



Conditional Use Permit Checklist

CUP

Checklist for All Projects

19.02.002

- A. ☐ A completed project application form.
- B. ☐ 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.
- C. ☐ A property and / or legal description of the site.
- D. ☐ The applicable fee.
- E. ☐ Evidence for adequate water supply as required by RCW 19.27.097 or a copy of an application for city of Gig Harbor water concurrency determination, per GHMC 19.10.011(A).
- F. ☐ Evidence of sewer availability or a copy of an application for city of Gig Harbor sewer concurrency determination, per GHMC 19.10.011(A)
- G. ☐ A completed transportation concurrency application and traffic report, per GHMC 19.10.011(A).

In addition to requirements of GHMC 19.02.002 please provide:

- 1 ☐ 5 complete sets of submittal materials including wetland reports and traffic reports. Plan sets are to be of the same size sheets collated and bound, (preferred size of 24" x 36"). 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.

- 2 ☐ An environmental checklist when required (12 copies).

A building and fire code note sheet is required with all submittals which shall include the following information:

- 1 ☐ Intended IBC Type of construction for all buildings proposed in the project;
- 2 ☐ Proposed square footage of building. On multistory buildings specify square footage per floor.
- 3 ☐ Intended IBC occupancy group for all buildings proposed in project. Where a project is proposed to be a mixed occupancy building, include mixed occupancy calculations demonstrating compliance with IBC Ch. 3;
- 4 ☐ Proposed fire protection systems. Fire protection systems proposed as an alternate to other fire resistance requirements or to reduce required fire flow should be indicated on the plans;
- 5 ☐ Water purveyor name.
- 6 ☐ Proposed turning radii and emergency vehicle turnaround locations within required emergency vehicle access roads must be called out on the plans.
- 7 ☐ Proposed fire hydrant locations must be called out on the site plan.
- 8 ☐ ADA accessible site features (parking, routes, etc.)

Conditional Use Application

17.64.015

An application for a conditional use permit is considered complete upon submittal of the information as required under **GHMC 17.96.050(B) through (D) and (L)**, including the written statement of justification for granting the conditional use permit pursuant to the requirements of **GHMC 17.64.040**. This is in addition to the application requirements of **GHMC 19.02.002**.

17.96.050

- B. ☐ Title and location of proposed development, together with the names, addresses and phone numbers of the recorded owners of the land and the applicant, and if applicable, the name address and the phone number of any architect, planner, designer, or engineer responsible for the preparation of the plan, and any authorized representative of the applicant.
- C. ☐ A written description addressing the scope of the project, the nature and size in gross floor area of each use, and the total amount of square feet to be covered by impervious surfaces.
- D. ☐ A vicinity map showing site boundaries and existing roads and accesses within and bounding the site.
- L. ☐ A listing of the names and addresses of property owners of record within 300 feet of the project property, including preprinted labels bearing the names and addresses of the property owners of record within 300 feet of the project property. (2 sets)

17.64.040

A written statement of justification for granting the conditional use permit pursuant to the requirements of GHMC 17.64.040. Please respond to each criterion.

- A. ☐ That the use which the conditional use permit is applied for is specified by this title as being conditionally permitted within and is consistent with the description and purpose of the zone district in which the property is located.
- B. ☐ That the granting of such conditional use permit will not be detrimental to the public health, safety, comfort, convenience, and general welfare, will not adversely affect the established character of the surrounding neighborhood, and will not be injurious to the property or improvements in such vicinity and/or zone in which the property is located.
- C. ☐ That the proposed use is properly located in relation to the other land uses and to transportation and service facilities in the vicinity; and further that the use can be adequately served by such public facilities and street capacities without placing an undue burden on such facilities and streets.
- D. ☐ That the site is of sufficient size to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping, and other such features as are required by this title or as needed in the opinion of the examiner.

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