



# DESIGN REVIEW

Planning and Economic Development Department

200 NE Moe Street | Poulsbo, Washington 98370

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For additional information on the Design Review process, refer to [Chapter 18.120](#) of the Poulsbo Municipal Code (PMC). Design Review usually occurs concurrent with either the underlying land use permit review process or building permit application. If design review occurs with an underlying land use permit, the permit review type shall be consistent with the underlying application. If design review occurs with an associated building permit, the permit type shall be Type I. 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):	
Project Description:	
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO	
APPLICANT:	
Name:	Phone:
Address:	
Email:	
AGENT (IF DIFFERENT THEN APPLICANT):	
Name:	Phone:
Address:	
Email:	
OWNER:	
Name:	Phone:
Address:	
Email:	

## APPLICATION SUBMITTAL REQUIREMENTS:

The PED Department is now accepting 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](#)

Plan set containing:

- complete elevation drawings of all buildings and building sides, showing dimensions and proposed materials including roofing, siding, windows and trim. Drawings shall include trim and cornice design, roof pitch, and siding materials.
- a schematic color and material palette of the building's exterior siding, trim, cornice, windows and roofing.
- perspective drawings, photographs, color renderings or other graphics that accurately represent the proposed project.
- conceptual profiles of other site elements, such as lighting fixtures, signage, equipment screening, paving materials (pedestrian and vehicular), bicycle and pedestrian fixtures, and the like

*Please Note:*

- plans must be drawn at an appropriate architecture scale.
- all buildings and structures shall be dimensioned
- all information shall be legible
- plans shall be prepared by an appropriate certified professional in the State of WA

Preliminary Landscape Plan (if required). See [PMC 18.130.030](#).

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

Sign drawings. *If submitted*, sign drawings shall be reviewed for compliance with [PMC 18.170](#).

Preliminary drainage report including Level One downstream analysis. See [PMC 12.02.030](#) and [13.17.070](#).

Significant tree survey and retention plan (if required). See [PMC 18.180](#).

Appropriate critical area report(s) (if required). See [PMC Chapter 16.20 \(section 700\)](#).

Notarized property owner and/or applicant signature page (attached).

Any other information/documents:





**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 \_\_\_\_\_