



Planning Division
SINGLE FAMILY DESIGN REVIEW

SUBMITTAL REQUIREMENTS AND WORKSHEET

All design review applications for single-family permits shall include the following information. Plans and details can be incorporated into the building permit set or be a stand-alone design review application. Include completed worksheet with completed Master Planning Permit Application submittal.

Base Plan Permit No. or Model Name: _____

Site plan:

- Building Footprint
(including any floor plan options)
- All Site Improvements
- Retaining Walls
- Required Setbacks
- Existing and Retained Vegetation
- Location of Mechanical Units
- Impervious Surface Calculations
- Elevation of High Point (Height
Restriction Area)

Shown on Sheet: _____

Building Plans:

- Exterior Elevations
- Siding Materials
- Trim Details
- Eave Details (including gutters)
- Window Size and Details

Shown on Sheet: _____

Details:

- Fencing **or** Defer to Planning Final Inspection
- Outdoor and Building lighting **or** Defer to Planning Final Inspection

Garage:

How is the garage being de-emphasized? See [GHMC 17.99.490\(A\)](#) or [GHMC 17.99.520\(A\)](#)
Pick One:

- Locate Garage Behind House
- Recess Vehicular Entrances
- Emphasize Windows and Porches (include front façade glazing calcs on elevation)
- Increase Window Area (include front façade glazing calcs on elevation)
- Place Garage Entry on Side of House
- Garage Door Placement

Height Restriction Area or Historic District:

- Height of house and garage: On a height survey prepared by a licensed surveyor include the elevation of highest point within buildable area on the lot (must be within 50 feet of proposed building footprint). Also include the top of roof elevation for house and garage.



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"/> Tree Removal	<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"/> Master Sign Plan	<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 <input type="checkbox"/> Zoning Verification Letter
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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 <input type="checkbox"/> Primary Contact for Application			
Name:		Phone:	
Street:		Fax:	
City/State/Zip:		Email:	

PROPERTY OWNER(S) <input type="checkbox"/> Applicant <input type="checkbox"/> 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)

Empty space for project description summary.

UTILITIES

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

Empty space for utility provider names.

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

Empty space for access road/street name.

CRITICAL AREA INFORMATION

Wetlands on site Yes No **Slopes exceeding 15%** Yes No **Streams** Yes No

Existing Land Use: Describe (or illustrate separately) all existing use structures and all critical areas within 300 feet of property lines.

Large empty space for describing existing land use and critical areas.

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 DIVISION CHECKLIST FOR ALL PROJECTS

CHECKLIST FOR ALL PROJECTS | [GHMC 19.02.002](#)

- A completed Master Planning Permit Application.
- 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:

- 1 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").

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.