



# Planning & Economic Development

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## SITE PLAN REVIEW

Site Plan Review (SPR) is intended to ensure compatibility between new developments, existing uses and future developments that ensures compliance with the adopted plans, policies and ordinances of the City of Poulsbo. It is further intended to provide for the examination of development proposals with respect to overall site design and to provide a means for guiding development in a logical, safe and attractive manner.

### WHEN IS SITE PLAN REVIEW REQUIRED?

All new developments and modifications to existing developments require SPR and approval prior to the issuance of any building permits, establishment of any new uses, or commencement of any site work unless otherwise exempted in Poulsbo Municipal Code (PMC) [18.270.020 C](#).

Minor modifications of site plan features to existing developments, including new structures up to two thousand square feet, additions to existing structures of up to two thousand square feet; parking realignment or new parking nine spaces or less; portable school classrooms; and other modifications deemed appropriate by the planning director may be reviewed under the minor site plan review process outlined in PMC [18.270.030 B](#).

### REVIEW AUTHORITY

Site plan review applications are an administrative Type II permit application according to the provisions of Title [19](#). A Type II application is subject to objective and subjective standards that require the exercise of limited discretion about nontechnical issues and about which there may be a limited public interest. Public notification is provided at the application and decision stages of review. Environmental review is conducted, when required pursuant to [Chapter 16.04 PMC](#).

### APPLICATION PROCEDURES

**Pre-Application Conference:** Before filing an application, the applicant is required to schedule a pre-application conference. Pre-app conferences are intended to acquaint City staff and other agencies

with a proposed development and to generally advise the applicant of applicable regulations and policies impacting the proposal.

- A summary letter is provided within 14 days.
- See the [Pre-Application Conference Handout](#) and [Application Form](#) for more information.

**Application Submittal:** You can submit your application [online](#), by email, or in person. Please see [PMC 18.270.040](#) and the [SPR Application Form](#) for submittal requirements. If submitting in person, an intake appointment is required.

**Counter Complete:** Determination made by staff at the time of submittal that a permit application includes all the necessary documents and pieces of information identified in the pre-app conference summary letter.

- Application must be deemed counter complete prior to expiration of pre-app summary letter.
- If the application is not accepted as counter complete, it shall immediately be rejected, and missing components will be identified in writing by the city.

**Technically Complete Review:** Determination made by staff that a permit application and associated documentation contain sufficient information and detail to proceed with the review process; such determination shall not be interpreted to mean that the application meets all applicable standards.

- Determination made within 28 days of counter complete.
- If staff decides an application is not technically complete a written statement will be prepared what information or revisions are required to make the application technically complete. Applicant will have 90 calendar days to submit additional information.

**Notice of Application (NOA):** Prepared and distributed by staff within 14 calendar days of the technically complete determination, pursuant to [PMC 19.50.020](#).

- NOA begins a 14 days public comment period.

**SEPA Threshold Determination:** SEPA is the acronym for the State Environmental Policy Act ([RCW 43.21C](#)). It provides the framework for agencies to consider the environmental consequences of a proposal before taking action. It also gives agencies the ability to condition or deny a proposal due to identified likely significant adverse impacts.

- Staff shall make a threshold determination on a completed application within 90 days. The applicant may request an additional 30 days for the threshold determination.
- A SEPA determination begins a 14 day public comment period.
- Some proposals are exempt from SEPA per [PMC 16.04.090](#). Staff will advise if the proposal is exempt in the pre-app conference.
- See the SEPA [Handout](#) for more information.

**Staff Report:** A staff report is prepared and indicates approval, approval with conditions, or denial of the proposal.

- The staff report will outline how the proposal complies with all applicable design and development standards contained in [Title 18](#) and other applicable regulations.
- A copy of the staff report is be made available to the applicant, to any parties requesting it, and posted to the city's website, at least 5 calendar days prior to issuing a notice of decision.

**Notice of Decision (NOD):** Within 7 days after the final decision has been made, a notice of decision is issued. The NOD is distributed pursuant to [PMC 19.50.060](#).

**Appeal Period:** Any party of record may appeal a Type II decision within 14 days of the date of the NOD. The appeal is made to the Hearing Examiner (HE) per [PMC 19.70.010](#).

## APPROVAL EXPIRATION

The Site Plan Review (SPR) becomes void 5 years from the date of approval. The SPR approval shall expire if:

- Substantial construction of the approved plan has not begun within a 5-year period; or
- Construction on the site is a departure from the approved plan.

Pursuant to [PMC 18.370.080](#) and upon written request by the property owner filed no less than 30 days prior to the date of permit expiration, the PED director may grant an extension of time up to but not exceeding 1 year. Once the approval time period and any extension have expired, approval shall terminate, and the application is null and void.

## TIME FRAMES FOR REVIEW

[Chapter 19.80 PMC](#) establishes the time frame and procedures for a determination of completeness and final decision for Type II permit application.

## SPR MODIFICATIONS

Modifications of an approved site plan shall be processed pursuant to [Chapter 19.90 PMC](#), Post Decision Procedures. See the [Post Decision Modification Application Form](#) for submittal requirements.

## VESTING

Site Plan Review (SPR) does not constitute a vested project. Pursuant to [RCW 19.27.095](#), a project is not vested until a valid and fully *complete* building permit application is submitted.

*SPR is the first step in a three step review process:*

Step 1: Site Plan Review (Land Use Review)

Step 2: Construction Review (Engineering)

Step 3: Building Permit Review (*vesting*)

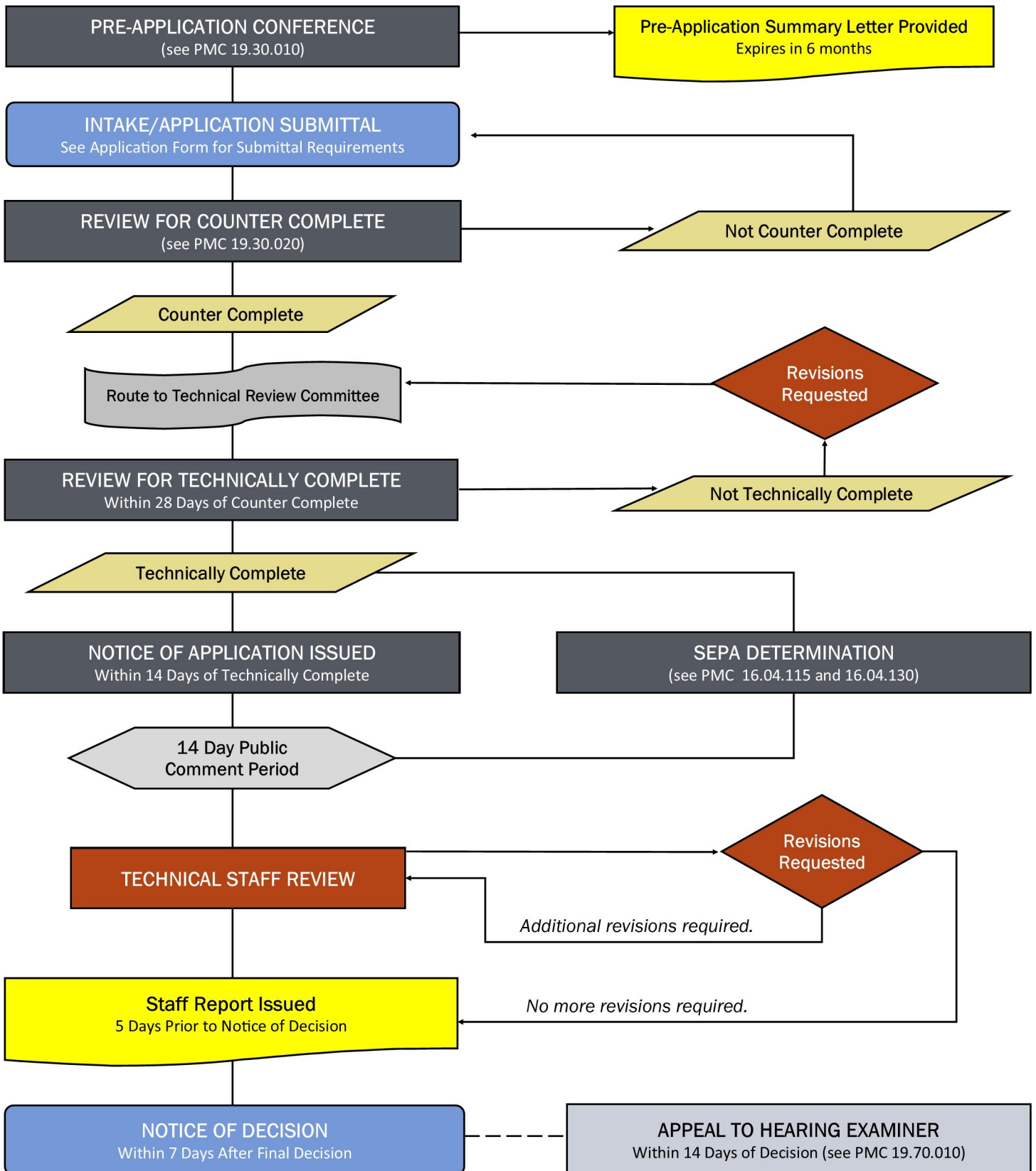
## FEE INFORMATION

Please contact PED staff to determine fees.

**Disclaimer:** this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.



## TYPE II LAND USE APPLICATION PROCESS



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