



# PRELIMINARY UNIT LOT SUBDIVISION

**Planning and Economic Development Department**  
 200 NE Moe Street | Poulsbo, Washington 98370  
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A *complete application* is required before the city can proceed with technical analysis and make an informed decision on your application. Below is a list of materials that **must** be submitted with your application. Please do not turn in your application until all items on the list that apply to your proposal have been included. Staff will verify completeness before accepting the application for further processing. 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:
Associated Permits Numbers (Site Plan, etc.):	
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:	
OWNER (IF DIFFERENT):	
Name:	Phone:
Address:	
Email:	
PROJECT ENGINEER OR SURVEYOR:	
Name:	Phone:
Address:	
Email:	
APPLICATION SUBMITTAL REQUIREMENTS:	
<b>The PED Department accepts all applications electronically.</b> Please submit your application online <a href="#">here</a> or email the materials to <a href="mailto:plan&amp;econ@cityofpoulsbo.com">plan&amp;econ@cityofpoulsbo.com</a> .	
<input type="checkbox"/> Application <a href="#">Fees and Deposits</a> . Some fees will not be invoiced until actual costs are known.	
<input type="checkbox"/> Preliminary Phasing/Division Plan	
<input type="checkbox"/> Title Insurance Report prepared within the last 90 days (available from a Title Company)	
<input type="checkbox"/> A Completed <a href="#">SEPA Checklist</a> (if required)	
<input type="checkbox"/> Legal Descriptions of the proposed lots, tracts, and easements and other as appropriate.	

<input type="checkbox"/>	Preliminary Landscape Plan per <a href="#">PMC 18.270.020 F</a> (if required)
<input type="checkbox"/>	Significant Tree Survey and Retention Plan per <a href="#">PMC 18.180</a> (if required)
<input type="checkbox"/>	Critical Areas Special Reports (if required)
<input type="checkbox"/>	<p>Preliminary Unit Lot Subdivision Drawing(s). The application shall be accompanied with complete subdivision plans drawn to 1" inch to 40' scale and produced in such a way as to clearly indicate compliance with all applicable requirements and <b>shall include ALL the information listed below</b>. At least one sheet shall show the proposed project in its entirety (drawn at its appropriate scale).</p> <ul style="list-style-type: none"> <li>- Existing parent lot and lot lines.</li> <li>- Proposed new unit lot lines.</li> <li>- All existing improvements on the site.</li> <li>- Any structures and features to be removed.</li> <li>- Critical areas as indicated in Chapter 16.20, located on or within three hundred feet of the property.</li> <li>- Legal descriptions of the parent lot and new unit lots, in addition to proposed tracts and easements.</li> <li>- Existing and proposed easements, covenants or deed restrictions that may affect development.</li> <li>- All offsite easements necessary to provide access or utility infrastructure.</li> <li>- Layout of an internal vehicular and pedestrian circulation system, including proposed ingress and egress for vehicles and emergency vehicle access.</li> <li>- The number and location of proposed or existing parking spaces on the site.</li> <li>- Structures and driveways within one hundred fifty feet of the property, on both sides of the street.</li> <li>- Streets and utilities adjacent to, surrounding or intended to serve the property.</li> <li>- Zoning of adjacent properties.</li> <li>- Proposed free-standing signage.</li> <li>- Licensed surveyors' stamp/signature.</li> </ul> <p><i>Please Note:</i></p> <ul style="list-style-type: none"> <li>- all buildings and structures shall be dimensioned</li> <li>- all information shall be legible</li> <li>- plans shall be prepared by an appropriately certified professional in the State of Washington</li> </ul>
<input type="checkbox"/>	Preliminary Drainage Report, in compliance with the currently adopted Ecology manual, including level one downstream analysis. See <a href="#">PMC 12.02.030</a> and <a href="#">13.17.070</a> (if required)
<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> (if required)
<input type="checkbox"/>	Notarized property owner and/or applicant signature page (attached).
<input type="checkbox"/>	Other:





