC 18.270.040](#).  
  
*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
- Preliminary Landscape Plan per [PMC 18.130.030](#).
- Design Review Drawings, prepared as required in [PMC 18.120.030](#).
- Completed [SEPA Environmental Checklist](#) (if required)
- Sign drawings. If submitted, sign drawings shall be reviewed for compliance with [PMC 18.170](#).
- Preliminary drainage report including Level One downstream analysis. See [PMC 12.02.030](#) and [13.17.070](#).
- Significant tree survey and retention plan. See [PMC 18.180](#) (if required)
- Geological or geotechnical report. See [PMC 16.20.735](#) (if required)
- Wetland report. See [PMC 16.20.725](#) (if required)
- Hydrogeological report. See [PMC 16.20.740](#) (if required)
- Habitat management plan. See [PMC 16.20.730](#) (if required)
- 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 \_\_\_\_\_



# CONSENT TO EXCEED REVIEW PERIOD

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## TYPE OF REVIEW PERIOD:

- 30-Day for Short Plat (RCW 58.17.140)
- 90-Day for Preliminary Plat (RCW 58.17.140)
- 30-Day for Final Plat (RCW 58.17.140)
- 120-Day for Type III Land Use Permit Applications (RCW 36.70B)

## PROJECT INFORMATION:

Project Name:

Planning File No. (if known):

Project Location (address, intersection, or parcel no.):

## APPLICANT:

Name:

Address:

Email:

Phone:

## SIGNATURE:

Washington State Law requires the city approve, approve with conditions, return to the applicant for modifications, or deny the application within a specified time frame of receipt of a complete application.

However, I understand that it will not be possible for the City of Poulsbo to process the above identified project within the timeframe required by RCW 58.17.140 and/or 36.70B.

I, \_\_\_\_\_, consent to an extension of the time-frame selected above..

Signature: \_\_\_\_\_

Date: \_\_\_\_\_