



CITY OF POULSBO PLANNING DEPARTMENT
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CRITICAL AREAS PERMIT APPLICATION

If a pre-application meeting was held for your project, please refer to the pre-application summary letter for submittal requirements that are specific to your project. All requirements listed below must be completely addressed. The Critical Areas Permit Application must be accompanied by a completed Master Land Use Application form.

For information on Critical Areas Permit submittal and review requirements, refer to Poulsbo Municipal Code (PMC), Chapter [16.20.145](#) (Application Requirements). For a detailed description of the Type II (administrative) review process, refer to PMC [Chapter 19.01](#) (Project Permit Application Procedures).

Also, please note that the requested submittal items are based on information that was available to City staff at the time of pre-application submittal or other preliminary review. Additional or revised plans, reports and other information may be required to complete the project review.

| Required | Submitted | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Master Land Use Application , signed by property owner and notarized. |
| <input type="checkbox"/> | <input type="checkbox"/> | Application fees and deposits per Resolution 2011-02 . |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Three complete sets of project drawings. Additional copies may be requested after determination that the application is technically complete.</p> <p>Please Note:</p> <ul style="list-style-type: none"> - Plans must be drawn at an engineering scale that allows each plan to fit on one sheet - Plans shall be folded upon submittal - All buildings and structures shall be dimensioned - All information shall be legible - Plans shall be prepared by an appropriate certified professional licensed in the state of Washington. Refer to pre-app letter for specific guidance. <p>The drawings shall show:</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date. • Name and phone number of preparer. • North arrow and bar scale. • Dimensions of the subject property and each lot or tract, all buildings and other structures within the property. • Structures and driveways within 150 ft of the property, on both sides of the street. • Existing and proposed easements, and any encroachments. <p style="text-align: center;">(continued on next page)</p> |

| Required | Submitted | |
|--------------------------|--------------------------|--|
| | | <ul style="list-style-type: none"> • Existing and proposed road and utilities, including any stormwater detention facilities. • Critical areas as indicated in PMC 16.20.110, located on or within 300 ft of the property. • Streets adjacent to, surrounding or intended to serve the property. • Zoning of adjacent properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Provide a narrative description of proposed project, including the following items (attach additional pages):</p> <ul style="list-style-type: none"> • Reasons for the project’s proposed location in a critical area and/or a critical area buffer. • Anticipated impacts to critical area and/or buffer. • Describe any efforts made in the project design to avoid or minimize the anticipated impacts. • Proposed impact mitigation measures. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed SEPA environmental checklist . |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary drainage report including Level One downstream analysis. Refer to pre-app comments for specific requirements. Also see: PMC 12.02.040 and PMC 13.17.070 . |
| <input type="checkbox"/> | <input type="checkbox"/> | Geological or geotechnical report. See PMC 16.20.735 . |
| <input type="checkbox"/> | <input type="checkbox"/> | Wetland report. See PMC 16.20.725 . |
| <input type="checkbox"/> | <input type="checkbox"/> | Hydrogeological report. See PMC 16.20.740 . |
| <input type="checkbox"/> | <input type="checkbox"/> | Habitat management plan. See PMC 16.20.730 . |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Indicate any permits that are required from other local, state or federal agencies for the proposed project (e.g., HPA, Health District certification, US Army Corps permit):</p> <p>_____</p> <p>_____</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Additional reports, plans or studies: _____</p> <p>_____</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Any other information/ documents: _____</p> <p>_____</p> |