



COMPREHENSIVE PLAN AMENDMENT

Text Application Form

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

INSTRUCTIONS:

- Please complete a separate request form for *each* proposed text amendment. If you are applying for a site-specific re-designation/rezone request, please use the [Site-Specific Application Form](#).
- The City of Poulsbo considers amendments to its Comprehensive Plan once each year. The deadline to submit applications for the 2026 amendment cycle is **Monday, November 16, 2026, by 4 p.m.**
- **An application fee shall be submitted with this application.**
- Individuals, organizations, partnerships, corporations, and public agencies are eligible to make application for a comprehensive plan amendment (CPA).
- CPAs are legislative decisions made by the City Council and include public notice and Planning Commission public hearing requirements. CPAs are processed as [Type IV](#) applications under Title 19.
- A typical amendment cycle is concluded by mid-April of the following year. However, the timeline is subject to change.

APPLICANT/AMENDMENT INFORMATION:

Name of Applicant/Department:

Contact Person:

Address:

Email:

Phone Number:

Chapter, page number, and location (goal/policy #, section, map figure) of proposed amendment:

Explain the need for the amendment—why is it being proposed? Include any data, research, or reasoning that supports the proposed amendment (attach additional pages as needed).

Is the amendment warranted due to an error in the initial adoption of the Comprehensive Plan? Please explain.

Is the amendment based on a change of conditions or circumstances from the initial adoption of the Comprehensive Plan? Please explain.

Is the amendment based on new information or facts which were not available at the time of the initial adoption of the Comprehensive Plan? If so, what are they?

Is the amendment based on a change in the population allocation assigned to the city by Kitsap County?

Proposed amendment in ~~strike through~~ or underline format (attach additional pages as needed).

APPLICATION SUBMITTAL REQUIREMENTS:

Please submit your application via email to plan&econ@cityofpoulsbo.com.

☐ Application [fee](#).

☐ Data, research, or reasoning that supports the proposed amendment.

☐ Notarized property owner and/or applicant signature page (attached).

☐ Any other information/documents:



I, the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

Signature of Applicant/Agent

STATE OF WASHINGTON)
) SS
COUNTY OF KITSAP)

WITNESS my hand and official seal.

Commission Expires _____

I, the undersigned, state that, to the best of my knowledge, all the information provided for this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

Print Name of Owner

On this _____ day of _____, 20____ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me known to be the individual(s) described in and who executed the within and foregoing instrument and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

Commission Expires _____