# Application Checklist

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*This application checklist is the Submittal Standard Checklist referenced in PCC 18.40.020 A., Form and Content

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1. Gig Harbor Urban Growth Area: Except for residential structures, a letter from the City of Gig Harbor verifying that an application for utility extension has been submitted for review.
2. Administrative Design Review applications are required with these applications and with Site Development Permit applications.
3. SEPA is required if not exempt per Title 18D.20.010 or the WAC 197-11-800.
4. Specific uses, building footprints, parking and landscaping shall be identified on a Binding Site Plan.

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Parcel Number

Signature of Planner ___________________________ Date ___________________________

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LAND DIVISION
Community Plan Area

Information about land division applications can be found in PCC Chapter 18A.75.
Information about each item listed on this checklist is included on the back of this form.

As of December 22, 2014, a complete application includes:
1. An electronic copy of all required documents, and
2. One paper copy of all required document, except two paper copies of Full Size Site Plans.

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1 Gig Harbor Urban Growth Area: Except for residential structures, a letter from the City of Gig Harbor verifying that an application for utility extension has been submitted for review.
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4 Specific uses, building footprints, parking and landscaping shall be identified on a Binding Site Plan.
Instructions
APPLICATION MATERIALS MAY BE FOUND THROUGH THE PALS WEBSITE IN “FIND A FORM OR HANDOUT” OR AT THE DEVELOPMENT CENTER

**Master Application:**  The Master Application must be typed or neatly printed in ink and signed. In the event the applicant is not the landowner, the applicant must provide authorization with a signature on Page 4 of the Master Application giving the agent/applicant authorization to act on his or her behalf.

**SEPA Checklist:**  State Environmental Policy Act, required if project is not exempt (ref. WAC 197-11-800 and Title 18D). The original signed form must be submitted with the application.

**Required Findings:**  Review criteria specific to the application must be addressed by the applicant. A list of the required findings can be found on the PALS website.

**Original Prints:**  The original prints shall be drawn to scale, show all existing property corners, existing structures, adjacent roads, and north arrow. For Short Plats, Binding Site Plans, Final Plats, and Alterations sheet size should be 18” x 24”. For Preliminary Plats, PDD’s, and Major Amendments, the sheet size should be 22” x 34” to 24” x 36” in size.

**Revised Prints:**  The amended prints shall be drawn to scale, show all proposed property corners, proposed structures or building envelopes, adjacent roads, and north arrow. Refer to “Original Print” for sheet size.

**Survey:**  Plans must be completed, stamped and signed by a licensed surveyor.

**Land Use Breakdown:**  The land use breakdown provides a detailed value for the uses of the site and the infrastructure support for the proposed use or uses.

**Plat Certificate:**  This certificate can be obtained from a title company.

**Lot Closure Calculations:**  Boundary and lot closure calculations are established by the surveyor.

**Title Report:**  Not to be dated more than 30 days prior to submittal.

**Petition of Alteration:**  The petition shall contain the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered in support of said alteration.

**Final Health /Preliminary Health /Health Remodel Application:**  Tacoma Pierce County Health Department applications may be obtained at the Development Center.

**Water Availability Letter:**  A letter, signed by the water purveyor, stating that water is available to serve the proposed uses. Note: If water source is from wells, well site inspection application is required.

**Restrictive Covenants:**  Private Covenants Codes and Restrictions proposed or established for the plat. If the proposal will change established restrictive covenants, two copies of a letter of agreement are required.

**Full Size Site Plan & Tree Inventory:**  Site plan must be drawn to scale, not less than 1”=100’, show all property corners, existing and proposed structures, adjacent roads, open space and trail systems, and utilities. For site inventory elements, refer to applicable community plan section of Title 18J, PCC. Site plans shall be 22” x 34” to 24” x 36” in size.

**Landscape Plan:**  All projects may be subject to the landscape standards of the Development Regulations – Zoning landscape buffering, PCC 18J.10.055 A.6.

**Tree Conservation Plan:**  Refer to PCC 18J.10.055 A.5 for Tree Conservation Plan requirements.

**Recreation Space Plan:**  For projects that require recreation space, refer to PCC 18J.10.055 A.8 for plan requirements.

These studies are not required for a complete application, but may be requested prior to application approval. Please refer to applicable Application Checklist for application requirements.

- **Geotechnical Study:**  A geotechnical assessment or report will be required if the parcel is located within a Landslide/Erosion Hazard Area (slopes in excess of 15%).
- **Flood Study:**  A flood study is required whenever development is proposed within flood zones A or B and potholes as identified on the FEMA maps.
- **Mine Assessment:**  A mine assessment will be required if the parcel is located within a Mine Hazard Area.
- **Wetland Study:**  Wetland review is required if development is proposed within 315’ of a mapped wetland or wetland indicator.
- **Traffic Study:**  A Traffic Study is required if the proposed development/use will generate 25 or more peak hour trips per day, according to the Trip Generation Manual.
Community Plan Area
Composite Site Analysis and Inventory

To ensure proper review of your application, address all of the following items that are applicable to your site and/or project. Additional items may also be required, depending on the type or size of project.

Site Inventory:
- Surface Water Drainage – Identify shorelines, wetlands, ponds, ditches and streams, retention/detention ponds and bioswales.
- Site Contours – Show existing and proposed contours at 2-foot intervals, elevation of land may be expressed relative to any fixed point on site.
- Native Vegetation – Show all native plants to be removed, as well as those to be retained.
- Adjacent Land Uses – Identify land uses and current zoning of adjacent parcels.
- Tree Inventory – Inventory all significant trees located on the site, trees having a diameter at breast height (dbh) of 5 inches or more, and masses of trees by outlining the drip-line of individual trees or tree mass. Individual trees shall be labeled with species name and dbh size. Tree masses shall also specify the average dbh within the stand (reference PCC 18J.10.055 A.5).
- Geologically Hazardous Areas – Identify Erosion and Landslide Hazard Areas, Seismic Hazard Areas, Mine Hazard Areas, and/or Volcanic Hazard Areas (reference Title 18E, PCC - Development Regulations, Critical Areas).

Site Plan:
- Scale – 1” = 20’ Minimum.
- North Arrow
- Lot Dimensions – Identify street names and show location of all driveways.
- Building Footprint – Include porches, walks, decks, rooflines, overhangs, projections and floor cantilevers of all proposed and existing structures.
- Setback Measurement – Specify the distance between property lines and between buildings.
- Septic System – Include tanks, pump, tightline, primary and reserve drainfields.
- Easements – Such as, natural buffer areas, open space, green belts, utilities, roads.
- Infiltration Trenches – Check your plat for specific drywell requirements.
- Off Street Parking and Circulation – Show required distances for emergency vehicle turn around/access and accommodations for bicycle parking.
- Pedestrian Amenities – Include all identified pathways and their connections with type of material specified. Show location and size of any required benches.
- Impervious Surface – Identify the location and percentage of all existing and proposed impervious surfaces.
- Lighting - Show all exterior lighting, to include building, parking lot, and pedestrian amenity illumination.

Elevations:
- Building Elevations – Include roof pitch, building height from finished grade, exterior door and window details, identification of siding and roof material.
- Mechanical and Service Equipment - Indicate the location and type of screening proposed.
- Retaining Walls – Show the location and elevations of rockeries and bulkheads.

Landscape Plan:
- Landscape Buffers – Include proposed landscaping to meet standards of PCC 18A.35.030 “Landscape and Buffering”, as well as any landscape buffer requirements of the applicable Design Standards.
- Planting and Irrigation Plan – Plans must meet the requirements of PCC 18J.15.100 and PCC 18J.15.110 “Standards-Planting and Irrigation Plans” and be prepared by a qualified person, reference PCC 18J.10.055 A.9.1.
- Native Vegetation Area Plan - Where required, restoration plans and supplement plans shall comply with the applicable Design Standards and Pierce County Native Plant List and Planting Standards of PCC 18J.15.020.