



**CITY OF GIG HARBOR
MINOR SITE PLAN AMENDMENT
and
DESIGN REVIEW
COMBINED APPLICATION**

CITY USE ONLY

SPA Case Number: _____
DRB 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)

Acres or parcel size _____

Project Name: _____

Related Permit Numbers: (DRB, VAR, SPR, etc.)

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

GENERAL QUESTIONS

The following questions are intended to facilitate the review process and to assure that all relevant criteria are addressed in each application. City of Gig Harbor planning staff is happy to help you with these questions.

1. Are there critical areas, wetlands, or steep slopes on or around the site? Yes ☐ No ☐
Courtesy inspections available. Reports may be required.
2. Does the site of the proposed project front a designated Parkway? Yes ☐ No ☐
If yes, additional design requirements must be met, see the City's Design Manual, GHMC Section 17.99.140
3. Is any portion of the subject site within a designated Enhancement Corridor? Yes ☐ No ☐
If yes, additional design requirements must be met, see the City's Design Manual, GHMC Section 17.99.160
4. Is the project located on a Prominent Parcel? Yes ☐ No ☐
If yes, additional design requirements must be met, see the City's Design Manual, GHMC Section 17.99.210
5. Is the project located in the Historic District? Yes ☐ No ☐
If yes, additional design requirements must be met, see the City's Design Manual, GHMC Section 17.99.500
6. Is the project located in the Height Restriction Area? Yes ☐ No ☐
If yes, additional design requirements must be met, see Chapter 17.62 GHMC and GHMC Section 17.99.370(D)
7. Does this proposal include modifications to any streets (public or private)? Yes ☐ No ☐
If yes, additional design requirements must be met, see Chapter _____
8. Does this proposal increase impervious surface, traffic impacts, water / sewer impacts, or require modification to storm drainage facilities? Yes ☐ No ☐
If yes, additional design requirements must be met, see Chapter _____
9. Department of Ecology "Stormwater Permit for Construction," required on any clearing, grading, excavating and/or demolition that will disturb five acres or more of land area and have a stormwater discharge. Yes ☐ No ☐
10. Driveway location, building location, sign location, site circulation and parking must conform to "Access Management Manual," 2003 by Transportation Research Board Yes ☐ No ☐

APPLICATION REQUIREMENTS

The following are the submittal requirements for review of your proposed site plan amendment.

- **2 copies of existing / approved site plan, elevations and landscaping drawings.**
- **3 sets of building plans showing exterior elevations, siding materials and trim details.**
- **3 site plans showing all site amendments, required setbacks, and existing and retained vegetation, landscaping and common areas.**
- **Impervious surface calculations**
- **Height of proposed structure**
- **Please note that we prefer all plans, specifications and details to be submitted in a single 22" x 34" plan set.**
- **Minimum scale for all site drawings (1" = 30")**



Minor Site Plan Amendment Checklist

SPA

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 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, 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.

Minor Site Plan Amendment

17.96.080 (A.)

- A. Minor adjustments may be made and approved when a building permit is issued. Any such alteration must be approved by both the planning director and the public works director. Minor adjustments are those which may affect the precise dimensions or siting of building (i.e., lot coverage, height, setbacks) but which do not affect the basic character or arrangement and number of buildings approved in the plan, nor the density of the development or the amount and quality of open space and landscaping. Such dimensional adjustments shall not vary more than 10 percent from the original, but shall not exceed the standards of the applicable district.

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