



# BINDING SITE PLAN

Planning and Economic Development Department  
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For additional information on the Binding Site Plan (BSP) process, refer to [Chapter 17.50](#) 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.) <input type="checkbox"/> YES <input type="checkbox"/> 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.

Number of buildings lots:	Total square footage:
Number of tracts:	Total square footage:

**For site plans with residential development:**

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

Net Density:        Number of units        /        net acres of residential development [gross acres-deductions  
(roads, utilities, critical areas and buffers)] =        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.

- [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.  
 The drawing(s) and its supporting documents shall contain **ALL** the information listed in [PMC 17.18.030](#).  
*Please Note:*
  - plans must be drawn at a scale no smaller than 1" = 50'
  - 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 18.270.020 F](#).
- Completed [SEPA Environmental Checklist](#).
- 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).
- Additional reports, plans or studies:
- Any other information/documents:



**SIGNATURES:**

I, the undersigned, state that, to the best of my knowledge, all the information provided in 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.

I hereby authorize City of Poulsbo representative(s) to inspect the subject property Monday-Friday between the hours of 8:00 am and 4:00 pm during this permit application process.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Print Name of Applicant/Agent

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 \_\_\_\_\_

**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 \_\_\_\_\_