



# PRELIMINARY SUBDIVISION

Planning and Economic Development Department

200 NE Moe Street | Poulsbo, Washington 98370

(360) 394-9748 | fax (360) 697-8269

www.cityofpoulsbo.com | plan&econ@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. Staff will verify completeness before accepting the application for further processing. For additional information on the Preliminary Subdivision process, refer to [Chapter 17.60](#) of the Poulsbo Municipal Code (PMC) or see the [Land Division Handout](#).

PROJECT:			
Project Name:			
Project Address:			
Tax Assessor's ID:		Total Site Acreage:	
Number of existing lots:		Number of proposed lots:	
Minimum Lot Size:		Average Lot Size:	
Zoning Designation:		Comp Plan Designation:	
Has the property been subdivided before? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>			
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>			
APPLICANT/PRIMARY POINT OF CONTACT:			
Name:		Phone:	
Address:			
Email:			
OWNER (IF DIFFERENT):			
Name:		Phone:	
Address:			
Email:			
PROJECT ENGINEER OR SURVEYOR:			
Name:		Phone:	
Address:			
Email:			
LAND USES AND SQUARE FOOTAGE:			
Residential:	Sq. Ft	Open Space/Rec (Tracts):	Sq. Ft
Stormwater Detention (Tracts):	Sq. Ft	Landscaping (Tracts):	Sq. Ft
Other Utilities (Tracts):	Sq. Ft	Right-Of-Way:	Sq. Ft
Critical Areas ( <a href="#">PMC 16.20</a> ):	Sq. Ft	Tree Retention (Tracts):	Sq. Ft
Gross Density:	Number of units/lots /	gross acres =	units per gross acre
Net Density:	Number of units/lots / (roads, utilities, critical areas and buffers) =	net acres [gross acres-deductions]	units per net acre.

## 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](mailto:plan&econ@cityofpoulsbo.com).

- Application Fees and Deposits. Some fees will not be invoiced until actual costs are known.
- Pre-Application Meeting Summary or Waiver Form.
- Vicinity Map showing the location of the property and surrounding properties
- Neighborhood Meeting Affidavit
- Detailed Project Narrative/Description
- Preliminary Subdivision Drawings: The application shall be accompanied with complete subdivision plans 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).
  - Project name and plan date, name and phone number of preparer, north arrow, and bar scale.
  - Legal description of the property to be subdivided.
  - Dimensions of the subject property, and all existing and proposed lots, parcels, and tracts; as well as any building and other structures within the property.
  - Current use of the site and existing improvements.
  - Location of existing and proposed walls and fences, indication of their height and construction materials.
  - Existing and proposed easements and any encroachments.
  - 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, lot size for each lot and overall average, landscaping areas, allowable and proposed building height and setbacks, and residential density calculations.

*Please Note:*

  - 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
- Completed Planned Residential Development Application Form and Submittal Requirements (if applicable)
- Legal Descriptions of the proposed lots, tracts, and easements and other as appropriate.
- Title Insurance Report prepared within last 90 days (available from a Title Company)
- Completed [SEPA Environmental Checklist](#)
- Preliminary Landscape Plan per [PMC 18.270.020 F](#), with consideration for curb cuts, utilities, lighting, etc.
- Significant Tree Survey/Arborist Report and Retention Plan (if required). See [PMC 18.180](#)
- [Concurrency Application](#) and/or Traffic Impact Analysis (if the site generates 300 trips or more). See [PMC 14.04](#).
- Preliminary Draft of Restrictive Covenants
- Preliminary Phasing/Division Plan (if applicable)
- All offsite easements necessary to provide access or utility infrastructure.
- 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"/> Preliminary Utility Plan depicting the location of utility and drainage facilities and related tracts or easements, including: <ul style="list-style-type: none"> <li>- Overall utility plan view showing water, sewer and stormwater.</li> <li>- Location and elevation of existing utilities adjacent to the site.</li> <li>- Elevation information sufficient to determine feasibility of utility layout.</li> <li>- Information about facility depths, elevations, sizes, connection points, and materials.</li> <li>- Proposed location of catch basins, manholes, fire hydrants, valves, vaults, and other improvements.</li> </ul>
<input type="checkbox"/> Preliminary Civil Improvement Plan (streets, sidewalks, driveways, curb ramps, etc.), including: <ul style="list-style-type: none"> <li>- Proposed street layout including grades, vertical curves, intersection information, etc.</li> <li>- Proposed street widths, proposed street cross sections, proposed sidewalk widths and cross sections.</li> <li>- Driveway locations and layout.</li> <li>- Location of proposed on street parking.</li> <li>- Sufficient information on grading of streets, intersections, crosswalks, and other facilities to verify ADA compliance.</li> <li>- Proposed location signage, striping, markings, and other facilities.</li> <li>- Offsite improvements on existing facilities including vehicular and pedestrian connection points and proposed improvements.</li> <li>- Proposed grading plans for the site.</li> </ul>
<input type="checkbox"/> Geological or Geotechnical Report. See <a href="#">PMC 16.20.735</a> (if required)
<input type="checkbox"/> Wetland Report. See <a href="#">PMC 16.20.725</a> (if required)
<input type="checkbox"/> Hydrogeological Report. See <a href="#">PMC 16.20.740</a> (if required)
<input type="checkbox"/> Habitat Management Plan. See <a href="#">PMC 16.20.730</a> (if required)
<input type="checkbox"/> Notarized property owner and/or applicant signature page (attached).
<input type="checkbox"/> Any other information/documents:









# SUBDIVISION/PLAT PROCESS

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## STEP 1: PRE-APPLICATION CONFERENCE

Planning and Economic Development Department (lead) | PMC 19.30.010

## STEP 2: PRELIMINARY SUBDIVISION REVIEW

Planning and Economic Development Department (lead) | Final Approval by Hearing Examiner | Chapter 17.60 PMC  
*Includes Public Notice and Environmental Review (SEPA)*

Preliminary approval will contain specific conditions that applicants must complete before applying for final approval. Commonly these conditions relate to needed infrastructure improvements and other code requirements.

## STEP 3A: GRADING (CIVIL REVIEW)

Engineering Department (lead) | Final Approval by City Engineer and Planning Director | Chapter 15.35 PMC

Generally, plats require new roads, sidewalks and drainage improvements. Following preliminary approval, applicants will submit construction (civil) plans, detailing infrastructure improvements.

## STEP 3B: TREE CUTTING AND CLEARING

PED Department (lead) | Final Approval by PED Director | Chapter 15.35 PMC

Tree Cutting and Clearing plans (if required) shall include sequence for tree removal, schedule for installation and removal of all TESC measures, and outline of the methods to be used in clearing vegetation. City Arborist will review and provide comment on the proposed plan.

*Before an applicant requests final plat approval, Grading and Tree Cutting and Clearing permits shall be "closed-out".*

## STEP 4: FINAL PLAT REVIEW

Engineering Department (lead) | Final Approval by City Council | Chapter 17.70 PMC

The main objectives of a final plat review are (1) to ensure the required improvements have been installed to City standards, (2) surveys and documents to be recorded are complete and correct, (3) all conditions of approval have been met, and (4) all fees have been paid.

## STEP 5: PLAT RECORDING

Engineering Department (lead) | PMC 17.70.070

All final plats shall be recorded within 120 days after final approval is granted by the city council. Approval shall expire if the final plat is not recorded within this time limit.

## STEP 6: BUILDING PLAN REVIEW

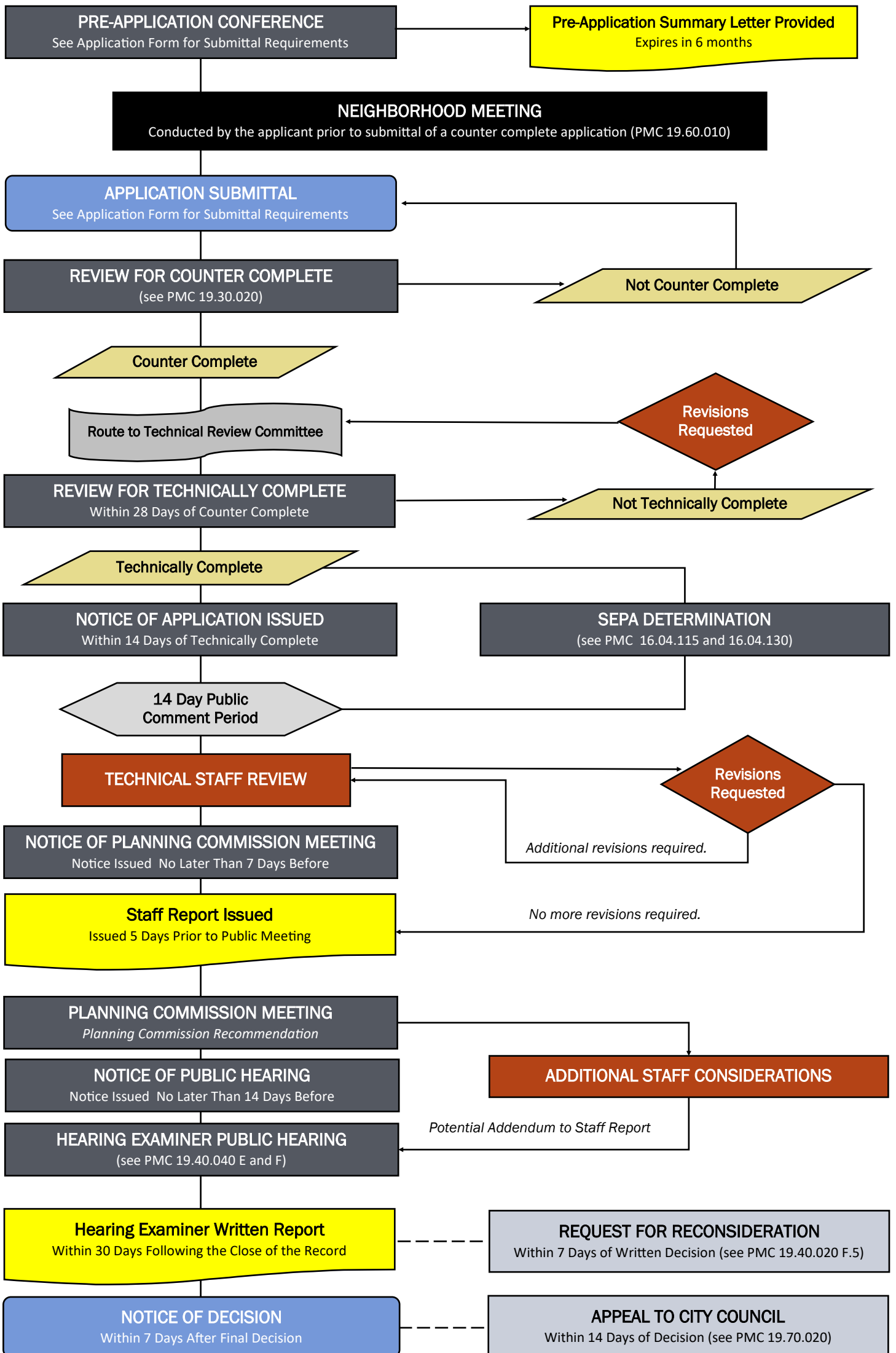
Building Department (lead) | Final Approval by Building Official | Chapter 15.04 PMC

**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 Poulsbo Municipal Code for complete text and requirements.



# TYPE III (HEARING EXAMINER) LAND USE APPLICATION

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