



PRELIMINARY UNIT LOT SUBDIVISION

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 Preliminary Unit Lot Subdivision process, refer to [Chapter 17.65](#) of the PMC.

PROJECT:	
Project Name:	
Project Address:	
Tax Assessor's ID:	
Total Site Acreage:	Number of Proposed Unit Lots:
Zoning Designation:	Comp Plan Designation:
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:	
OWNER (IF DIFFERENT):	
Name:	Phone:
Address:	
Email:	
PROJECT ENGINEER OR SURVEYOR:	
Name:	Phone:
Address:	
Email:	

INITIAL APPLICATION SUBMITTAL REQUIREMENTS:

The PED Department is now accepting all applications electronically. Please submit your application online [here](#) or email the materials to plan&econ@cityofpoulsbo.com.

- All application fees. Some fees will not be invoiced until actual costs are known. Current fees schedules can be found online at <https://cityofpoulsbo.com/planning-forms-fees-brochures/>

- Completed Preliminary Unit Lot Subdivision Application Form with:
1. Consent to Exceed Review Period (attached)
 2. Notarized property owner and/or applicant signature pages (attached).

- Preliminary Unit Lot Subdivision Drawing(s) containing the following:
1. Existing parent lot and lot lines.
 2. Proposed new unit lot lines.
 3. All existing improvements on the site.
 4. Any structures and features to be removed.
 5. Critical areas as indicated in Chapter 16.20, located on or within three hundred feet of the property.
 6. Legal descriptions of the parent lot and new unit lots, in addition to proposed tracts and easements.
 7. Existing and proposed easements, covenants or deed restrictions that may affect development.
 8. All offsite easements necessary to provide access or utility infrastructure.
 9. Layout of an internal vehicular and pedestrian circulation system, including proposed ingress and egress for vehicles and emergency vehicle access.
 10. The number and location of proposed or existing parking spaces on the site.
 11. Structures and driveways within one hundred fifty feet of the property, on both sides of the street.
 12. Streets and utilities adjacent to, surrounding or intended to serve the property.
 13. Zoning of adjacent properties.
 14. Proposed free-standing signage.
 15. Licensed surveyors' stamp/signature.

- Title Insurance Report prepared within last 90 days (available from a Title Company)

- A Completed [SEPA Checklist](#) (if required)

- Preliminary Storm Report (if required)

- Traffic Impact Analysis (if required)

- Critical Areas Special Reports (if required)

- Preliminary Landscape Plan per [PMC 18.270.020 F](#) (if required)

- Significant Tree Survey and Retention Plan per [PMC 18.180](#) (if required)

- Other:



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: _____