



SUBDIVISION/PLAT PROCESS

Planning and Economic Development Department
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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.