



SHORT SUBDIVISION/PLAT

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 Short Plat process, refer to [Chapter 17.40](#) of the Poulsbo Municipal Code (PMC) or see the [Land Division Handout](#).

PROJECT:			
Project Name:			
Project Address:		Total Site Acreage:	
Number of existing lots:		Number of proposed 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/PRIMARY POINT OF CONTACT:			
Name:		Phone:	
Address:			
Email:			
OWNER (IF DIFFERENT):			
Name:		Phone:	
Address:			
Email:			
PROJECT ENGINEER (IF DIFFERENT):			
Name:		Phone:	
Address:			
Email:			
LAND USES AND SQUARE FOOTAGE:			
Residential:	Sq. Ft	Open Space (tracts):	Sq. Ft
Stormwater Detention (tracts):	Sq. Ft	Landscaping (tracts):	Sq. Ft
Other Utilities (tracts):	Sq. Ft	Right-Of-Way:	Sq. Ft
Critical Areas (PMC 16.20):	Sq. Ft	Other:	Sq. Ft
Gross Density:	Number of units/lots _____ / _____ gross acres = _____ units per gross acre		
Net Density:	Number of units/lots _____ / _____ net acres [gross acres-deductions (roads, utilities, critical areas and buffers)] = _____ units per net acre.		
INITIAL 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 .			
<input type="checkbox"/> Application Fees and Deposits			
<input type="checkbox"/> Vicinity Map showing the location of the property and surrounding properties			
<input type="checkbox"/> Title Insurance Report prepared within last 90 days (available from a Title Company)			
<input type="checkbox"/> A Completed SEPA Checklist (if required)			

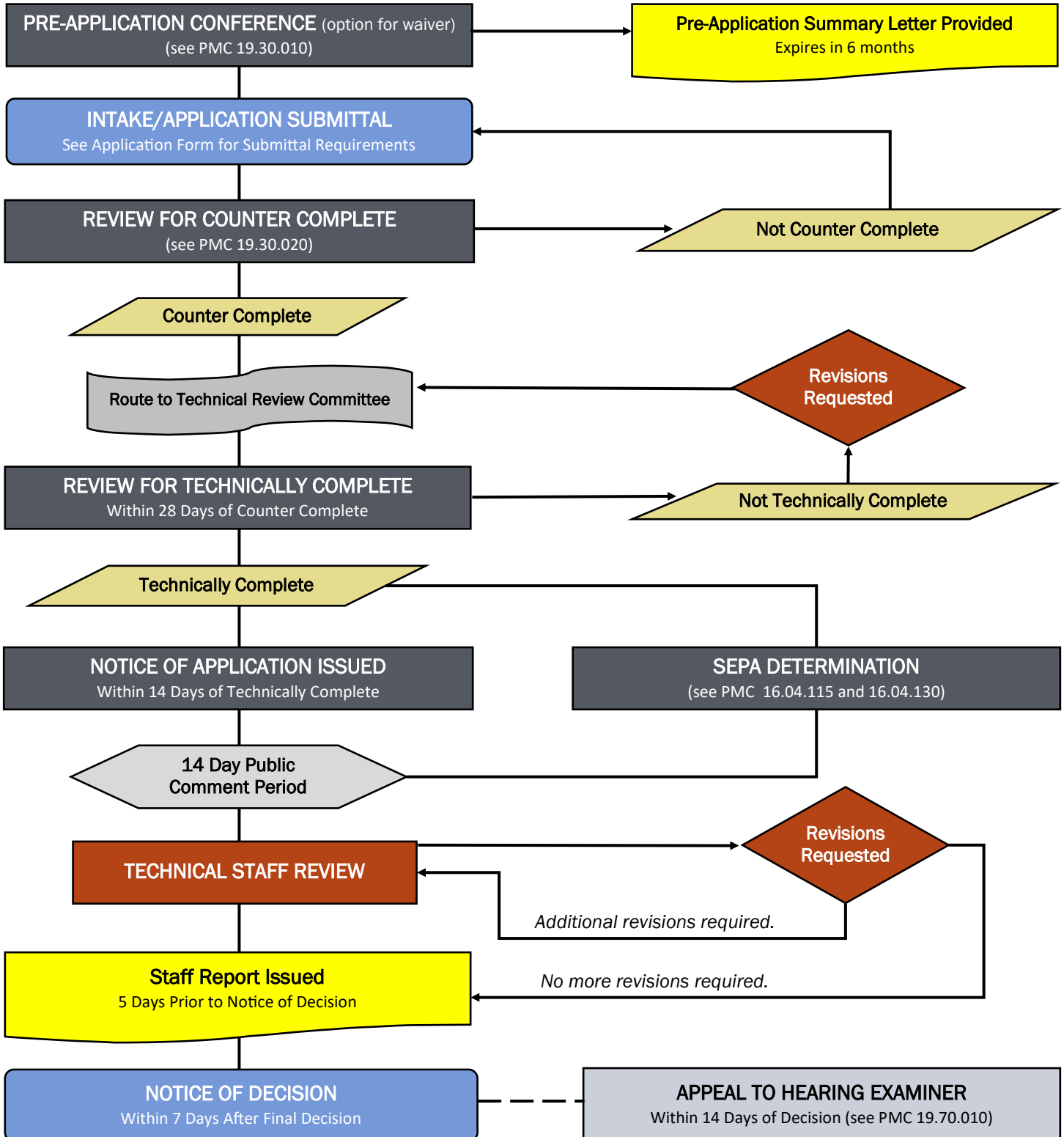
<input type="checkbox"/>	Legal Descriptions of the proposed lots, tracts, and easements and other as appropriate.
<input type="checkbox"/>	Preliminary Landscape Plan per PMC 18.270.020 F (if required)
<input type="checkbox"/>	Significant Tree Survey and Retention Plan per PMC 18.180 (if required)
<input type="checkbox"/>	Critical Areas Special Reports (if required)
<input type="checkbox"/>	<p>Short 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 shall include ALL the information listed below. At least one sheet shall show the proposed project in its entirety (drawn at its appropriate scale).</p> <ul style="list-style-type: none"> - Dimensions of the subject property and each existing and proposed lot, parcel, and tract; as well as buildings and other structures within the property. - Structures and driveways within 150' of the property, on both sides of the street. - Existing and proposed easements and any encroachments. - Existing and proposed road and utilities, including any stormwater detention facilities. - Existing septic and well setbacks. - Proposed impervious area(s), including proposed pollution generating pervious and impervious area(s). - Critical areas as indicated in PMC 16.20, located on or within 300' of the property. - Streets adjacent to, surrounding or intended to serve the property. - Zoning of adjacent properties. <p><i>Please Note:</i></p> <ul style="list-style-type: none"> - 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 Washington
<input type="checkbox"/>	Preliminary Drainage Report, in compliance with the currently adopted Ecology manual, including level one downstream analysis. See PMC 12.02.030 and 13.17.070 .
<input type="checkbox"/>	<p>Preliminary Utility Plan depicting the location of utility and drainage facilities and related tracts or easements, including:</p> <ul style="list-style-type: none"> - Overall utility plan view showing water, sewer and stormwater. - Location and elevation of existing utilities adjacent to the site. - Elevation information sufficient to determine feasibility of utility layout. - Information about facility depths, elevations, sizes, connection points, and materials. - Proposed location of catch basins, manholes, fire hydrants, valves, vaults, and other improvements.
<input type="checkbox"/>	<p>Preliminary Civil Improvement Plan (streets, sidewalks, driveways, curb ramps, etc.), including:</p> <ul style="list-style-type: none"> - Proposed street layout including grades, vertical curves, intersection information, etc. - Proposed street widths, proposed street cross sections, proposed sidewalk widths and cross sections. - Driveway locations and layout. - Location of proposed on street parking. - Sufficient information on grading of streets, intersections, crosswalks, and other facilities to verify ADA compliance. - Proposed location signage, striping, markings, and other facilities. - Offsite improvements on existing facilities including vehicular and pedestrian connection points and proposed improvements. - Proposed grading plans for the site.
<input type="checkbox"/>	All offsite easements necessary to provide access to the short subdivision or to serve the short subdivision with utility infrastructure.
<input type="checkbox"/>	For Infill Residential Projects : required written and plan/graphic documentation demonstrating compliance to the applicable design standards for Infill Residential development contained within PMC 18.70.070.0 .
<input type="checkbox"/>	Notarized property owner and/or applicant signature page (attached).
<input type="checkbox"/>	Other:





TYPE II LAND USE APPLICATION

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SUBDIVISION/PLAT PROCESS

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STEP 1: PRE-APPLICATION CONFERENCE

Planning and Economic Development Department (lead) | PMC 19.30.010

STEP 2: PRELIMINARY SUBDIVISION REVIEW

Planning and Economic Development Department (lead) | Final Approval by Hearing Examiner | Chapter 17.60 PMC
Includes Public Notice and Environmental Review (SEPA)

Preliminary approval will contain specific conditions that applicants must complete before applying for final approval. Commonly these conditions relate to needed infrastructure improvements and other code requirements.

STEP 3A: GRADING (CIVIL REVIEW)

Engineering Department (lead) | Final Approval by City Engineer and Planning Director | Chapter 15.35 PMC

Generally, plats require new roads, sidewalks and drainage improvements. Following preliminary approval, applicants will submit construction (civil) plans, detailing infrastructure improvements.

STEP 3B: TREE CUTTING AND CLEARING

PED Department (lead) | Final Approval by PED Director | Chapter 15.35 PMC

Tree Cutting and Clearing plans (if required) shall include sequence for tree removal, schedule for installation and removal of all TESC measures, and outline of the methods to be used in clearing vegetation. City Arborist will review and provide comment on the proposed plan.

Before an applicant requests final plat approval, Grading and Tree Cutting and Clearing permits shall be "closed-out".

STEP 4: FINAL PLAT REVIEW

Engineering Department (lead) | Final Approval by City Council | Chapter 17.70 PMC

The main objectives of a final plat review are (1) to ensure the required improvements have been installed to City standards, (2) surveys and documents to be recorded are complete and correct, (3) all conditions of approval have been met, and (4) all fees have been paid.

STEP 5: PLAT RECORDING

Engineering Department (lead) | PMC 17.70.070

All final plats shall be recorded within 120 days after final approval is granted by the city council. Approval shall expire if the final plat is not recorded within this time limit.

STEP 6: BUILDING PLAN REVIEW

Building Department (lead) | Final Approval by Building Official | Chapter 15.04 PMC

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