



COMPREHENSIVE PLAN AMENDMENT

Text Application Form

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

INSTRUCTIONS:

- Please complete a separate request form for *each* proposed text amendment. If you are applying for a site-specific re-designation/rezone request, please use the [Site-Specific Application Form](#).
- The City of Poulsbo considers amendments to its Comprehensive Plan once each year. The deadline to submit applications for the 2026 amendment cycle is **Monday, November 17, 2025, by 4 p.m.**
- **An application fee shall be submitted with this application.**
- Individuals, organizations, partnerships, corporations, and public agencies are eligible to make application for a comprehensive plan amendment (CPA).
- CPAs are legislative decisions made by the City Council and include public notice and Planning Commission public hearing requirements. CPAs are processed as [Type IV](#) applications under Title 19.
- A typical amendment cycle is concluded by mid-April of the following year. However, the timeline is subject to change.

APPLICANT/AMENDMENT INFORMATION:

Name of Applicant/Department:

Contact Person:

Address:

Email:

Phone Number:

Chapter, page number, and location (goal/policy #, section, map figure) of proposed amendment:

Explain the need for the amendment—why is it being proposed? Include any data, research, or reasoning that supports the proposed amendment (attach additional pages as needed).

Is the amendment warranted due to an error in the initial adoption of the Comprehensive Plan? Please explain.

Is the amendment based on a change of conditions or circumstances from the initial adoption of the Comprehensive Plan? Please explain.

Is the amendment based on new information or facts which were not available at the time of the initial adoption of the Comprehensive Plan? If so, what are they?

Is the amendment based on a change in the population allocation assigned to the city by Kitsap County?

Proposed amendment in ~~striketrough~~ or underline format (attach additional pages as needed).

APPLICATION SUBMITTAL REQUIREMENTS:

Please submit your application via email to plan&econ@cityofpoulsbo.com.

- Application fee.
- Data, research, or reasoning that supports the proposed amendment.
- Notarized property owner and/or applicant signature page (attached).
- Any other information/documents:



