



PRE-APPLICATION 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

May 21, 2019

Joel and Jeanette Ross
721 NE Haugen Street
Poulsbo, Washington 98370

Subject: ROSS INFILL SHORT PLAT | FILE NO. P-03-29-19-01

Dear Mr. and Mrs. Ross,

Thank you for participating in the pre-application conference with the City of Poulsbo on May 7, 2019. We hope that the information discussed at that meeting was helpful in understanding the general requirements for your project as submitted. This letter summarizes the meeting and provides you with relevant code and application requirements, based on the proposal submitted on March 29, 2019. This information is intended to allow you to make informed decisions about how to proceed in submitting your application.

PROPOSAL SUMMARY: Create 3 new lots with one larger lot remaining. The remaining lot is sized to be further subdividable.

PRE-APPLICATION MEETING PREAMBLE:

A pre-application conference is valid for six months. A six-month extension may be requested no more than 30 days prior to the initial expiration. Pre-application comments are based on the information available at the time of the pre-application conference, and are subject to change if new, revised, or additional information is subsequently submitted or discovered by either the applicant or City staff. If the project is substantially revised prior to submittal of the land use permit application, a second pre-application conference may be required.

An intake appointment with the Planning and Economic Development (PED) Department is required to submit the project application, preferably with the planner who coordinated the pre-application conference. Intake appointments are available between 8:30 am and 4:00 pm, depending on the planners' schedule commitments. Please coordinate with your assigned planner to schedule an intake appointment.

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT:

The attached memos outline comments that were offered at the pre-application conference, in addition to any additional items that are applicable to the proposed project.

APPLICATION SUBMITTAL:

1. An **intake appointment is required** to submit your application. Please contact your assigned planner to set up an appointment.
2. The application is counter complete if it is determined that the application submittal purports and appears to include the information required. No effort shall be made to evaluate the substantive adequacy of the information at the counter complete stage. Within twenty-eight (28) days of counter complete determination, the application shall be determined "technically complete" or returned to the applicant for corrections. The application shall then be processed in a timely manner in accordance with applicable state and local statutes.
3. Attached is a checklist outlining the items necessary for your application to be counter complete.



I hope this information is useful to you. We look forward to working with you on your project. Please feel free to contact me with any questions you may have at (360) 394-9748 or eberghoff@cityofpoulsbo.com .

Sincerely,

Edie Berghoff

Associate Planner

cc: Technical Review Staff (via e-mail)
Project Applicant and Representatives (via e-mail)

Attachments: Counter Complete Checklist
Planning and Economic Development Department Memo
Engineering Department Memo
Public Works Department Memo
Finance Department Memo

Electronic Attachments: [Intake Appointments](#)
[Short Subdivision Application](#)
[Conditional Use Permit Application Form](#)
[SEPA/Environmental Checklist](#) and [Handout](#)
[Fee Schedule](#)

COUNTER COMPLETE CHECKLIST

Intake Appointment Scheduled For: _____ @ _____.

Assigned Planner: _____

The following is required for your application to be counter complete:

Required	Submitted	Copies	
<input type="checkbox"/>	<input type="checkbox"/>	1	A copy of the pre-application conference letter
<input type="checkbox"/>	<input type="checkbox"/>	1	Short Subdivision and Conditional Use Permit Applications and all submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	5	Short Plat Drawings per PMC 17.40.030
<input type="checkbox"/>	<input type="checkbox"/>	0	Preliminary Landscape Plan per PMC 18.130.030
<input type="checkbox"/>	<input type="checkbox"/>	3	Infill Design Information per PMC 18.70.070 0
<input type="checkbox"/>	<input type="checkbox"/>	0	Photometric Lighting Plan
<input type="checkbox"/>	<input type="checkbox"/>	2	Completed SEPA Environmental Checklist
<input type="checkbox"/>	<input type="checkbox"/>	2	Preliminary drainage report including Level One downstream analysis.
<input type="checkbox"/>	<input type="checkbox"/>	2	Concurrency Application and/or Traffic Impact Analysis (300 trips or more)
<input type="checkbox"/>	<input type="checkbox"/>	3	Critical Area Report(s): Poulsbo Creek; Site Slopes; Aquifer Recharge
<input type="checkbox"/>	<input type="checkbox"/>	0	Significant tree survey and retention plan per PMC 18.180
<input type="checkbox"/>	<input type="checkbox"/>	1	Notarized property owner and/or applicant signature page
<input type="checkbox"/>	<input type="checkbox"/>	1	Electronic version of all submitted materials in PDF format
<input type="checkbox"/>	<input type="checkbox"/>	1	Application Fees and Deposits (see below)
<input type="checkbox"/>	<input type="checkbox"/>	1	Any other information/documents: Neighborhood Meeting information; Waiver of 30-day review for short plat; Project Narrative;

ESTIMATED APPLICATION FEES AND DEPOSITS	
Administrative Conditional Use Permit	\$ 865.00
Short Plat (\$ 1,950 + \$75/lot)	\$ 2,150.00
Legal Notice Deposit ¹	\$ 150.00
SEPA Checklist Review	\$ 345.00
Consultant – Geotechnical	\$ 3,000.00
Engineering Fee – Short Plat	\$ 1,260.00
Engineering Fee – Drainage Analysis (\$465/basin)	\$ 465.00
TOTAL²	\$ 8,235.00
¹ Actual costs more than deposit will be billed to the applicant; remaining deposit funds will be refunded after permit issuance. ² Total is an estimate based on the pre-application documents. Contact staff prior to submitting documents to determine total fees.	



PLANNING AND ECONOMIC DEVELOPMENT

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MEMO

To: Joel and Jeanette Ross
From: Edie Berghoff, Associate Planner
Subject: Preapplication Meeting Summary Ross Residential Infill Short Plat | P-03-29-19-01
Date: May 17, 2019

The following Planning and Economic Development Department comments are provided for the Ross Infill Short Plat Pre-Application, held on May 7, 2019. All code references to the Poulsbo's Zoning Ordinance can be accessed via: www.codepublishing.com/WA/Poulsbo.

Land Use Review Requirements

1. *Short Plat (SP)*. SP permits are processed as Type II application (administrative) according to the provisions of Title 19. Requirements can be found in [Chapter 18.270 PMC](#).

Staff Comment: A short subdivision utilizing the Infill Residential Development Standards provisions found in Section [18.70.070\(O\)](#) shall be reviewed by the Poulsbo planning commission, and a recommendation offered to the review authority.

- a. *Administrative Conditional Use Permit (ACUP)*. ACUP permits are processed as Type II application (administrative) according to the provisions of Title 19. Requirements can be found in [Chapter 18.230 PMC](#).

Staff Comment: Infill residential development ([Chapter 18.70.070 O](#)) and ACUP review will be incorporated into the SP process.

- b. *State Environmental Policy Act*. SP permits with 4 or fewer detached single-family family homes are exempt from review unless the project is in or within 300 feet of a critical area. The project is subject to SEPA Review. An [environmental checklist](#) is required to be submitted with the SPR application.
- c. *Critical Area Review*. The property is [mapped](#) as critical aquifer recharge area of concern, may be within 300 feet of Poulsbo Creek, and may include slopes which meet geologic areas of concern.

Staff Comment: Critical area review will be conducted under the SP application. Special reports shall be submitted at the time of application submittal and the city will retain consulting specialist(s) who will review for compliance. Deposits for peer review will be due at the time of application submittal. Please note that peer review of environmental reports **will** cost more than the amount estimated in the application fees summary. To prevent delays in review, we recommend submitting \$2000-\$2500 for each environmental report submitted.

2. Application requirements, review procedures, noticing requirements, timeframes, etc., can be found in [Title 19](#), Project Permit Application Procedures.
3. A counter complete application must be submitted prior to the expiration of this pre-application summary letter. Per PMC 18.30.010, the summary shall expire six months from the date the pre-application conference is held. Upon written request by the applicant 30 days prior to the expiration setting forth reasons for the request, the PED director may extend the validity of the pre-application comments by one additional six-month period.
4. The City of Poulsbo has a four-step review process: 1) Short Plat and ACUP review, 2) Construction Drawings/Clearing & Grading, 3) Short Plat document review and recording, and 4) Building Permit.
5. Applications and handouts can be found here: www.cityofpoulsbo.com/planning/planning_application.htm.

Development Standards

- 6. *Permitted Uses.* Dwelling, single-family is permitted use in the Residential Low (RL) zoning district. Infill residential development is and Administrative Conditional Use (AC) in the RL district.
- 7. *Density.* Established density in the RL district are a minimum of 4 units per net acre and maximum 5 units per gross acre. In calculating minimum density gross acreage is reduced by storm management facilities, public or private roads, and critical areas and critical area buffers.

Staff Comment: Calculation of density on the 1.3 gross acre site provides maximum density of 3.0 units per acre and minimum density of 3.4 units per acre. As proposed this subdivision creates a larger lot which is further subdividable; therefore, a minimum density less than 4 is appropriate.

8. *Dimensional Standards.*

Standard	Residential Low (RL) District	Infill
Minimum Lot Area		5,000 square feet
Maximum Lot Area		10,000 square feet
Minimum Lot Width		50 feet
Minimum Lot Frontage	20' on a dedicated street or approved accessway	
Minimum Lot Depth		80 feet
Minimum Front Yard Setback		20 feet
Minimum Rear Yard Setback		5'
Minimum Side Yard Setback		5 feet; street side yard 10'
Side and Rear Yard Adjacent to Developed Residential Property		10'
Street Corner Setback (corner lots at intersection(s) of public or private streets)	10' (or greater if necessary for sight distance as determined by the city engineer)	
Maximum Avg. Building Height (see 18.150.050)	No building or structure may exceed 35' in height.	
Maximum Building Lot Coverage	50%	45% when lot size < 7,500 square feet

Staff Comment: Infill standards will be reviewed with this application. Where infill standards are not provided, standards of the underlying zoning district will apply.

9. *Infill Residential Development Standards (Chapter 18.70.070 O).*

Infill is applicable on parcels 1.5 acres or less that have been bypassed in past platting. Alternative development standards that encourage development in existing but underutilized lots located within established neighborhoods in a way that is consistent with the existing neighborhood character.

- a. *Criteria.* All public services and facilities are or can be made available to the site. Public roads and streets serving the site are adequate to support the additional traffic generated by the site.
- b. *Infill Residential Design Standards.*
 - New infill residences shall meet design criteria. Predominant character of the existing block face will provide definition (catalog) of requirements. "Predominant" shall mean the most frequently occurring residential design characteristic along both sides of the road frontage along the block face. Refer to examples of block face definition provided in code.
 - Building Orientation. New infill residences' building orientation within an established neighborhood shall match the predominant orientation of other buildings along the block face.
 - Front Yard Setback. The front yard setback of an infill residence within an established neighborhood shall be the average of the existing residences along the block face.
 - Height. When infill residences are to be taller than the average height of existing residences front façade on the block face, upper floors on the new residences shall step back the upper floor(s) to maintain compatible scale. The street face is required to be stepped back. Side face when adjacent

to existing residences is required to be stepped back. Side face adjacent to infill residences is not required to be stepped back.

Infill Residence Average Height	Infill Residence Upper Floor(s) Step Back
5 to 9 feet taller	5 feet minimum
10 or more feet taller	8 feet minimum

- Architectural Variety. Proposed infill residences within an established neighborhood shall incorporate architectural variety to its front facade, ensuring housing style diversity. Adjacent properties shall not use the same front façade, or a left right reverse of the façade. In order to ensure architectural variety, three or more design elements per infill residence shall be utilized:
 - § Different window opening locations and designs;
 - § Differing roof line configurations;
 - § Different entry/porch designs;
 - § Different exterior finish materials and finishes;
 - § Different garage location, configuration and design.
- Narrative and Building Design. Provide a written narrative describing the predominant character of the existing residences' block face; detailing how the proposed infill residences' size, height, placement and design meet the above design standards; and describing how compatibility along the predominant block face has been met. In addition, conceptual architectural building design shall be submitted with the short subdivision and conditional use application.

Staff Comment: No information addressing residence design or block face were provided with submittal. Anticipate one or more conditions of approval addressing this section. Consistency with provided information and conditions will be verified with building permit review.

10. *Parking (Chapter 18.70.080).* Single-family detached development requires 2 parking spaces per dwelling unit.

Land Division

Short Subdivision. A short subdivision is the division or redivision of land into four or fewer lots, parcels or sites, for the purpose of sale, lease or transfer of ownership. All short subdivision applications are processed as a Type II application established in Title 19. Requirements can be found in Chapter 17.40 PMC.

- a. Preliminary Approval – Short plat approval will contain specific conditions that applicants must complete before submitting documents for recording. Commonly these conditions relate to needed infrastructure improvements and other code requirements.
 - Time period for providing recording documents to the city shall be as set forth in PMC 17.40.080.
 - b. Construction Plan Approval – Generally, subdivisions require new roads, sidewalks, utilities, and drainage improvements. Following preliminary approval, applicants will submit civil plans, detailing infrastructure improvements. All required facilities and improvements shall be completed prior to subdivision recording, as set forth in [PMC 17.80.090](#).
 - c. Final Approval – The main objectives of a final approval review are (1) to ensure the required improvements have been installed to City standards, (2) surveys and documents to be recorded are complete and correct, (3) all conditions of approval have been met, and (4) all fees have been paid. See [Chapter 17.80.090](#) for final review and recording requirements.
11. All proposed lots in a short subdivision must meet the site requirements of the zoning district in which they are located or as otherwise allowed in the zoning ordinance (i.e., infill provisions); and shall be of sufficient size, dimension, design and configuration so as to permit development of the lot without variance from the applicable zoning requirements.
12. A short subdivision may contain any number of tracts (land reserved for special uses, such as surface water retention, utility facilities, access, open space, recreation areas, tree retention areas, critical area and buffers). Tracts are not considered lots or building sites for purposes of development or density, shall be identified as such on the face of the short plat, and held under common ownership by the plat lot owners. When tracts are provided and intended for common ownership (i.e., not dedicated to the city), a statement on the face of the

plat and in the plat's covenants, conditions and restrictions (CCRs) shall be included that states: "Tracts identified are intended for their stated purpose and have no development potential, cannot be sold or further subdivided."

13. Contiguous parcels that have one or more common owners, one or more persons who have an interest in the entity that owns or has an ownership interest in contiguous parcels, or a developer who intends to develop contiguous properties must comply with the preliminary plat subdivision requirements of this title if the total resultant lots will exceed ten in number.

This chapter may not be used as a mechanism to avoid the requirements of the subdivision code where there are adjacent parcels under common ownership, as described herein, that, but for the property boundaries, would be required to comply with the subdivision requirements.

14. Property which has been subject to a short subdivision within a period of five years from its recording may not be further divided except through the provisions of a preliminary subdivision, Chapter [17.60](#); provided, that if the approved short subdivision had less than four lots, a plat alteration application as set forth in Chapter [17.90](#) may be submitted to create a cumulative total of up to four lots.
15. As required by Chapter [58.17](#) RCW, a short subdivision shall be approved, approved with conditions, denied, or returned to the applicant for modification or correction within thirty days from the date of filing of a complete application unless the applicant agrees to an extension of the time period in writing, or as set forth in Chapter [19.80](#), Time Frames for Review. A short subdivision application shall not be deemed filed until all of the requirements for a technically complete application established in Chapter [19.30](#) have been met.
16. A short subdivision utilizing the Infill Residential Development Standards provisions found in Section [18.70.070\(O\)](#) shall be reviewed by the Poulsbo planning commission, and a recommendation offered to the review authority.

Staff Comment: The complete review for this application will require more than 30 days following the project technically complete determination. A waiver of the RCW 30-day review period is required with application.

Conditional Use Permit

17. Conditions Authorized (PMC 18.230.040)

In permitting a conditional use, the review authority may impose, in addition to regulations and standards expressly specified in this title, other conditions found necessary to protect the health, safety and welfare of the surrounding property(ies), neighborhood, and the city as a whole. These conditions may include, but are not limited to:

- a. Requirements increasing the required lot size or yard dimensions;
- b. Increasing street widths, controlling the location and number of vehicular access points to the property;
- c. Increasing the number of off-street parking or loading spaces required;
- d. Limiting the number of signs;
- e. Limiting the coverage or height of buildings or structures because of obstructions to view and reduction of light and air to adjacent property;
- f. Limiting or prohibiting openings in sides of buildings or structures or requiring screening and landscaping where necessary to reduce noise and glare and maintain the property in a character in keeping with the surrounding area; and
- g. Requirements under which any future enlargement or alteration of the use shall be reviewed by the city and new conditions imposed.

18. Decision Criteria (PMC 18.230.060)

The review authority may approve, or approve with conditions, the application for a conditional use permit, if it meets the following criteria. Applications that do not meet all decision criteria will be denied.

- a. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and
- b. The design is compatible with and responds to the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity; and
- c. The conditional use will be served by adequate public facilities including streets, fire protection and utilities; and

d. The conditional use complies with all applicable requirements of this code.

Staff Comment: Address decision criteria in the project narrative.

19. *Neighborhood Meeting* ([PMC 18.230.050](#) and [19.60](#)).

- a. When the subject site is within or adjacent to a residential zoning district, a neighborhood meeting is required to be conducted by the applicant for a conditional use permit (C) permit and may be required by the planning director for an administrative conditional use permit (AC). Procedures for the neighborhood meeting are identified in Title [19](#).
- b. When a neighborhood meeting is required, it shall be conducted by the applicant prior to submittal of a counter complete application. The applicant shall notify the city of the date and time of the meeting. At least one representative from city staff shall be in attendance. The applicant shall mail notice of the neighborhood meeting to the same individuals to whom notice is required for the notice of application Section [19.50.020](#) at least fourteen calendar days in advance of the meeting. The applicant shall provide the city with an affidavit of mailing. A sign-in sheet shall be provided at the meeting, giving attendees the option of establishing themselves as a party of record. A summary of the attendees and comments received by the applicant shall be included in the application submittal.

Staff Comment: Per PMC 18.70.070 O, a neighborhood meeting shall be held on a proposal which includes infill.

Critical Areas

Critical Area Map disclaimer: critical area maps are intended for general critical area planning. These maps are schematic representations of physical features, infrastructure, and land ownership boundaries. The map information was derived from available public records and existing sources, not from surveys. Studies may be necessary with project review to verify information.

Staff Comment: Critical Areas Ordinance was updated in 2017. Information may have been prepared for prior review of this site. Studies more than 3 years old require either a new study or a letter identifying the information remains correct may be submitted.

- a. Poulsbo Creek. Address PMC 16.20.120 K in a Project Narrative if Poulsbo Creek is within 300 feet of any portion of the Ross property.
- b. Geologic Concern. Address PMC 16.20 Section 400 in a Project Narrative if slopes meet standards in 16.20.410, or slopes meeting the same standards are within 300 feet of any portion of the Ross property.
- c. Aquifer Recharge Area of Concern. Address PMC 16.20 Section 500 in a Project Narrative.

Impact Fees

Park and school impact fees are required with new residential units based on current requirements at the time of building permit submittal. Park impact fees are approximately \$1,200 per unit and are reviewed in [Chapter 3.84 PMC](#). School impact fees are paid to the school district and evidence of payment is required prior to building permit issuance and are estimated \$700 per single family home.

Process

A general outline of the application review process is provided. Refer to [Title 19](#) for process information.

1. Neighborhood Meeting.
2. Counter Complete. Application submitted to the City.
3. Technically Complete. Distribution to the City's Technical Review Team.
4. Notice of Application. Publication in the North Kitsap Herald and distribution to property owners within 300 feet of the project and adjacent properties under the same ownership is required. The city also maintains a list of individuals who have requested to be notified of all applications. A 2 week comment period is provided.
5. SEPA Determination. Publication in the North Kitsap Herald and distribution to agencies is required. The city also maintains a list of individuals who have requested to be notified of all determinations. A 14-day comment period is required.
6. Staff Report distribution. Distribution will occur at least 7 days before the Planning Commission meeting. The report will be sent to the Planning Commission, applicant, applicant's representative, and individuals who have

requested to receive the report. The city also maintains a list of individuals who have requested to receive all staff reports.

7. Planning Commission meeting and recommendation. Staff will present the project. The applicant will have an opportunity to address the commission. Public comment will be taken. The applicant and staff will have the opportunity to address public comment. Commissioners will deliberate and make a recommendation. The responsibility to provide evidence that all city requirements are met is the applicants.
8. Modification incorporated when necessary.
9. Staff Report, Planning Commission recommendation, and modifications if necessary are provided to review authorities. Information is provided to the City Engineer and Planning Director at least 5 days prior to their decision.
10. Notice of Decision. Distribution of the decision with appeal period is distributed to the applicant, applicant's representative, and individuals who have requested to receive the report. The city also maintains a list of individuals who have requested to receive all decisions.

Questions Presented at Preapplication Conference

1. Can the stormwater easement be dedicated to the lots responsible for maintenance?

Staff Comment: The stormwater easement, located at the west end of the Ross property, was created under the Lang Short Plat. The stormwater facility serves and is maintained by owners of lots 104, 105, and 106 northwest of the Ross property.

Creation of tract(s) in addition to 4 lots is allowed under Poulsbo subdivision ordinance. PMC 17.40.020.C states:

A short subdivision may contain any number of tracts (land reserved for special uses, such as surface water retention, utility facilities, access, open space, recreation areas, tree retention areas, critical area and buffers). Tracts are not considered lots or building sites for purposes of development or density, shall be identified as such on the face of the short plat, and held under common ownership by the plat lot owners. When tracts are provided and intended for common ownership (i.e., not dedicated to the city), a statement on the face of the plat and in the plat's covenants, conditions and restrictions (CCRs) shall be included that states: "Tracts identified are intended for their stated purpose and have no development potential, cannot be sold or further subdivided."

Engineering Department indicates this legal process and requirement(s) needed to separate the storm area will be referred to the City Attorney.

2. Can the short plat be used to adjust property lines with an adjacent property?

Staff Comment: Adjacent lot 001, located in the northeast of the Ross property, is bounded by rock walls. The walls are offset from property lines common with the Ross property.

Engineering Department indicates they would not have an issue with altering the lot line so long as we have a notarized signature of the adjacent property owner on the Short Plat Drawings/Documents.





ENGINEERING DEPARTMENT

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MEMO

To: Joe and Jeanette Ross
From: Anthony Burgess, Sr. Engineering Technician
Subject: Ross Infill Short Plat; Pre-Application Conference; P-03-29-19-01
Date: May 20, 2019

The following Engineering Department comments are provided for the Ross Infill Short Plat Pre-Application, held on May 7, 2019.

GENERAL

1. *Pre-application comments are based on the information available at this time and subject to change if new, revised, or additional information is submitted or discovered by either the applicant or city staff during the pre-application and application process. While every effort is made to be as thorough as possible, these are pre-application comments and additional requirements may be imposed with the actual "conditions of approval."*
2. All water, wastewater, and stormwater facilities and streets shall be designed by a professional civil engineer licensed in the State of Washington. The applicant is responsible for the design and installation of the facilities. In the event that there is a conflict between standards, the more restrictive standard shall apply as determined by the City Engineer.
3. Land use permit approval shall not waive any requirements for the applicant to (a) obtain all appropriate permits; (b) pay all required fees and deposits; and (c) provide the City with adequate construction plans for approval which conform to City codes and standards. Any utility plans, details, and drawing notes associated with the approved short plat drawing are approved in concept only and are not considered approved for construction. Approval of the short plat does not constitute approval of any construction drawings submitted with the short plat approval documents. Civil construction drawings must be submitted directly to the Engineering Department. For site plans, it is not acceptable to submit the civil drawings with the building plans to the Building Department.
4. Construction plans for the following shall be reviewed and approved by the Engineering Department and Public Works Department: storm drainage and street improvements (including signage and pavement markings), sanitary sewer, water, and interim and permanent on-site erosion control systems. Prior to short plat approval the applicant shall: construct the required improvements per City standards, and submit "as-built" drawings on mylar, paper, and electronically (compatible with the AutoCAD version utilized by the City at the time of submittal), dedicate easements, convey utility ownership as determined by the City, and post a maintenance bond(s).
5. All plan review and project inspection and administration expenses shall be paid for at the developer's

expense consistent with the fee and deposit schedule adopted by City ordinance in effect at the time of construction. Plan review fees shall apply to the original drawing submittal and one re-submittal. Subsequent submittals will require payment of hourly charges. Fees are non-refundable. Deposits are required for payment of actual expenses incurred by Engineering Department staff for project administration and inspection. If the City Engineer determines that the magnitude or complexity of the project requires full or part-time on-site inspection in addition to the inspection by City staff, he may contract with a duly qualified inspector or hire additional personnel to provide inspection, testing, or other professional services for the City in connection with the construction. Deposits for Engineering Department services or outside professional services shall be paid in advance. The deposits are estimates and may require replenishment. Deposits may be required at the time of, or after, payment of any fees. Unused deposits are refundable.

6. At any point in the process of application approval, construction plan review, or construction, the City Engineer may hire an independent consultant to review and comment on any, or all, utilities or sitework (for example, storm sewer, sanitary sewer, water, roads/streets, retaining walls, slopes) proposed by the applicant. The applicant shall make a cash deposit which will be used to pay for any independent review required by the City Engineer. If additional funds are required, the applicant shall immediately deposit the requested amount. Any unused funds will be refunded. Acceptance of the proposal and consultant comments shall be at the discretion of the City Engineer.
7. The applicant shall adhere to all recommendations of the applicant's geo-technical engineer and the City's consultants as determined by the City Engineer.
8. "City of Poulsbo Construction Standards and Specifications, July 2008" are published on the City website within the Public Works/Engineering Department page. Unless specified otherwise within Conditions of Approval these standards shall be followed.
9. Approved plans and applicable permits must be on the construction site during all construction activity. The contractor's supervisory personnel must have copies of, and be familiar with, all plans, permits, and conditions of approval.
10. The civil construction drawings shall include plans for: grading, water, sewer, storm, streets, dry utilities, street lighting, signage/stripping, and composite wet utilities. Other plans may be required depending on site-specific conditions. Profiles and details for the wet utilities shall also be provided.

CLEARING, GRADING, AND EROSION CONTROL REFER TO CONST STDS

11. A Clearing and/or Grading Permit may be required prior to any land-disturbing activity on the site (PMC 15.35). The permit may include restrictions as to the limits of any particular area or phase that can be cleared and graded at any one time or during any construction season. Additional restrictions may be placed on the permit in regard to seasonal weather conditions. At any time, the City Engineer may restrict activities or access to portions of the site which would be detrimental to maintaining erosion and sediment control.
12. The Department of Ecology requires project owners to obtain a Construction Stormwater General Permit for certain projects. Information may be obtained at the City permit counter or on-line at: <http://www.ecy.wa.gov/programs/wq/stormwater/construction/index.html>. Applications must be made on-line at: <http://www.ecy.wa.gov/programs/wq/stormwater/construction/enoi.html>

Construction site operators must apply for the permit 60 days prior to discharging stormwater.

13. The Department of Ecology requires project owners to obtain an Industrial Stormwater General Permit for certain industrial activity projects. Information and applications may be obtained at the City permit counter or on-line at:
<http://www.ecy.wa.gov/programs/wq/stormwater/industrial/index.html>.
Applications may be made on paper or on-line.
14. The developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet along with other required stormwater application documents. You may obtain the worksheet from Engineering staff or the Ecology website;
<http://www.ecy.wa.gov/programs/wq/stormwater/municipal/phaseIIww/MODIFIEDpermitDOCS/Appendix7ww.pdf>

STORMWATER

15. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed per the following, as adopted by the City of Poulsbo:
 - a. The Washington State Department of Ecology (DOE) Stormwater Management Manual for the Puget Sound Basin (2014)
 - b. The Kitsap County Stormwater Management Design Manual
 - c. City of Poulsbo standards and ordinances
 - d. All conditions of approval associated with any clearing and/or grading permits
 - e. Recommendations of the geo-technical engineer
16. The City encourages use of Low Impact Development (LID) measures to the extent they are feasible for the proposed site conditions. PMC 12.02.010 has adopted “The Low Impact Development Guidance Manual, a Practical Guide to LID Implementation in Kitsap County”, published by the Kitsap Home Builders Foundation as primary guidance for City LID measures within the allowances acknowledged by the NPDES Phase II Permit and the DOE Management Manual.
17. A drainage report and plan shall be submitted with the short plat application and include both an upstream analysis and a Level 1 downstream analysis. The stamping/cover page of this report shall include the following text; “I hereby state that this Drainage Report has been prepared by me or under my supervision and meets the standard of care and expertise which is usual and customary in this community of professional engineers. The analysis has been prepared utilizing procedures and practices specified by the City of Poulsbo and within the standard accepted practices of the industry. I understand that the City of Poulsbo does not and will not assume liability for the sufficiency, suitability or performance of drainage facilities prepared by me.” The preliminary & final site plan shall address management of upstream flows. Further levels of analysis may be required. The final drainage report shall include an analysis of the proposed drainage design which satisfies the City Engineer that the design complies with all City requirements and protects downstream properties and the surrounding area from damage and any adverse impacts. Impervious surface calculations shall clearly account for proposed lots, internal street and sidewalks, and offsite paved improvements. The applicant may be required to construct off-site downstream improvements to mitigate the impacts of the project. In the case of conflicts among the standards and manuals, the more restrictive shall apply unless determined otherwise at the discretion of the City Engineer. Requirements of the permit are a minimum. Other actions may be necessary to comply with State statutes for clean water. The

applicant is ultimately responsible for compliance.

18. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
19. Any work proposed within a creek or stream area for stormwater (including discharge into), utilities, etc may require a state Hydraulic Project Approval (HPA) from the Washington Department of Fish and Wildlife. The applicant is responsible for ensuring that all federal and state requirements are met and necessary permits are obtained for the proposed project. T
20. For individual roof lot infiltration in short or long plats please refer to the City Construction Standards Section 5 C-7 (Hydraulic Analysis).

SANITARY SEWER and WATER

21. Refer to Public Works Department comments for water and sewer connection requirements and construction standards.

ALL UTILITIES

22. For utilities not within City right-of-way, the Public Works Director will determine if the City will assume ownership and maintenance of the utility.
23. The applicant shall be required to provide easements and utility stubs for city-owned utilities which are necessary to serve adjacent properties.
24. The applicant shall be responsible for obtaining any off-site easements for installation, access, and maintenance of City utilities. Prior to Preliminary Plat Approval, the easement(s) shall be granted to the City or satisfactory evidence shall be provided to the City Engineer which indicates that the easement(s) will be granted. The width and location of the easements shall be acceptable to the City Engineer and the Public Works Director. The easement(s) shall be legally described and dedicated to the City prior to Final Plat recording. Conveyance of ownership of the pipe and appurtenances shall be included with the easement dedication. The easement(s) shall be shown on the construction drawings.
25. Installation of any or all utilities may be required in association with any required street frontage improvements.

STREETS

26. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This establishes a transportation impact fee assessment payable at time of Building permit issuance.
27. A Transportation Concurrency Application is required to be submitted with the site plan in accordance with PMC 14.04
28. The applicant shall be responsible for the purchase and installation of any street signs and pavement markings associated with the projects frontage improvements.
29. As a condition of site plan development, the construction of frontage improvements is generally required. This requirement is addressed in PMC 18.60.080. Please provide a proposal for this

project's frontage improvements with Short Plat application.

30. Rockeries/retaining walls constructed behind sidewalks shall be placed a minimum of two feet behind the back of any sidewalk. The ground shall be level behind the sidewalk.

OTHER

31. The short plat will not be recorded until the utilities and driveway approach are constructed and approved by the City. The applicant may post a performance bond for the construction of the utilities and driveway approach in lieu of construction before recording. If a performance bond is posted, no building permits will be issued until the work associated with the performance bond is complete and acceptable to the City, and all required maintenance bonds and conveyances are provided and acceptable.
32. Short plat drawings shall be submitted per PMC requirements, with surveyor's stamp, appropriate signature blocks, survey dimensions and tie-ins, etc. Parcel corners will need to be monumented per PMC (3/4" galv. Iron pipe min). Parcels legal descriptions will need to be shown on the face of the plat. All taxes must be paid through the end of the year before the short plat will be recorded. A title report addressing ownership of properties and infrastructure as well as access will be required before the short plat will be recorded.
33. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
34. Work hours shall be strictly adhered to as regulated by Poulsbo Municipal Code 15.32. Construction activity shall only be permitted between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and the hours of 8:00 a.m. and 7:00 p.m. on Saturday, Sunday, and Federal, State, and City observed holidays. Work requiring inspection by the City must be performed between 7:00 a.m. and 3:30 p.m. weekdays.
35. All contractors and subcontractors conducting business in the City of Poulsbo shall have a valid City of Poulsbo business license and a State of Washington Contractor's License with appropriate endorsements.
36. A Public Property Construction Permit is required when connecting to City-owned utilities or performing other work within the City right-of-way or other public/City-owned property (PMC 12.08). The permittee shall be responsible for repair and/or restoration of any damage to City property (such as sidewalks, curbs, gutters, pavement, and utilities) that occurs as a result of his operations under this permit.
37. Shared driveways shall be dedicated easements or tracts benefiting the property owners served by the driveway. The face of the plat and the covenants shall state that the responsibility for maintenance of any shared driveway shall be the responsibility of the property owners served by the driveway.
38. Any agreements made between the applicant and another property owner related to utilities, easements, right-of-ways, or ingress and egress shall not be in conflict with City codes or ordinances. No agreements between the applicant and the property owner shall exempt either party from obtaining proper City approval for land use activities regulated under the Poulsbo Municipal Code.

39. The preliminary site plans shall show topography, a conceptual utility plan for water, sanitary sewer, and storm sewer (including detention systems and treatment facilities, IE and RIM elevations for all Storm/Sewer structures), existing easements, structures, wells, and drainfields (including all structures, existing wells, sanitary sewer systems, septic tanks and drainfields within 100’ of project boundaries). Plans shall include cross sections for all street categories proposed. Street layout shall show parking lane preliminary concepts. Preliminary road profiles, showing existing grade and proposed finished grade shall be provided. Contours shall be provided extending 50’ beyond project boundaries and including the full width of adjacent ROW.

Further detailed guidance on plan contents can be found on the City website;
http://www.cityofpoulsbo.com/planning/documents/short_plat.pdf

40. The applicant shall be responsible for obtaining all required easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.

Fees and Permits:

41. A Maintenance bond will be required before final construction approval for commercial buildings

42. Initial deposits / replenishment of deposits will occur periodically throughout project approval and construction.

43. See the below table for Fees due:

Payment Due with:

Application Fee for Engineering	\$ 1,260.00	+	\$ 465.00	/ Drainage Basin	<i>Application</i>
Erosion Control Deposit	\$ 5,000.00	or	\$ 3,000.00	/ Acre	<i>Construction Drawing Approval</i>
Transportation Impact Fees	<i>TBD PMC 3.86</i>		\$ 355.00	/ ATD	<i>Building Permit Issuance</i>
Public Property Construction Permit	\$ 470.00	+	Bond		<i>Before Work Commences</i>

Payable at time of construction drawing approval and building permit issuance:

Engineering plan review/project administration/inspection fees and deposits:

Estimate; Plan to make a construction plan review deposit when plans are submitted for approval.



PUBLIC WORKS

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9739 | fax (360) 697-8269
www.cityofpoulsbo.com | aburgess@cityofpoulsbo.com

MEMO

To: Joe and Jeanette Ross
From: Anthony Burgess, Sr. Engineering Technician
Subject: Ross Infill Short Plat; Pre-Application Conference; P-03-29-19-01
Date: May 14, 2019

The following Public Works Department comments are provided for the Ross Infill Short Plat Pre-Application, held on May 7, 2019.

SERVICE AVAILABILITY

1. The following language will be a condition of approval for all development within the City of Poulsbo.

The City of Poulsbo has determined that, as of the date of this development approval, the City has sufficient water supply to serve the development. This determination is not, however, a guarantee that sufficient supply will exist at the time of connection to the City's water system is applied for and the City expressly disclaims any such guarantee. The City allows connections to its water system on a first-come, first-served basis and the City may or may not have an adequate supply of water available to serve the development at the time connection is applied for. Pursuant to RCW 19.27.097, verification that an adequate water supply exists to serve the development will be required at the time a building permit is applied for and issuance of a certificate of water availability by the City at the time will be necessary before the ability to connect to the City's water system is assured.

WATER

2. All lots shall be connected to city water.
3. Water service to the area is currently supplied from an 8-inch main on Haugen, and/or 8-inch main on Sommerseth.
4. Individual PRV is required on the property owner side of the meter when pressure exceeds 80 psi.
5. Service connection to the City water system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
6. Locate meters in a single bank when possible.

7. Pursuant to WAC 246-290-490, the water services for domestic, irrigation and fire suppression systems shall be installed with the proper backflow prevention facilities. The minimum backflow prevention device required on this type of application shall be a double check valve.
8. All water systems shall be publically owned up to and through the water meter. For fire mains, the City shall own up to and including the Post Indicator Valve. All water mains and fire hydrants shall be located in public right-of-way or easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width.
9. Domestic and fire flow may share the same water line. The domestic service must exit the water line before the fire service.
10. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
11. Meters for all lots shall be located adjacent to public right-of-way.
12. The existing on-site shared well shall be decommissioned, or if a sharing property is to remain connected to the well, the plat must be designed to accommodate the continued use of the well for domestic and/or irrigation purpose per Department of Health requirements.

IRRIGATION

13. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).
14. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
15. The double check valve assembly shall be tested by a “city approved” state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.

SEWER

16. All building shall be connected to City sewer.
17. Sewer service to the area is currently supplied from an 8-inch PVC pipe located on Haugen St and Sommerseth St.
18. Service connection to the City sewer system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
19. Waste water discharges from the proposed development into the City of Poulsbo’s sanitary sewer system shall meet the requirements set forth in Section 13.06.340 of the Poulsbo Municipal Code with regard to waste strength and unlawful discharges.
20. All manholes will be required to have an insert installed. The insert shall be ‘The Rainstoper’ by Southwestern Packing & Seals, Inc. Further information available upon request from the Public Works Department.

21. All septic systems located on site shall be decommissioned per the Department of Health requirements.

SOLID WASTE

22. Solid waste service for this project will be provided by the City of Poulsbo.

23. All lots are required to stage garbage and recycle containers curbside along property frontage rd on the no parking side of the street.

GENERAL CONDITIONS

24. Design: All water, wastewater, stormwater system facilities and streets shall be designed by a professional engineer registered in the State of Washington. Design and installation of the improvements shall be the property owners responsibility.

25. Design and Development Standards: Design shall be subject to the following Standards:

- City of Poulsbo Utility Comprehensive Plan
- City of Poulsbo Design, Development and Construction Standards
- City of Poulsbo Municipal Code
- Kitsap County Stormwater Management Manual
- Washington State Department of Health Design Standards
- Washington State Department of Ecology's Criteria for Sewage Works Design
- Washington State Department of Ecology Stormwater Management Manual for the Puget Sound Basin (2014)
- American Public Works Association/Department of Transportation Standard Specifications

26. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.

27. No walls or structures shall be permitted in utility easements.

28. Placement of landscape plantings and/or street trees shall not interfere with utilities. Required landscape vegetation may need to be relocated in the final landscape plan. Landscape vegetation not required by city code may need to be relocated or removed from the final landscape plan.

29. Appropriate easements shall be provided for public and private utilities.

30. City owned utilities shall be located in right-of-way or easements which are dedicated to the City.

31. Water and sewer mains and service lines shall not be located under or through stormwater treatment and/or infiltration in right-of-way, dedicated tract, or dedicated easement.

SUBMITTAL AND APPROVAL

32. The applicant shall be required to submit to the City for approval, the plans and specifications associated with design and construction of utility system improvements.

33. Utility systems include, but are not limited to, distribution and collection mains, pumping facilities, storage reservoirs, detention/retention facilities or any improvements to be dedicated to the city under a deed of conveyance.
34. Upon completion of the project, the developer shall supply the Public Works Department with a copy of drawings of record; these drawings shall be in hard copy form and in electronic form compatible with the most recent version of AutoCAD.

CONNECTION FEES AND ASSESSMENTS

35. Utility service for the noted property is subject to application and payment of the applicable fees and assessments.
36. Utility connection fees are paid based on the current fee at the time of building permit issuance. The connection fee is due at the time of building permit. Early payment and reservation of water connection are not provided for in Poulsbo Municipal Code. Sewer connection fees are based on water meter size.
37. For an estimate of utility connection fees for your project, please contact the City of Poulsbo Building Department for an Estimate. Amounts for Water and Sewer may change in January and March of each calendar year. Please be aware, an irrigation meter will require only the water connection, water inspection, meter cost, and new account fee. For information regarding meters larger than 2" please contact the Poulsbo Public Works Department.

**CITY OF POULSBO – FINANCE DEPARTMENT
INTEROFFICE MEMORANDUM**

TO: EDIE BERGHOFF
FROM: SANDI RYEN
SUBJECT: ROSS INFILL
DATE: 4/23/2019
CC: JANA BROWN

SUBJECT: ROSS INFILL SHORT PLAT (P-03-29-19-01)

LOCATION: 721 NE HAUGEN ST

ASSESSOR #: 232601-3-103-2008

Note: The above parcel currently has a 3/4x5/8" single family City water and sewer connection under utility account 02245-02.

RESIDENTIAL

Water, sewer and stormwater facility charges, inspections & meter cost will be assessed at the time the building permits are submitted. Facility and meter fees will be due prior to the building permit issuance.

COMMERCIAL

General facility fees for water and sewer are based on the required meter size per ordinance 2002-29. Stormwater fees are based on impervious surface per ordinance 2016-14 & 2017-13. Reference PMC sections 13.70.120 – 13.70.180.

1. Number of meters and size information is required on the building permit application.
2. Impervious surface measurement is required on the building permit application.
3. Facility fees for water, sewer, stormwater, meter fees and inspection fees must be paid prior to the building permit issuance.
4. Fire line size must be noted on the building permit application.

IRRIGATION

Irrigation system facility charges are based on meter size. A separate building permit is required.

LID & LATE COMER AGREEMENTS & FRONT FOOTAGE FEES

None

PARK & TRAFFIC MITIGATION AS APPLICABLE ARE DUE AS FOLLOWS

Residential – Mitigation Fees: Due BEFORE building permit issuance
Commercial – Mitigation Fees: Due BEFORE building permit issuance

Concurred by: _____


Jana Brown, Accounting Manager