



SUBMITTED: _____

CASE NO.: _____

MASTER PLANNING PERMIT APPLICATION

Check all permits you are applying for in the boxes provided. Submit this application form, the applicable materials listed in the corresponding checklist and fee.

<input type="checkbox"/> Major Site Plan Review <input type="checkbox"/> Minor Site Plan Review <input type="checkbox"/> Administrative Design Review <input type="checkbox"/> Alternative Design Review <input type="checkbox"/> Alternative Landscape Plan <input type="checkbox"/> Binding Site Plan <input type="checkbox"/> Variance <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> SEPA	<input type="checkbox"/> Preliminary Short Plat <input type="checkbox"/> Final Short Plat <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Preliminary Plat Revision <input type="checkbox"/> Final Plat <input type="checkbox"/> Plat Alterations/Vacation <input type="checkbox"/> Preliminary PRD/PUD <input type="checkbox"/> Final PRD/PUD <input type="checkbox"/> Final PRD/PUD Amendment <input type="checkbox"/> Boundary Line Adjustment	<input type="checkbox"/> Shoreline Substantial Development Permit <input type="checkbox"/> Shoreline Variance <input type="checkbox"/> Shoreline Conditional Use Permit <input type="checkbox"/> Shoreline Exemption <input type="checkbox"/> Shoreline Revision <input type="checkbox"/> Flood Hazard <input type="checkbox"/> Critical Area Variance <input type="checkbox"/> Reasonable Use Exception <input type="checkbox"/> Critical Area Review	<input type="checkbox"/> Land Clearing <input type="checkbox"/> Nonconforming Review <input type="checkbox"/> Perf. Based Height Exception <input type="checkbox"/> Temporary Trailer <input type="checkbox"/> Administrative Interpretation <input type="checkbox"/> Rezone <input type="checkbox"/> Height Restriction Area Amendment <input type="checkbox"/> Comp. Plan Amendment <input type="checkbox"/> Zoning Text Amendment
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Project Name:	
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Project Address:	
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Tax Assessor Parcel Number(s): <i>Attach full legal description</i>	
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APPLICANT/AGENT **Primary Contact for Application**

Name:		Phone:	
Street:		Fax:	
City/State/Zip:		Email:	

PROPERTY OWNER(S) **Applicant** **Primary Contract for Application**

Name:		Phone:	
Street:		Fax:	
City/State/Zip		Email:	

Property Owner(s)

I do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.

Signature by Property Owner: _____ **Date:** _____

PROJECT DESCRIPTION (PROVIDE DETAILED SUMMARY)

UTILITIES

Water Supply (name of utility provider):	Sewage Disposal (name of utility provider):

Access (Name of road or street from which access is or will be gained):

CRITICAL AREA INFORMATION

Wetlands on site <input type="checkbox"/> Yes <input type="checkbox"/> No	Slopes exceeding 15% <input type="checkbox"/> Yes <input type="checkbox"/> No	Streams <input type="checkbox"/> Yes <input type="checkbox"/> No
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Existing Land Use: Describe (or illustrate separately) all existing use structures and all critical areas within 300 feet of property lines.

Fee Deposits:
"I acknowledge that I have applied for a permit which requires a deposit for future services to be rendered, as required by section F of the City's adopted Fee Schedule. I understand that, as the applicant, I (we) shall bear all of the costs of these services and will be billed the act costs in excess of the deposit. If the actual costs are below the deposit, I will be refunded the difference." _____ (Initials)

Consolidated Permit Processing:
"As the applicant, I (we) elect to have all planning permits submitted concurrently and associated with our project processed collectively under the highest numbered permit procedure per **GHMC 19.01.002(B)**." _____ (Initials)



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.



DESIGN REVIEW CHECKLIST PL-DRB

DESIGN REVIEW | CHAPTER 17.98 GHMC

Under application for Design Review is considered complete upon submittal of the information as required under **GHMC 17.98.040**. This is in addition to the application requirements of **GHMC 19.02.002**.

DESIGN REVIEW APPLICATION REQUIREMENTS | CHAPTER 17.98.040

- Site Layout.** A plan, drawn to scale no smaller than one inch equals 30 feet showing location and size of all structures, critical areas, required buffer areas, required yards, landscape areas, open spaces, common areas or plazas, walkways, retaining wall locations, storm water retention facilities, and parking and vehicle maneuvering areas.
 - N/A Submitted on sheet(s) _____
- Significant Tree Survey.** A significant tree survey which accurately identifies the species, size and location of all significant trees within the property subject to the application.
 - N/A Submitted on sheet(s) _____
- Tree Retention Survey.** A survey showing the species, size and location of all significant trees to be retained on the property.
 - N/A Submitted on sheet(s) _____
- Preliminary Site Section Drawings.** Section drawings which illustrate existing and proposed grades.
 - N/A Submitted on sheet(s) _____
- Preliminary Grading Plan.** A topographic map of the property, delineating contours, existing and proposed, at no greater than five-foot intervals. The plan shall indicate all proposed cuts, fills and retaining wall heights and include areas of disturbance necessary to construct all retaining walls, structures and hard surfaces.
 - N/A Submitted on sheet(s) _____
- Preliminary Utilities Plan.** A utilities plan showing the location and type of any utilities proposed in critical areas, critical area buffers and natural vegetation retention areas.
 - N/A Submitted on sheet(s) _____
- Paving Materials.** A description of proposed pedestrian and vehicular paving materials; include proposed type (asphalt, concrete, pavers, etc.), color, scoring and texture.
 - N/A Submitted on sheet(s) _____
- Elevation Drawings.** Complete elevation drawings of all buildings showing dimensions and proposed materials including roofing, siding, windows and trim. Drawings shall include conceptual trim and cornice design, roof pitch, and solid/void ratio and siding material calculations. If landscaping is proposed to soften or mitigate architectural modulation or details, additional elevation drawings showing proposed landscaping shall be provided.
 - N/A Submitted on sheet(s) _____
- Sign Plan.** A sign plan showing the general location, type and size of signage on buildings.
 - N/A Submitted on sheet(s) _____
- Equipment Screening.** A description of how all mechanical and utility equipment will be screened.
 - N/A Submitted on sheet(s) _____

- Color and Material Palette.** A schematic color and material palette of the building’s exterior siding, trim, cornice, windows and roofing. If alternative design review is requested, material and color samples shall be provided.
 - N/A Submitted on sheet(s) _____
- Fencing.** The location and description of any proposed fencing.
 - N/A Submitted on sheet(s) _____
- Light Fixtures.** A cutsheet showing typical parking and building lighting which includes pole height and mounting height. If proposed fixtures are near critical areas or natural vegetation retention areas, shielding shall be shown.
 - N/A Submitted on sheet(s) _____
- Accessories.** The location of all outdoor furniture, trash receptacles and accessories.
 - N/A Submitted on sheet(s) _____
- Alternative Design Review.** A request for alternative design review shall include a written statement addressing the criteria for approval as set forth in **GHMC 17.98.055, 17.98.056, 17.98.058 or 17.98.060**, as applicable.
 - N/A Submitted on sheet(s) _____

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