



OVERALL DEVELOPMENT PROCESS

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

STEP 1: LAND USE PERMIT

Planning and Economic Development Department (lead)

Pre-Application Conference May be Required | Section 19.30.010 PMC

Review Authority Dependent on Application Type | Chapter 19.20 PMC

May Include Public Notice and Environmental Review (SEPA)

May Include Third Party Review of Critical Areas, Traffic, Stormwater, and Tree Retention Reports

Land Use Permit approval will contain specific conditions that applicants must complete before applying for Grading, Tree Cutting and Clearing or Building Permit.

STEP 2A: GRADING (CIVIL REVIEW)

Engineering Department (lead) | Final Approval by City Engineer | Chapter 15.40 PMC

Application shall include a drainage plan and temporary erosion and sediment control plan that complies with the requirements in Chapter 13.17, Stormwater Management

Following Land Use Permit approval, applicants will submit grading and construction (civil) plans, detailing site work and infrastructure improvements.

Pre-Construction Meeting Required for Grading Permit Issuance

STEP 2B: TREE CUTTING AND CLEARING

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

Application shall include temporary erosion and sedimentation control (TESC) plan, including sequence for tree removal, schedule for installation and removal of all TESC measures, and outline of the methods to be used in clearing vegetation.

Following Land Use Permit approval, applicants will submit Tree Cutting and Clearing plans (if required)

City Arborist will review and provide comment on the proposed plan

STEP 3: BUILDING PLAN REVIEW

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

Separate Building Permits May be Required for Demolition, Retaining Walls, Stormwater Facilities, Mechanical, Plumbing.