



CITY OF POULSBO PLANNING DEPARTMENT
 200 NE Moe Street
 Poulsbo, WA 98370-7347
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www.cityofpoulsbo.com/planning

PRE-APPLICATION REVIEW FORM

Please ensure that all requirements listed below are completely addressed. The Pre-Application Review form must be accompanied by a completed Master Land Use Application form.

For complete information on the pre-application review process, refer to Poulsbo Municipal Code (PMC) [19.01.010](#) (Preapplication 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"/>	Pre-application fee.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Twelve pre-application site plans/drawings:</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. <p>The site plan drawings shall show:</p> <ul style="list-style-type: none"> • 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 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. • Proposed building footprints, square footage and height (if relevant). • Location and layout of off-street parking and loading facilities, and number and dimensions of parking stalls (if relevant).
	<input type="checkbox"/>	Any other information/documents: _____ _____ _____

Proposed land uses and total square footage (area) of each use:

Residential:	_____	Sq. Ft.	_____
Office/Service:	_____	Sq. Ft.	_____
Retail:	_____	Sq. Ft.	_____
Industrial:	_____	Sq. Ft.	_____
Stormwater Detention/ Other Utilities	_____	Sq. Ft.	_____
Open Space ¹ /Recreation:	_____	Sq. Ft.	_____
Critical Areas ² :	_____	Sq. Ft.	_____
Parking Lots:	_____	Sq. Ft.	_____
Streets:	_____	Sq. Ft.	_____
Landscaping:	_____	Sq. Ft.	_____
Other:	_____	Sq. Ft.	_____
	_____	Sq. Ft.	_____

¹ Not including critical areas.

² See [PMC 16.20.110](#).

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 buffers)] = _____ units per net acre.