



CITY OF GIG HARBOR PRE-APPLICATION CONFERENCE

The City of Gig Harbor offers a pre-application conference to any interested parties. This forum allows an opportunity for those interested in developing a parcel (constructing a new structure, renovating an existing structure, subdividing or rezoning a parcel, applying for a PUD, etc.) to sit down and discuss their proposal with the City's staff members who normally review these projects.

Along with your application and applicable fee please submit *six* sets of not less than the following:

- A cover letter describing the nature of the proposal
- Scaled site plan drawing
- A list of questions/concerns that you would like staff input on

The more detailed the submitted information, the greater the depth to which staff can review and comment.

Upon receipt of the application and documents listed above, the Planning Department will schedule you for a pre-application conference and send out a letter notifying you of the date and time.

It is impossible for the conference to be an exhaustive review of all potential issues. The discussion at the conference, or the information provided to the applicant at the conference, does not bind or prohibit the City from future application or enforcement of applicable law.



**CITY OF GIG HARBOR
PRE-APPLICATION CONFERENCE**

Project Name: _____
Address: _____
Parcel #: _____

Owner's Name: _____
Address: _____ City: _____
Phone: _____ Zip: _____

Contact Person (for this conference): _____
Address: _____ City: _____
Phone: _____ Zip: _____
Email: _____

Describe the Proposed Project:

Owner/Agent: _____ Date: _____
Signature

STAFF USE ONLY BELOW THIS LINE

Date Scheduled: _____ Time Scheduled: _____

Notified Name: _____ Date: _____

REVIEWED BY:

Building Department Official

Fire Department Official

Planning Department Official

Operations and Engineering