



CITY OF GIG HARBOR DESIGN REVIEW APPLICATION

CITY USE ONLY

Case Number: _____

Date Received: _____

By: _____

Receipt# _____ By: _____

Applicant

(name)

(Street Address) (Phone)

(City and State) (Zip)

Property Owner:

(name)

(Street Address) (Phone)

(City and State) (Zip)

I(We)(Property Owner)

(Name)

(Signature) (Date)

(Signature) (Date)

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.

Property Location:

Property
Address: _____

Section: _____ Township: _____ Range: _____

Assessor's Parcel Number:

Full Legal Description (attach separate sheet if too long)

Acreage or parcel size _____

Type of Proposed Development:

1. New Construction:

a. Commercial: _____

b. Residential: _____

2. Remodel:

a. Expansion: _____

b. Redesign: _____

c. Age of Structure: _____

Existing land characteristics: Describe (or illustrate separately) existing land characteristics, including present use, general site conditions

DESIGN MANUAL CHECKLIST

A Design Manual Checklist is included with this application. The checklist must be completed and attached with this application

1. Is a completed Design Manual Checklist attached? Yes ☐ No ☐

GENERAL QUESTIONS

The following questions are intended to facilitate the design review process and to assure that all relevant design criteria are addressed in each application. The intended questions require a response only if the initial numbered questions is answered "yes". Questions which require a detailed response must be answered in the space provided or reference to specific attachments may be given.

1. Is the project located in a designated Activity Center? Yes ☐ No ☐
2. Does the site of the proposed project front a designated Parkway? Yes ☐ No ☐
3. Is any portion of the subject site within a designated Enhancement Corridor? Yes ☐ No ☐
- a. Will the proposed development be fully screened from a designated Enhancement Corridor? Yes ☐ No ☐
- b. Does the project allow limited visibility through vegetation? Yes ☐ No ☐
4. Must the proposed project meet zone transition standards? Yes ☐ No ☐
- a. Will the proposed project have a dense vegetative buffer at the zone transitions? Yes ☐ No ☐
- b. What is the height of buildings on all parcels in opposing zones that are located within 200 feet of your site and are contiguous to the zone transition boundary (calculate code-allowed height on vacant parcels): _____ ft, _____ ft, _____ ft; Average existing buildings height = _____ ft.
- c. What is the size of the building footprints on all buildings in opposing zones located within 200 of your site and on parcels contiguous to the zone transition boundary: _____ sq ft, _____ sq ft, _____ sq ft, (etc); Average building footprints size = _____ sq ft.
5. Is the project located on a Prominent Parcel? Yes ☐ No ☐
6. Is the project located in the Historic District? Yes ☐ No ☐

Design Review Checklist

Design
Review

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.

In addition to requirements of GHMC 19.02.002 please provide:

- 1 ☐ 5 complete sets of submittal materials. 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. Please provide 10 copies of all submitted materials if project is receiving DRB review.
- 2 ☐ 2 sets of mailing labels (if requesting DRB review) of property owners within 300 feet of subject property.

Design Review

17.98

An application for Design Review is considered complete upon submittal of the information as required under **GHMC Section 17.98.040**. This is in addition to the application requirements of GHMC 19.02.002

17.98.040

- A. ☐ **Site Layout Plan.** A plan, drawn to scale no smaller than one inch equals 30 feet showing location and size of all structures, critical areas, required buffer areas, required yards, landscape areas, open spaces, common areas or plazas, walkways, retaining wall locations, storm water retention facilities, and parking and vehicle maneuvering areas.
- B. ☐ **Significant Vegetation Plan.** A significant vegetation plan which accurately identifies the species, size and location of all significant vegetation within the property subject to the application.
- C. ☐ **Tree Retention Plan.** A landscape plan showing the species size and location of all significant natural vegetation to be retained on the property.
- D. ☐ **Preliminary Site Section Drawings.** Section drawings which illustrate existing and proposed grades.
- E. ☐ **Preliminary Grading Plan.** A topographic map of the property, delineating contours, existing and proposed, at no greater than five-foot intervals. The plan shall indicate all cuts, fills and retaining wall heights and include areas of disturbance necessary to construct all retaining walls, structures and impervious surfaces.

- F. ☐ **Preliminary Utilities Plan.** A utilities plan showing the location and type of any utilities proposed in critical areas, critical area buffers and natural vegetation retention areas.
- G. ☐ **Paving Materials.** A description of proposed pedestrian and vehicular paving materials; include proposed type (asphalt, concrete, pavers, etc.), color, scoring and texture.
- H. ☐ **Elevation Drawings.** Complete elevation drawings of all buildings showing, dimensions and proposed materials including roofing, siding, windows, and trim.
- I. ☐ **Sign Plan.** A sign plan showing the general location, type and size of signage on buildings.
- J. ☐ **Equipment Screening.** A description of how all mechanical and utility equipment will be screened.
- K. ☐ **Color and Material Palette.** A schematic color and material palette of the building's exterior siding, trim, cornice, windows, and roofing. If Design Review Board review is requested, material and color samples shall be provided.
- L. ☐ **Fencing.** The location and description of any proposed fencing.
- M. ☐ **Light Fixtures.** A cutsheet showing typical parking and building lighting which includes pole height and mounting height. If proposed fixtures are near critical areas or natural vegetation retention areas, shielding shall be shown.
- N. ☐ **Accessories.** The location of all outdoor furniture, trash receptacles, and accessories.
- O. ☐ **Design Review Board review.** A request for review by the Design Review Board shall include a written statement addressing the criteria for approval as set forth in GHMC 17.98.055 or GHMC 17.98.060, as applicable.

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