



FINAL SHORT SUBDIVISION/PLAT

Engineering Department

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9739 | www.cityofpoulsbo.com

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. Incomplete applications or improperly named/formatted documents will not be accepted. Staff will verify completeness before accepting the application for further processing. **Note: Prior to submittal of an application for Final Short Plat, the Tree Cutting and Clearing and Grading permits shall be closed out entirely.**

For additional information refer to [Chapter 17.40](#) of the Poulsbo Municipal Code (PMC).

PROJECT:	
Project Name:	
Tax Parcels:	
Zoning:	Number of Lots:
Minimum Lot Size Proposed:	
Associated Permits Numbers (if applicable): <input type="checkbox"/> Preliminary Short Plat <input type="checkbox"/> Tree Cutting and Clearing <input type="checkbox"/> Grading (civil improvements) <input type="checkbox"/> Building (retaining wall, stormwater vault, etc.) <input type="checkbox"/> Other (post decision review, etc.):	Date of Completion (if applicable):
APPLICANT/PRIMARY POINT OF CONTACT:	
Name:	Phone:
Address:	
Email:	
OWNER (IF DIFFERENT):	
Name:	Phone:
Address:	
Email:	
PROJECT ENGINEER OR SURVEYOR	
Name:	Phone:
Address:	
Email:	
COMPLETE APPLICATION SUBMITTAL REQUIREMENTS:	
<input type="checkbox"/> Electronic version of all submitted materials in PDF format.	
<input type="checkbox"/> Application Fees and Deposits	
<input type="checkbox"/> Notarized property owner and/or applicant signature page (attached)	
<input type="checkbox"/> Receipt for taxes paid to Kitsap County	
Plat Covenants, Conditions, and Restrictions (CC&R's) <input type="checkbox"/>	



<input type="checkbox"/>	<p>Conditions of Approval Compliance Matrix addressing the conditions of the preliminary short subdivision approval.</p> <p>The matrix shall list each condition as written in the approved preliminary short subdivision decision, and the applicant's response (see attached).</p>
<input type="checkbox"/>	<p>Final Short Plat Drawings. The application shall be accompanied by complete plans 18 by 24 inches in size produced in such a way as to clearly indicate compliance with all applicable requirements and shall include the information listed below.</p> <ul style="list-style-type: none"> - Name of Short Subdivision. - Date of drawing, north arrow, and graphic scale. - The perimeter of the short subdivision shall be depicted in heavier lines than appear elsewhere on the plat. - A border shall be drawn completely around each sheet, leaving an entirely blank margin of two inches of the left side and one inch on the remaining sides to fit the Kitsap County auditor plat book when filed in upright position. - Each sheet of the final plat shall contain the subdivision name and sheet number - the plat name should be unique within the Poulsbo UGA at a minimum. All street names must be checked and approved by CENCOM. - At least 2 "quarter" designations are required under the title by the Kitsap County Recorder. Example: Caldart Heights Div. 1 Situate in SE ¼ SE ¼ & NE ¼ SE 1/4 Sec. 14, Twp. 26N, Rg.1E., W.M. - Boundary of the short subdivision with complete bearings and lineal dimensions. - Primary control points, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred. - Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings, and radii, arcs, central angles of all curve arcs. - Name and right-of-way width of each street or other right-of-way. - Location, dimensions and purpose of all easements. - Number to identify each lot or parcel. - Purpose for which tracts or parcels, other than residential lots, are dedicated or reserved. - Location and description of monuments by symbol. - Reference to plats of adjoining land by their recorded name, date, volume and page number. - Certification by licensed land surveyor or licensed professional civil engineer. - Additional items, as identified in the Preliminary Short Subdivision Conditions of Approval.
<input type="checkbox"/>	<p>A Plat Certificate from a title insurance company documenting the ownership and title of all interested parties in the plat and listing all encumbrances. The Plat Certificate must be dated within 30 days from the date of the application</p>
<input type="checkbox"/>	<p>A title report, prepared no earlier than 30 days from the date of application, confirming the land and the proposed subdivision is vested in the name of the owner whose signature appears on the Plat Certificate.</p>
<input type="checkbox"/>	<p>Lot Closure Report. Provide calculations confirming all dimensions and areas for the Section Subdivision, Boundary, Lots, Tracts, Dedications and other areas depicted upon face of plat, including ROW centerline alignments.</p>
<input type="checkbox"/>	<p>Once Final Plat drawings have been reviewed and accepted by the City, the applicant will need to provide two (2) signed original paper versions for recording. The applicant will also need to provide one (1) signed original CCR document for recording.</p>
<input type="checkbox"/>	<p>Any other information/documents:</p>



PROPERTY OWNER'S SIGNATURE (if other than applicant/agent):

I, the undersigned, state that, to the best of my knowledge, all the information provided for 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.

Signature of Property Owner

Print Name of Owner

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 this _____ day of _____, 20_____.

NOTARY PUBLIC in and for the
State of Washington Residing at

Commission Expires _____