



Performance-Based Height Exception Checklist

PBHE

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).

Performance-Based Height Exception

17.67

An application for a Performance-Based Height Exception is considered complete upon submittal of the information as required under **GHMC 17.67.040**. This is in addition to the application requirements of **GHMC 19.02.002**.

17.67.040

- A. ☐ The title and location of the proposed project, together with the names, addresses and telephone numbers of the recorded owners of the land and the applicant, and if applicable, the name, address and telephone number of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative
- B. ☐ A written description addressing the scope of the project, the use of the site, and the nature and height of the proposed structures.

- C. ☐ Color, type, model and specification of all proposed structures. Include the area of illumination and intensity of lighting in footcandles for athletic field lighting.
- D. ☐ A vicinity map showing site boundaries and existing roads and accesses within and bounding the site.
- E. ☐ Site plans drawn to a scale no smaller than one inch equals 30 feet showing location and size of uses, location of proposed and existing structures, critical areas and wetlands, buffer areas, proposed areas of disturbance or construction outside of the building and structure footprint, yards, open spaces and landscaped areas and any existing structures, easements and utilities.
- F. ☐ Cross sections of proposed structures and topographic information.
- G. ☐ A written statement of justification for granting the exception pursuant to the requirements of **GHMC 17.67.060, 17.67.070, 17.67.075, and 17.67.076** if applicable.
- H. ☐ 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)

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