



# MINOR SITE PLAN REVIEW

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 Minor Site Plan Review (SPR) process, refer to [Chapter 18.270](#) of the Poulsbo Municipal Code (PMC). For a detailed description of the Type I 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/PRIMARY POINT OF CONTACT:  |  |                             |  |
| Name:  |  | Phone:                      |  |
| Address:   |  |                             |  |
| Email:   |  |                             |  |
| AGENT (IF DIFFERENT THEN APPLICANT)  |  |                             |  |
| Name:  |  | Phone:                      |  |
| Address:   |  |                             |  |
| Email:   |  |                             |  |
| OWNER  |  |                             |  |
| Name:  |  | Phone:                      |  |
| Address:   |  |                             |  |
| Email:   |  |                             |  |
| 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.  |
| For site plans with residential development:   |  |                             |  |
| Gross Density:   | Number of lots/units                                 | /                           | gross acres = units per gross acre   |
| Net Density:   | Number of lots/units<br>critical areas and buffer) = | /                           | net acres [gross acres-deductions (roads, utilities,<br>units per net acre |

## APPLICATION SUBMITTAL REQUIREMENTS

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

Application Fees and Deposits

A vicinity map showing the location of the property and surrounding properties.

Detailed project narrative/description

Completed [SEPA Environmental Checklist](#) (if required).

Site Plan Review Drawings.

*Existing Conditions:*

- The location, name and dimensions of all streets adjoining the site indicating whether privately or publicly owned.
- The location of existing structures and other improvements on the site, including structures, driveways, parking, loading, pedestrian and bicycle paths, passive or active recreational facilities or open space, and utilities.
- Elevation of the site at two-foot contour intervals for grades zero to ten percent and at five-foot contour intervals for grades more than ten percent.
- The location of regulated critical areas.
- The location of drainage patterns and drainage courses; including a site and soil analysis for suitability of appropriate low impact development stormwater management facilities.
- The location, size and type of any significant or protected trees or stands of trees.

*Proposed Site Development Plans:*

- The proposed site and its dimensions and area, orientation relative to north.
- Abutting properties, and the approximate location of structures and uses on abutting property within fifty feet of the subject site's perimeter.
- The location and dimensions of proposed development, including the following:
  - Streets and other rights-of-way and public or private access easements on and adjoining the site.
  - Vehicle, pedestrian and bicycle parking and circulation areas.
  - Loading and service areas.
  - Active or passive recreational or open space areas.
  - Proposed utilities on and adjacent to the parcel(s) including location, size and elevation of sewer, storm, water, gas lines, fire hydrants, electric & telephone poles, and streetlights. Proposed water, sewer and stormwater utility improvement plans shall provide sufficient information to confirm feasibility of installation including elevations, sizes, and materials.
  - Existing structures to be retained on the site and their distance from property lines.
  - Location of proposed building and structures on the site, including signs, fences, retaining walls, etc., and their intended use and distance from property lines.
  - The location and type of proposed outdoor lighting and existing lighting to be retained.
  - The size and location of solid waste and recyclables storage areas.
  - Proposed topography at two-foot contour intervals for grades zero to ten percent and at five-foot contour intervals for grades more than ten percent.
  - Stormwater management facilities.
  - Conceptual frontage and street improvements.
  - Existing and proposed parking areas, including stall sizes and locations, and bicycle facilities.
  - Ingress and egress, internal circulation, pedestrian circulation, emergency vehicle circulation
- Summary table which includes parcel zoning, total site area, gross floor area by use, itemized number of full size, compact and handicapped parking stalls and the collective total number, total lot coverage proposed, landscaping areas, allowable and proposed building height and setbacks, and residential density calculations.

*Please Note:*

- plans must be drawn at an engineering scale that allows each plan to fit on one sheet
- all buildings and structures shall be dimensioned
- all information shall be legible
- plans shall be prepared by an appropriately certified professional in the State of WA



|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Preliminary <a href="#">Landscape Plan</a> per <a href="#">PMC 18.270.020 F</a> , with consideration for curb cuts, utilities, lighting, etc.  |
| <input type="checkbox"/> | <a href="#">Design Review</a> Drawings per <a href="#">PMC 18.120.030</a> and Detailed Design Review Narrative   |
| <input type="checkbox"/> | <a href="#">Photometric Lighting Plan</a> showing lumen readings every ten feet within the property or site, and ten feet beyond the property lines. The photometric plan shall consider proposed and existing landscaping at maturity in order to evaluate the long-term and seasonal effectiveness of lighting or screening of lighting. |
| <input type="checkbox"/> | Preliminary Grading Plan with Erosion Control Measures.  |
| <input type="checkbox"/> | Preliminary Drainage Report, in compliance with the currently adopted <a href="#">Ecology manual</a> , including level one downstream analysis. See <a href="#">PMC 12.02.030</a> and <a href="#">13.17.070</a> .  |
| <input type="checkbox"/> | <a href="#">Concurrency Application</a> and/or Traffic Impact Analysis (if the site generates 300 trips or more). See <a href="#">PMC 14.04</a> .  |
| <input type="checkbox"/> | Significant Tree Survey and Tree Retention Plan (if required). See <a href="#">PMC 18.180</a> .  |
| <input type="checkbox"/> | Geological or Geotechnical Report (if required). See <a href="#">PMC 16.20.735</a> .   |
| <input type="checkbox"/> | Wetland Report (if required). See <a href="#">PMC 16.20.725</a> .  |
| <input type="checkbox"/> | Hydrogeological Report (if required). See <a href="#">PMC 16.20.740</a> .  |
| <input type="checkbox"/> | Habitat Management Plan (if required). See <a href="#">PMC 16.20.730</a> .   |
| <input type="checkbox"/> | Sign Drawings. If submitted, sign drawings shall be reviewed for compliance with <a href="#">PMC 18.170</a> .  |
| <input type="checkbox"/> | Notarized property owner and/or applicant signature page (attached).   |
| <input type="checkbox"/> | Any other information/documents:   |



**APPLICANT/AGENT SIGNATURE:**

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.

\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of Washington Residing at

\_\_\_\_\_  
Commission Expires \_\_\_\_\_

