



# REQUEST TO EXTEND PRE-APPLICATION CONFERENCE SUMMARY LETTER

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

Per Poulsbo Municipal Code 19.30.010, the preapplication summary letter provided by the city shall expire 6 months from the date the preapplication conference is held. **Upon written request by the applicant 14 days prior to the expiration setting forth reasons for the request, the PED director may extend the validity of the preapplication comments by one additional 6-month period.**

A counter complete application that the PED Department finds is substantially similar to the subject of a preapplication conference must be submitted prior to the expiration of the pre-application conference summary letter. Once the preapplication comments have expired, the applicant must file a new request for a preapplication conference or receive approval of a preapplication waiver (if applicable) in order to submit a development application.

PROJECT INFORMATION:	
Project Name:	File No.:
Site Address:	Tax Assessor's ID:
Date of Pre-Application Conference:	
Date of Pre-Application Expiration:	
What is the reason for the delay?	
When do you intend to submit a counter complete application?	
APPLICANT:	
Name:	Phone:
Address:	
Email:	
I, the undersigned, declare under penalty of perjury under the laws of the State of Washington, that to the best of my knowledge the above information is true and complete.	
Applicant Name:	Date:
Applicant Signature:	

**FOR STAFF USE ONLY:**

The above requested extension is approved by the City of Poulsbo.

Approved By:

Title:

Signature:

Date:

Notes:

