



Shoreline Substantial Development Checklist

SDP

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.

- 3 ☐ 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.)

Shoreline Substantial Development Permit

4.07 SMP

The Administrator shall provide the necessary application forms for a shoreline substantial development, conditional use and variance permits. In addition to the information requested on the application the applicant shall provide, at a minimum, the following information:

A. ☐ Site Plan drawn to scale and including:

1 ☐ Site boundary, extending from the street frontage (as applicable) to the outer harbor line, all state lease lands (existing and proposed), structures on adjacent properties from OHW to the outer harbor line, tideland leases and ownerships, and harborline lease areas on adjacent properties.

2 ☐ Property dimensions in vicinity of project.

3 ☐ Ordinary high water mark.

4 ☐ Typical cross section or sections showing:

☐ a. Existing ground elevation.

☐ b. Proposed ground elevation.

☐ c. Height of existing structures.

☐ d. Height of proposed structures.

5 ☐ Where appropriate, proposed land contours using five-foot intervals in water area and ten-foot intervals on areas landward of ordinary height water mark, if development involves grading, cutting, filling, or other alteration of land contours.

6 ☐ Show dimensions and location of existing structures which will be maintained.

7 ☐ Show dimensions and locations of proposed structures; parking and landscaping.

8 ☐ Identify source composition, and volume of fill material.

9 ☐ identify composition and volume of any extracted materials, and identify proposed disposal area.

10 ☐ Location of proposed utilities, such as sewer, septic tanks and drain fields, water, gas and electricity and sewage pump-out facilities if being installed.

11 ☐ If the development proposes septic tanks, they must comply with local and state health regulations

12 ☐ Shoreline designation according to the Master Program.

13 ☐ Show which areas are shorelines and which are shorelines of state-wide significance.

B. ☐ Vicinity Map.

1 ☐ Indicate site location using natural points of reference (roads, state highways, prominent landmarks, etc.)

2 ☐ If the development involves the removal of any soils by dredging or otherwise, identify the proposed disposal site is beyond the confines of the vicinity map, provide another vicinity map showing the precise location of the disposal site and its distance to the nearest city or town.

3 ☐ Give brief narrative description of the general nature of the improvements and land use within 1,000 feet in all directions from development site.

C. ☐ Adjacent land owners.

1 ☐ Mailing labels of all property owners within 300 feet of the property where development is proposed. (2 sets)

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