



## PLANNING DIVISION CLIENT ASSISTANCE MEMO

### ELECTRONIC SUBMITTAL AND PLAN REVIEW

The City of Gig Harbor accepts electronic submittals for all Planning applications. You may use this electronic option to submit online, or you may submit traditional paper copies your choice.

When submitted electronically, City personnel review your plans online, and you submit any required revisions online as well. Electronic submittal is easy, only a few emails and an online fee payment.

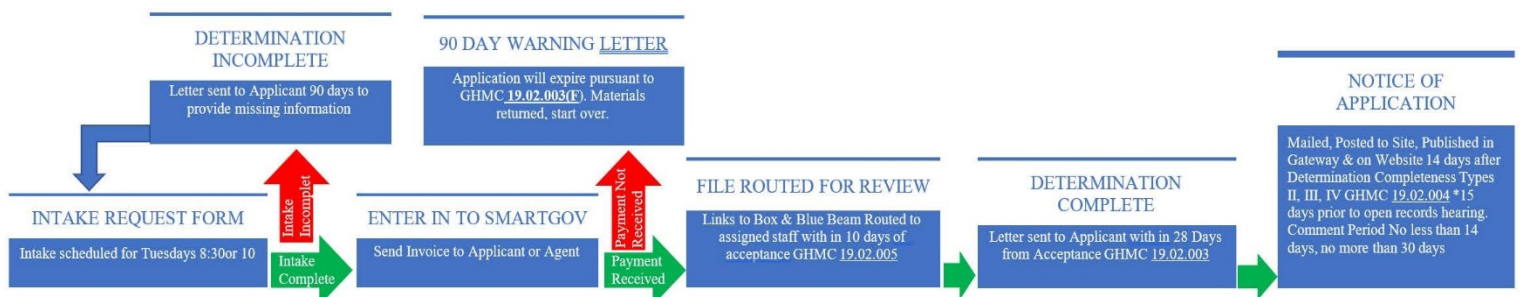
### TO SUBMIT ELECTRONICALLY, YOU WILL NEED THE FOLLOWING TOOLS AND MATERIALS:

- Email capability
- Web access
- City application forms, download at: <http://www.gigharborwa.gov/234/Checklists-Applications-Fees>
- Electronic plans in PDF format
- Electronic attachments (specs, reports, analyses) in PDF format
- A City SmartGov® account (to pay fees and check plan review status). You may skip this step if you wish to pay your fees by phone or in person.

### DETAILED INSTRUCTIONS:

There are 6 steps to complete the process, more if revisions are required to make the application complete (See Figure 1). Yellow steps are tasks you complete. The other steps are tasks Department staff perform. Red steps are only needed if revisions are required, which repeat if multiple revision cycles are needed to achieve a complete application.

Figure 1



1. Electronic submittal begins by emailing the [Intake Request Form](#) to the Planning Department at [planningintake@gigharborwa.gov](mailto:planningintake@gigharborwa.gov).
2. A planning technician will review any pre-application meeting notes and/or other materials for your project and contact you within 3 business days.
  - The technician will advise you whether a land use action is required, and which application form(s) you need.
  - The two of you will decide the timing of application submittal, review, and whether a face-to-face intake meeting is needed, for Step 5.
3. You receive an email from the planning technician with instructions for how to upload your submittal to *box.com*. These instructions contain the appropriate application form(s), an

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intake checklist, and a unique *box.com* system-generated email address to email your plans to.

4. You attach your plans, reports, analyses, etc., to an email to the unique Step 3 address.
  - Your email service may have message size limits (*box.com* does not). Should you have size limitations, send your submittal files through a series of messages.
  - You do not pay application fees at this time.
5. The City conducts a determination of completeness of your *Box.com* submittal materials.
  - If the Planning Department determines your application is complete, short of fee payment, you receive an email with your case number and instructions for fee payment.
  - If the Planning Department determines your application to be incomplete:
    - i. Step 5A: You receive an email indicating your application is incomplete and review cannot begin. It will list the deficiencies.
    - ii. Step 5B: Email the omitted items to the original Step 3 email address.
    - iii. This cycle repeats as needed until completeness check determines your application is complete.
  - Alternatively, this could be a face-to-face meeting if agreed in Step 2.
6. Pay your plan review fees. This may be paid online through the City [SmartGov®](#) system using a Visa or Mastercard (a user account must be set up to do this, which takes just a few minutes). Other payment options are explained in the Step 5 email instructions.
  - Department review will not begin, and your application is not formally complete until this fee is paid per [GHMC 19.02.002](#).

**If you have any questions, please contact the Planning Division for assistance at (253) 851-6170.**