



# PRE-APPLICATION CONFERENCE

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 pre-application process, refer to the [Pre-Application Website](#). **NOTE:** Plans presented at a pre-application conference are non-binding and do not vest a project in the event of a code change.

PROJECT:	
Project Name:	Tax Assessor's ID:
Site Address:	
Comp Plan Designation:	Zoning:
Project Description:	Proposed Use (Zoning):
	Proposed Use (Building Code):
PROPERTY OWNER:	
Name:	Phone:
Address:	
Email:	
AGENT/APPLICANT NAME (IF DIFFERENT THEN OWNER):	
Name:	Phone:
Address:	
Email:	
PROPOSED LAND USES AND SQUARE FOOTAGE:	
Residential:	Sq. Ft.
Office/Service:	Sq. Ft.
Retail:	Sq. Ft.
Industrial:	Sq. Ft.
Stormwater Detention/Other Utilities:	Sq. Ft.
Open Space/Recreation:	Sq. Ft.
Critical Areas:	Sq. Ft.
Parking Lots:	Sq. Ft.
Percentage of parking lot dedicated to landscaping:	
Streets:	Sq. Ft.
Landscaping:	Sq. Ft.
Other:	Sq. Ft.

For Residential Developments:

Gross Density:      Number of lots/units      /      gross acres      =      units per gross acre

Net Density:      Number of lots/units      /      net acres [gross acres-deductions (roads, utilities,  
critical areas and buffer)] =      units per net acre

**PRE-APPLICATION SUBMITTAL REQUIREMENTS:**

The PED Department is accepting all applications electronically.  
Please submit your application materials via email to [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com).

Pre-Application (Including Technology Fee of 3.5%):

Major = \$1,047.42, Minor = \$669.64

Vicinity Map

Site plans/drawings:

Please Note:

- plans must be drawn at an engineering scale that allows each plan to fit on one sheet
- all buildings and structures shall be dimensioned
- all information shall be legible

Site plan drawings shall show:

- north arrow and bar scale.
- dimensions of the subject property and each lot or tract.
- dimensions of all buildings and other structures within the property.
- structures and driveways within 150 ft of the subject property, on both sides of the street.
- existing and proposed easements, and any encroachments.
- existing and proposed roads and utilities, including stormwater detention facilities.
- streets adjacent to, surrounding, or intended to serve the property.
- location, height, and width of rockeries and retaining walls.
- dumpster/garbage receptacle/recycling location and screening.
- proposed building footprints, square footage and height.
- elevations (schematic).
- location and layout of off-street parking facilities, including number and dimensions of parking stalls.
- dimensions of required landscaping and buffers, including street trees.
- required open space dimensions and square footage, and recreation facilities.
- location of critical areas and associated buffer. Provide copies of any preliminary studies if available.

List of questions for staff; specific areas that need clarification.

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

Any other information/documents:





