



# PRE-APPLICATION WAIVER REQUEST

Planning and Economic Development Department  
200 NE Moe Street | Poulsbo, Washington 98370  
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Pre-application review may be waived by the Planning and Economic Development (PED) Director per Poulsbo Municipal Code (PMC) [19.30.010 C](#). For additional information on the pre-app process, refer to the [Pre-Application Conference Handout](#) and [PMC 19.30.010](#).

PROJECT:	
Project Name:	Tax Assessor's ID:
Permit Application Type: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V	
Project Description:	
Explain Reason for Waiver Request (see <a href="#">PMC 19.30.010 C.1</a> ):	
PROPERTY OWNER:	
Name:	Phone:
Address:	
Email:	
AGENT/APPLICANT NAME (IF DIFFERENT THEN OWNER):	
Name:	Phone:
Address:	
Email:	
STATEMENT OF UNDERSTANDING:	
<p>Pursuant to PMC 19.30, a pre-application conference is required for Type II and III permits and may be required for Type IV and V permits. The purpose of a pre-app conference is to acquaint city staff with details about the proposed project, reduce or eliminate the city's need to request additional information or corrections that can cause revisions or resubmittals, and reduce time frames for approval applications by providing the applicant detailed input and applicable requirements for the applicant to submit a complete and code-compliant land use application.</p> <p>As the applicant, you have chosen to forego this formal process and request a waiver and proceed with only the benefit of the instructions included on the forms as briefly explained by staff, without the benefit of a pre-app conference. By signing below, you acknowledge that you are solely responsible for submitting a complete application and are aware that upon failure to do so, staff may have no alternative but to reject it until it is complete and potentially risking delay of application processing.</p>	
Applicant Name:	Date:
Applicant Signature:	
STAFF USE ONLY	
Approved By:	Date:

