



PLANNING DEPARTMENT CHECKLIST FOR ALL PROJECTS

CHECKLIST FOR ALL PROJECTS | GHMC 19.02.002

- A completed project permit application form.
- A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property.
- A property and/or legal description of the site for all applications, as required by the applicable development regulations.
- The applicable fee.
- Evidence of adequate water supply as required by RCW 19.27.097 or a copy of an application for City of Gig Harbor water concurrency determination; and
- Evidence of sewer availability or an application for a city of Gig Harbor sewer concurrency determination.

SUBMITTAL OPTIONS:

PAPER COPY OPTION:

- 5 complete sets of submittal materials including wetland reports and traffic reports. Plan sets are to be the same size sheets collated and bound, (preferred size of 24"x36"). Please provide 2 sets of reduced size 11"x17". Please tile sheets if needed to meet required scale.

If your project requires multiple permits, only 5 sets, plus 2 reduced sets, are required. Please combine the requirements of all permits into the bound sets.

ELECTRONIC PLAN REVIEW OPTION:

- The City of Gig Harbor is pleased to offer electronic plan review. Please read this [Client Assistance Memo](#) and email a complete [Intake Request Form](#) to: planningintake@cityofgigharbor.net

This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.