



Major Site Plan Amendment Checklist

MSPA

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.

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.)

Major Site Plan Amendments

17.96.080 (B.)

Major amendments are Type III permit applications and are processed in accordance with GHMC Title 19. Major amendments are those which substantially change the character, basic design, density, open space or other requirements and conditions of the site plan. When a change constitutes a major amendment, no building or other permit shall be issued without prior review and approval by the city.

An application for Minor Site Plan Review is considered complete upon submittal of the information as required under **GHMC 17.96.050** in addition to the application requirements of **GHMC 19.02.002**. Please provide the following items if applicable to the proposed amendment.

17.96.050

- A. ☐ An environmental checklist when required (12 copies).
- B. ☐ The title and location of the proposed development, together with the names, address and telephone numbers of the recorded owners of the land and the applicant, and if applicable, the name, address and the telephone number of any architect, planner, designer or engineer responsible for the preparation of the plan, and of 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.
- E. ☐ A topographic map based upon a site survey delineating contours, existing and proposed, at no less than 5 foot intervals and which locates existing streams, marshes and other natural features.
- F. ☐ Site plans drawn to a scale no smaller than one inch equals 50 feet showing location and size of uses, buffer areas, proposed areas of disturbance or construction outside of the building footprint, yards, open spaces and landscaped areas and any existing structures, easements and utilities.
- G. ☐ A Circulation plan drawn to a scale acceptable to the public works director illustrating all access points for the site, the size and location of all driveways, streets, and roads with proposed width, and outside turning radius, the location, size and design of parking and loading areas, and existing and proposed pedestrian circulation system.
- H. ☐ A preliminary drainage and stormwater runoff plan.
- I. ☐ A utility plan
- J. ☐ A plot plan of all proposed landscaping, including the treatment and materials used for open spaces, and the types of plants and screening used.
- K. ☐ Typical building elevation and architectural style.

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