

# CITY OF GIG HARBOR CIVIL PERMIT INTAKE CHECKLIST

**PROJECT NAME:**

**ENGINEERING CASE NUMBER:**

**Submission of additional plan or information may be required on a project-specific basis. The items outlined below represent engineering Final Design and compliance with City of Gig Harbor Stormwater Management and Site Development Manual and Public Works Standards. All documents should be provided in PDF format.**

Applicant  
City

## **GENERAL CIVIL INTAKE**

- Completed Civil Permit application
- Completed Engineering Plan Review fee sheet
- Digital files and flattened documents only (no scanned PDFs, no SHX files in comment log)

## **GENERAL PLANNING DIVISION REQUIREMENTS**

- Detailed Wetland Mitigation Plan per GHMC 18.08.150(B) if required and not previously submitted. The plan shall be in a format acceptable for recording with the Pierce County Auditor.
- Buffer Delineation for ravine sidewalls, bluffs, and landslide/erosion hazard areas per GHMC 18.08.190(A)(1)(b) and 18.08.192.
- Written statement addressing conditions of Land Use approval and/or SEPA threshold determination.
- Evidence that the natural topography of the site is maintained consistent with land-use approvals and GHMC 17.99.240(C):
  1. Cut and fill ratio depicting a balance between the two quantities

## **GENERAL (applies to all Civil sheets)**

- 22"x34" size plan sheet
- Project Title
- North Arrow (view should point up and right on page) and Scale Bar
- Text Height: 0.1" (min.)
- Legend, Existing and Proposed (APWA Standard)
- Professional Engineer and/or Surveyor Seal (signed and dated)
- Call Before You Dig (811 Block)
- Corresponding Profile View(s) Below Plan View, each sheet
- City Standard title block (available for use but not required)

- City of Gig Harbor PW Standard Details May be Incorporated by Reference Using Detail Name and Number, or Details May Be Shown at End of Each Sheet Section on a Details Sheet

### **COVER SHEET**

- Project Title, City of Gig Harbor EN Private Development Project Number Placeholder
- Project Information (Address, Parcel Numbers, Zoning, Flood Hazard, Description, etc.)
- Contact Information (Owners/Applicants, Engineer, Architect, Landscape Architect, Planner, etc.)
- Site Utility and Service Contacts (Roads, Storm, Sewer, Fire, Gas, Water, Power, Cable)
- Vicinity Map and Site Map
- Vertical Datum (NAVD 88) – benchmark designation, elevation, and location
- Horizontal Datum (NAD 83/91 HARN State Plane South) – point of reference, basis of bearing
- Legal Description including Section, Township, and Range
- Sheet Index
- Identify Edition of Stormwater Design Manual in use (e.g. 2016)
- Identify Edition of Public Works Standards in use (e.g. 2018)
- Quantify total impervious surface area (use sq. ft.)
- Gig Harbor City Engineer signature block
- Key Index Map (show all sheets overlaid by aerial view) **Required for Large Projects Only**

### **INTERNAL SHEETS SPECIFICALLY IN ORDER BELOW**

#### **EXISTING CONDITIONS**

- Depict any structures (if being removed, provide on separate Demolition Plan)
- Depict any structures within 50 feet of the project boundary
- Label all right-of-way widths
- Label all existing street widths and street names
- Label all recorded easements (including AFN number) on or abutting the site
- Depict adjacent parcel lines and include parcel numbers
- Depict and label existing contours (maximum 2 feet spacing)
- Add flow arrows to existing surface
- Topography to extend 50 feet beyond project boundaries
- Topography to include full right-of-way along frontage and adjacent right-of-way to centerline
- Depict and label watercourses, wetlands (label type, if known), floodplains, critical areas, and associated buffers
- Depict and label hard surfaces e.g., internal roads, fences, sidewalk, asphalt (if being removed, provide on separate Demolition Plan)
- Depict and label nearest fire hydrants
- Location and size of all utilities on or within 50 feet of the site (above and below ground)

- Rim and invert elevations of all conveyance structures on or within 50 feet of the site
- Depict and label storage tanks (above and below ground). (If being removed, provide on separate Demolition Plan)
- Depict and label oil water separators, grease interceptors, or other sanitary pretreatment facilities, (If being removed, provide on separate Demolition Plan)
- Depict and label wells, septic tanks, and drain fields (If being removed, provide on separate Demolition Plan)
- Depict and label wells, septic tanks, and drain fields within 50 feet of the site

**SITE PLAN (must match approved land use plan)**

- Site statistics (proposed use, site area, proposed structure height, land coverage percentages)
- Drawn to a scale no smaller than 1" = 30'
- Include development standards and performance standards consistent with the applicable zoning district as provided in Title 17 of the Gig Harbor Municipal Code.
- Label proposed right-of-way widths, dedications, and street improvements
- Depict and label proposed buffer areas, proposed areas of disturbance or construction outside of the building footprint, yards, open spaces, landscaped areas, lot dimensions, setbacks, tracts, easements, and utilities For site plans which cannot fit on a single 24-inch by 36-inch sheet at a scale of one inch equals 30 feet, provide one 24-inch by 36-inch sheet which shows the entire site plan, in addition to providing tiled site plans at one inch equals 30 feet (provide separate plan as necessary)
- Depict and label proposed site furnishings (fence, concrete improvements, landscaping, etc.)
- Provide typical existing and proposed roadway sections
- Provide typical pavement sections (private)
- Provide site dimensions for all driveway size (throat width and radii), access spacing, pathways, curb features, building footprint, building square footage, dimension building setbacks from buffers, and distance to property corner (provide separate horizontal control plan as necessary)
- Construction phasing (as necessary)

**GRADING, EROSION CONTROL, AND STORM DRAINAGE**

**PLAN VIEW**

- Depict and label existing and proposed contours (maximum 2 feet spacing)
- Label existing and proposed slopes (e.g. 2:1, 3:1, 5%)
- Include existing and proposed surface flow arrows
- Depict and label site points of discharge
- Depict proposed limits of disturbance and grading setbacks
- Include approximate site earthwork cut, fill, total volumes (in cubic yards)
- Depict and label stormwater management BMPs including temporary sediment ponds(s). Include table of BMP's used.
- Depict and label areas of environmental significance (wetlands, floodplains, buffers, etc.)















6. Prior to Planning division approval of Occupancy permits for the development, the owner's arborist shall revisit the site to inspect all retained trees to assess any impacts to them from the development. If impacts are found, arborist shall produce a report detailing the location, size and species of trees and any recommendations for replacement using GHMC 17.99.240(E) and 17.78 as guides

#### **REPORTS**

- Final Storm Drainage Report
- Final Sewer Hydraulic Report (if requesting City sewer service)
- Final Water Hydraulic Report (if in City of Gig Harbor water service area)
- Geotechnical Report
- Roadway Illumination Calculation Report (20-foot poles and higher)
- Maintenance and Source Control Manual
- Stormwater Pollution Prevention Plan (SWPPP)
- Stormwater Maintenance Agreement (draft)