



PLANNED RESIDENTIAL DEVELOPMENT

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For additional information on the Planned Residential Development (PRD) process, refer to the [Planning Residential Development Handout](#) and [Chapter 18.260](#) of the Poulsbo Municipal Code (PMC). For a detailed description of the Type III (quasi-judicial) review process, refer to [PMC Title 19](#) (Project Permit Application Procedures).

PROJECT:

Project Name:	Tax Assessor's ID:
Project Address:	Size of Property (Sq. Ft.):
Type of Residential Units:	
Short Project Description:	
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a residential density incentive being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	See PMC 18.260.110 for details
If yes, what is the requested percentage over maximum density of the zone?	
If yes, please indicate the combination of density incentives from Table 18.260.110 that will be provided, and indicate how this proposal will provide a greater public benefit than if it were approved with the standard maximum density (attach additional pages).	

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"/> Completed Preliminary Subdivision Application (if not submitted previously).
<input type="checkbox"/> Application Fees and Deposits .
<input type="checkbox"/> Vicinity Map showing the location of the property and surrounding properties.
<input type="checkbox"/> Pre-Application Meeting Summary.
<input type="checkbox"/> Neighborhood Meeting Affidavit.
<input type="checkbox"/> Completed SEPA Environmental Checklist (if required).
<input type="checkbox"/> Preliminary Landscape Plan per PMC 18.270.020 F and 18.260.060 F , with consideration for curb cuts, utilities, lighting, etc.
<input type="checkbox"/> Open Space and Amenity Plan per PMC 18.260.090 and 18.260.100 .
<input type="checkbox"/> Individual Identity Plan per PMC 18.260.060 E showing architectural elevations/renderings and a home siting plan.
<input type="checkbox"/> Significant Tree Survey/Arborist Report and Retention Plan (if required). See PMC 18.180 .
<input type="checkbox"/> Concurrency Application and/or Traffic Impact Analysis (if the site generates 300 trips or more). See PMC 14.04 .
<input type="checkbox"/> Preliminary Draft of Restrictive Covenants.
<input type="checkbox"/> Preliminary Phasing Plan.
<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"/> PRD Drawings. <p>The application shall be accompanied with complete site plans, and subdivision plans if creating lots, 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"> - Project name and plan date, name and phone number of preparer, north arrow, and bar scale. - Current use of the site and existing improvements. - Location of proposed lots, lot sizes, building footprints, and setbacks. - Tracts clearly identified with ownership and purpose. - Location of existing and proposed walls and fences, indication of their height and construction materials. - Elevation of the site at two-foot contour intervals for grades zero to ten percent and at five-foot contour intervals for grades more than ten percent. - Streets adjacent to, surrounding or intended to serve the property, curb cuts and internal pedestrian and vehicular traffic circulation routes. - Location and layout of off-street parking, on-street parking, and site circulation. - Critical areas as indicated in PMC 16.20, located on or within 300' of the property. - Zoning of adjacent properties. - Summary table which includes parcel zoning, total site area, landscaping areas and the percentage it represents of the total land area, allowable and proposed building height and setbacks, residential density calculations, number of lots proposed (if subdivision), average lot size in square feet and the size of the smallest and largest proposed lot, and open space to be contained in the PRD, the proposed active use of the open space, and the percentage it represents of the total land area. <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 Utility Plan depicting the location of utility and drainage facilities and related tracts or easements, including: <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"/> Preliminary Civil Improvement Plan (streets, sidewalks, driveways, curb ramps, etc.), including: <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. • Adequate 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"/> Geological or Geotechnical Report (if required). See PMC 16.20.735 .
<input type="checkbox"/> Wetland Report (if required). See PMC 16.20.725 .
<input type="checkbox"/> Hydrogeological Report (if required). See PMC 16.20.740 .
<input type="checkbox"/> Habitat Management Plan (if required). See PMC 16.20.730 .
<input type="checkbox"/> Notarized property owner and/or applicant signature page (attached).
<input type="checkbox"/> Any other information/documents:



REVIEW CRITERIA:

The space below is provided for your answers. **A response is REQUIRED.** You may use additional sheets.

1. Explain how the PRD results in creative site planning and a superior residential and subdivision development than generally found in conventional developments and subdivision regulations.
2. Explain how the PRD encourages a diversity of housing units and types within and between neighborhoods.
3. Explain how the PRD preserves natural features and critical areas and incorporates existing significant stands of trees.
4. Explain how the proposal will be compatible with existing and future land uses within the general area in which the proposal is to be located by providing screening or buffering between parcels and providing consistency between any existing single-family subdivisions and the proposal.



APPLICANT/AGENT SIGNATURE:

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

I hereby authorize City of Poulsbo representative(s) to inspect the subject property Monday-Friday between the hours of 8:00 am and 4:00 pm during this permit application process.

Signature of Applicant/Agent

Print Name of Applicant/Agent

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.

NOTARY PUBLIC in and for the
State of Washington Residing at

Commission Expires _____



Planning & Economic Development

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PLANNED RESIDENTIAL DEVELOPMENT

WHAT IS A PRD?

A Planned Residential Development (PRD) is a development designed in a manner that facilitates greater variety, creativity and diversified residential projects; preserves or protects unique or sensitive physical features; promotes more economic and efficient use of land; and provides open space and recreational amenities; than would be possible under conventional land development.

HOW DOES A PRD DIFFER FROM TRADITIONAL DEVELOPMENT?

Traditional development must conform to the general requirements of the Zoning Ordinance for minimum lot size, building setbacks, height, and lot coverage. The PRD process, requirements, and decision criteria allow for the general zoning requirements to be modified in order to foster site design that provide innovative and compatible developments that create a sense of place.

WHERE DO THESE REGULATIONS APPLY?

A tract of land to be developed as a PRD shall be located on a *residentially zoned property* and have a *minimum of 3 acres*. However, a smaller site size may be allowed if the review authority makes specific findings to support the conclusion that a PRD is in the public interest because one or more of the following conditions apply:

- The site contains critical areas and protected buffers.
- A physical or topographic feature of importance identified through a site analysis exists on the site or in the neighborhood, which can be conserved for use by the PRD.
- The property or its neighborhood has a historical character of importance to the community that will be protected by PRD.
- The property is adjacent to or across the street from property which has been developed or redeveloped under a PRD, and a PRD will contribute to or supplement the existing amenities, open space and values of the neighboring PRD.
- The PRD design contains unique or innovative design concepts that could not be achieved without a PRD.
- The proposed PRD is located in the RM or RH zoning district, or is adjacent to RM, RH, C or LI zoning district(s) on at least 2 sides.
- The proposed PRD provides an infill opportunity.
- A cottage housing development as stand-alone .

USES PERMITTED

Any use consistent with the [comprehensive plan](#) and uses permitted in the underlying zoning designation will be permitted in PRD's, in accordance with the approved development plan.

PRD DEVELOPMENT STANDARDS

- Lot Sizes.** When a PRD subdivision has an average lot size of four thousand square feet or less, a variety of lot sizes are desired to provide for market variety, clustering and creativity. The PRD design shall include at least three different lot size ranges distributed throughout the PRD. The applicant must demonstrate to the review authority how this requirement has been met through the required written narrative.
- Alleys.** If a unit abuts an alley, the garage shall take access from the alley whenever possible. When parking is accessed from the rear of the lot, garages must be separated at least 25' from garage face to garage face in order to provide safe vehicle backout room.

- Privacy.** Dwellings on lots without direct frontage on a public street should be situated to respect the privacy of abutting homes and to create usable private yard space for the dwelling(s). The review authority shall have the ability/discretion during the review process to establish alternate setbacks in order to accomplish this objective.
- Project Design.** Site design for the entire project (including open space areas, recreational amenities, any attached units and/or condominium areas, and building architectural renderings) shall be submitted in support of the proposed PRD. The renderings shall include possible footprint locations and housing elevations or generally identified architectural style. Open space areas and preliminary location of active recreational amenities, trails, landscaping and other amenities shall also be identified.
- Individual Identity.** Home individuality shall be achieved through the methods in [PMC 18.260.060 E](#).
- Landscaping.** Landscaping in a minimum 15' wide strip shall be provided on site and visible along all public street frontage classified as a neighborhood collector. The landscaping can be provided through a landscape easement on lots, with a notice on title of the existence of such protected landscaping area against the property with the Kitsap County auditor's office.

ATTACHED UNITS

Attached dwellings, not to exceed sixplexes, may be allowed in the RL zone through a PRD if the proposal meets the following criteria:

- The overall site density does not exceed the zoning district maximum or the allowable density bonus.
- The attached units must be located within the interior of the project or other areas which are appropriate and compatible with adjacent residential zones.
- No more than 30% of all structures, or potential structures, in the PRD are attached dwellings.
- The attached units must be single-family in appearance.
- Architectural renderings are required.

OPEN SPACE AND AMENITY AREA

Common open space and other appropriate beneficial features are required for all PRDs and is based on the average lot size in the proposed development. The greater the deviation from the RL standard lot size, the greater the open space requirement. See [PMC 18.260.090](#).

Both passive and active recreational amenities (owned and maintained by the homeowners) are required to be provided for all PRDs, and shall be located within the required open space areas. See [PMC 18.260.100](#).

RESIDENTIAL DENSITY INCENTIVES

An increase in the density permitted by the underlying zoning district may be requested in exchange for public benefits through land dedications and facility improvements to help achieve comprehensive plan goals of creation of quality neighborhoods, affordable housing, public facility acquisition and improvement, low impact development techniques, environmentally responsible design, and pedestrian and walkability improvements. [PMC Table 18.260.110](#) identifies the public benefit benefits and associated density incentives.

MODIFICATION OF DEVELOPMENT STANDARDS

The city's standard development regulations may be modified for a PRD as set forth in [PMC Table 18.260.050](#) (see next page); all other development standards shall be as set forth in the underlying zoning district requirements.

TABLE 18.260.050 LOT REQUIREMENTS FOR PRD

Development Standard	RL zone (including any method of subdivision for SF detached)	RM/RH zoning district + attached units in RL district	No subdivision —commonly held ownership (condominium) for all R zones
Density	Per underlying zoning district and as allowed as bonus units in Section 18.260.110 .		
Minimum Lot Area	3,750 SF; 3,000 SF for detached single-family cottages.	No minimum lot area for attached 3,000 square feet for detached	3 acres or as a component of a PRD w/ subdivision
Minimum Lot Width	30'	20'	n/a
Maximum Building Lot Coverage	50%	60%	n/a
Front Yard Setback	10'	10'	n/a
Rear Yard Setback	5'	5'	n/a
Side Yard Setback	5'	5'	n/a
Street Corner Yard Setback	10' or greater if necessary for sight distance	10' or greater if necessary for sight distance	n/a
Perimeter Setback	n/a	n/a	20' and as required by PMC 18.260.070
Setback between Structures*	n/a	n/a	10'
Maximum Overall Building Lot Coverage	n/a	n/a	60%

STREET STANDARD ALTERNATIVES

The city’s street standards, as set forth in the city’s adopted [Construction Standards, Section 2](#), may be modified as provided below:

- A. On-street parking as required in local access streets table may be clustered at a ratio of 1/2 parking space/unit. The clustered parking spaces shall be located in parking bays adjacent to a public street or within commonly owned areas.
- B. Private roads may serve up to 9 single-family lots. Private roads must be a minimum of 16’ wide for two-way traffic and 10’ wide for one-way traffic (or as required by the fire department).
 - Private roads shall be placed in a commonly owned tract. The tract will be owned and maintained by the HOA.
 - Private roads must gain access from public streets .
 - If fire department access is to be met by a private road, the proposed private road must meet fire department design standards.
 - A sidewalk on one side of the private road built to city construction standards is required.
 - Private roads shall be paved full-width for their entire length.
 - A 10’ utility easement may be required.
 - Stormwater collection shall meet city standards. However, the city engineer may allow modifications such as an inverted crown or a thickened asphalt edge rather than curb; provided, that stormwater treatment will be adequate and safety will not be compromised.
 - No on-street parking is allowed on private roads unless provided in 8’ wide bulb-outs or in parking bays sized to appropriate parking stall sizes.
- C. Alleys are only permitted as secondary access. Alleys will be considered private roads and must meet the requirements in subsection B above with the following exceptions: alleys may provide secondary access for up to 14 units, and a sidewalk on one side will not be required.
- D. Sidewalks separated from public streets or private roads may be required.
- E. These specific modifications to the city’s Construction Standards may be utilized in PRD site design, and do not require prior city council approval in order for the application to proceed to the review authority.

REVIEW AUTHORITY AND PROCESS

- Before filing a PRD application, the applicant is required to schedule a pre-application conference. Pre-app conferences are intended to acquaint City staff and other agencies with a proposed development and to generally advise the applicant of applicable regulations and policies impacting the proposal. See the [Pre-Application Conference Handout](#) and [Application](#) for more information.
- PRD’s are processed as [Type III](#) applications according to the provisions of [Title 19](#).
- PRD application submittal requirements are listed in [PMC 18.260.130](#).
- Application fees are collected per [Resolution 2019-03](#).
- The review authority reviews the proposed PRD per the criteria in [PMC 18.260.140](#).
- The applicant or any interested person may appeal the decision of the review authority as set forth in [Title 19](#).
- Within 7 years following the approval of the PRD, the applicant is required to file a [final plat](#) or, if no subdivision is occurring, a final site development plan for review by the review authority. An extension of time up to but not exceeding one year may be granted per [PMC 18.260.170 B](#).

Disclaimer: this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Pouslbo Municipal Code for complete text and requirements.

