

MINOR SITE PLAN REVIEW | [GHMC 17.96.030 \(A\)](#)

Applications for minor site plan review shall be processed in accordance with the procedures established under [GHMC Title 19](#) for a Type I project permit application. A decision on a minor site plan review application shall be rendered prior to or concurrent with the issuance of any other applicable permit.

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.

CONTENTS OF COMPLETE APPLICATION | [GHMC 17.96.050](#)

- ☐ **Completed Master Planning Application**
- ☐ **Environmental Checklist ([SEPA](#))** A complete, signed environmental checklist when required;
- ☐ **General Information General Information.** The title and location of the proposed development, 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 of the applicant;
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ **Project Description.** 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 hard surfaces;
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ **Vicinity Map.** A vicinity map showing site boundaries, existing roads and accesses within and bounding the site;
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ **Topographic Map.** A topographic map based upon a site survey delineating contours, existing and proposed, at no less than five-foot intervals and which locates existing critical areas and other natural features;
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ **Site Plan.** Site plans drawn to a scale no smaller than one-inch equals 30 feet showing location and size of uses and structures, 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. For site plans which cannot fit on a single 24-inch by 36-inch sheet at a scale of one-inch equals 30 feet, provide one 24-inch by 36-inch sheet which shows the entire site plan, in addition to providing tiled site plans at one-inch equals 30 feet;
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ **Circulation Plan.** A circulation plan 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;
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ **[Public Works Checklist.](#)** All applicable items listed on the public works land use application intake checklist;
- ☐ **Landscape Plan.** A landscape plan meeting the requirements of [GHMC 17.78.030](#).
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ **Design Review.** A complete design review application meeting the applicable requirements of [GHMC 17.98.040](#).
 - ☐ N/A ☐ Submitted on sheet(s) _____

MINOR SITE PLAN REVIEW CHECKLIST

PL-SPA

TREES, LANDSCAPE AND SCREENING PLANS | GHMC 17.78.030 (B)

A plan of the proposed landscaping and screening shall be incorporated into plans submitted for site plan review or projects which require hearing examiner review. The plans shall be drawn to scale and contain the following, in addition to the significant tree survey and tree retention survey required by [GHMC 17.98.040](#)

- ☐ Parking and vehicle use areas, driveways and walkways;
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Buildings or structures, existing and proposed;
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ All proposed new landscaping. Landscape plan shall include the location, species, diameter or size of plants using both botanical and common names. Drawings shall reflect the ultimate size of plant materials. Alternatively, a schematic landscape plan can be submitted showing planting zones. Each planting zone shall include typical shrub and groundcover species and typical size and spacing at planting. All landscape plans shall include the location, species, and diameter or size of all proposed trees;
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Schematic irrigation plan showing irrigation zones and proposed irrigation techniques within each zone as set forth in [GHMC 17.78.045\(C\)](#);
 - ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Identification of tree protection techniques.
 - ☐ N/A ☐ Submitted on sheet(s) _____

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

Planning Division | 3510 Grandview Street | Gig Harbor, WA 98335 | 253.851.6170 | gigharborwa.gov
The City of Gig Harbor is pleased to offer electronic plan review.
Please submit completed [Intake Request](#) form to planningintake@gigharborwa.gov