



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

<b>Name:</b>		<b>Phone:</b>	
<b>Street:</b>		<b>Fax:</b>	
<b>City/State/Zip:</b>		<b>Email:</b>	

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

<b>Name:</b>		<b>Phone:</b>	
<b>Street:</b>		<b>Fax:</b>	
<b>City/State/Zip</b>		<b>Email:</b>	

**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**

<b>Water Supply (name of utility provider):</b>	<b>Sewage Disposal (name of utility provider):</b>

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

**CRITICAL AREA INFORMATION**

<b>Wetlands on site</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Slopes exceeding 15%</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Streams</b> <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](mailto:planningintake@cityofgigharbor.net)

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