CITY OF GIG HARBOR
CIVIL PERMIT INTAKE CHECKLIST

PROJECT NAME:

ENGINEERING CASE NUMBER:

Submission of additional plan or information may be required on a project-specific basis. The items outlined below represent engineering Final Design and compliance with City of Gig Harbor Stormwater Management and Site Development Manual and Public Works Standards. All documents should be provided in PDF format.

Applicant	City	
☐	☐	

GENERAL CIVIL INTAKE

☐	☐	Completed Civil Permit application
☐	☐	Completed Engineering Plan Review fee sheet
☐	☐	Digital files and flattened documents only (no scanned PDFs, no SHX files in comment log)

GENERAL PLANNING DIVISION REQUIREMENTS

☐	☐	Detailed Wetland Mitigation Plan per GHMC 18.08.150(B) if required and not previously submitted. The plan shall be in a format acceptable for recording with the Pierce County Auditor.
☐	☐	Buffer Delineation for ravine sidewalls, bluffs, and landslide/erosion hazard areas per GHMC 18.08.190(A)(1)(b) and 18.08.192.
☐	☐	Written statement addressing conditions of Land Use approval and/or SEPA threshold determination.
☐	☐	Evidence that the natural topography of the site is maintained consistent with land-use approvals and GHMC 17.99.240(C): 1. Cut and fill ratio depicting a balance between the two quantities

GENERAL (applies to all Civil sheets)

☐	☐	22”x34” size plan sheet
☐	☐	Project Title
☐	☐	North Arrow (view should point up and right on page) and Scale Bar
☐	☐	Text Height: 0.1” (min.)
☐	☐	Legend, Existing and Proposed (APWA Standard)
☐	☐	Professional Engineer and/or Surveyor Seal (signed and dated)
☐	☐	Call Before You Dig (811 Block)
☐	☐	Corresponding Profile View(s) Below Plan View, each sheet
☐	☐	City Standard title block (available for use but not required)

☐ ☐ City of Gig Harbor PW Standard Details May be Incorporated by Reference Using Detail Name and Number, or Details May Be Shown at End of Each Sheet Section on a Details Sheet

COVER SHEET

☐ ☐ Project Title, City of Gig Harbor EN Private Development Project Number Placeholder
☐ ☐ Project Information (Address, Parcel Numbers, Zoning, Flood Hazard, Description, etc.)
☐ ☐ Contact Information (Owners/Applicants, Engineer, Architect, Landscape Architect, Planner, etc.)
☐ ☐ Site Utility and Service Contacts (Roads, Storm, Sewer, Fire, Gas, Water, Power, Cable)
☐ ☐ Vicinity Map and Site Map
☐ ☐ Vertical Datum (NAVD 88) – benchmark designation, elevation, and location
☐ ☐ Horizontal Datum (NAD 83/91 HARN State Plane South) – point of reference, basis of bearing
☐ ☐ Legal Description including Section, Township, and Range
☐ ☐ Sheet Index
☐ ☐ Identify Edition of Stormwater Design Manual in use (e.g. 2016)
☐ ☐ Identify Edition of Public Works Standards in use (e.g. 2018)
☐ ☐ Quantify total impervious surface area (use sq. ft.)
☐ ☐ Gig Harbor City Engineer signature block
☐ ☐ Key Index Map (show all sheets overlaid by aerial view) **Required for Large Projects Only**

INTERNAL SHEETS SPECIFICALLY IN ORDER BELOW

EXISTING CONDITIONS

☐ ☐ Depict any structures (if being removed, provide on separate Demolition Plan)
☐ ☐ Depict any structures within 50 feet of the project boundary
☐ ☐ Label all right-of-way widths
☐ ☐ Label all existing street widths and street names
☐ ☐ Label all recorded easements (including AFN number) on or abutting the site
☐ ☐ Depict adjacent parcel lines and include parcel numbers
☐ ☐ Depict and label existing contours (maximum 2 feet spacing)
☐ ☐ Add flow arrows to existing surface
☐ ☐ Topography to extend 50 feet beyond project boundaries
☐ ☐ Topography to include full right-of-way along frontage and adjacent right-of-way to centerline
☐ ☐ Depict and label watercourses, wetlands (label type, if known), floodplains, critical areas, and associated buffers
☐ ☐ Depict and label hard surfaces e.g., internal roads, fences, sidewalk, asphalt (if being removed, provide on separate Demolition Plan)
☐ ☐ Depict and label nearest fire hydrants
☐ ☐ Location and size of all utilities on or within 50 feet of the site (above and below ground)

☐ ☐ Rim and invert elevations of all conveyance structures on or within 50 feet of the site

☐ ☐ Depict and label storage tanks (above and below ground). (If being removed, provide on separate Demolition Plan)

☐ ☐ Depict and label oil water separators, grease interceptors, or other sanitary pretreatment facilities, (If being removed, provide on separate Demolition Plan)

☐ ☐ Depict and label wells, septic tanks, and drain fields (If being removed, provide on separate Demolition Plan)

☐ ☐ Depict and label wells, septic tanks, and drain fields within 50 feet of the site

SITE PLAN (must match approved land use plan)

☐ ☐ Site statistics (proposed use, site area, proposed structure height, land coverage percentages)

☐ ☐ Drawn to a scale no smaller than 1" = 30'

☐ ☐ Include development standards and performance standards consistent with the applicable zoning district as provided in Title 17 of the Gig Harbor Municipal Code.

☐ ☐ Label proposed right-of-way widths, dedications, and street improvements

☐ ☐ Depict and label proposed buffer areas, proposed areas of disturbance or construction outside of the building footprint, yards, open spaces, landscaped areas, lot dimensions, setbacks, tracts, 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 fee (provide separate plan as necessary)

☐ ☐ Depict and label proposed site furnishings (fence, concrete improvements, landscaping, etc.)

☐ ☐ Provide typical existing and proposed roadway sections

☐ ☐ Provide typical pavement sections (private)

☐ ☐ Provide site dimensions for all driveway size (throat width and radii), access spacing, pathways, curb features, building footprint, building square footage, dimension building setbacks from buffers, and distance to property corner (provide separate horizontal control plan as necessary)

☐ ☐ Construction phasing (as necessary)

GRADING, EROSION CONTROL, AND STORM DRAINAGE

PLAN VIEW

☐ ☐ Depict and label existing and proposed contours (maximum 2 feet spacing)

☐ ☐ Label existing and proposed slopes (e.g. 2:1, 3:1, 5%)

☐ ☐ Include existing and proposed surface flow arrows

☐ ☐ Depict and label site points of discharge

☐ ☐ Depict proposed limits of disturbance and grading setbacks

☐ ☐ Include approximate site earthwork cut, fill, total volumes (in cubic yards)

☐ ☐ Depict and label stormwater management BMPs including temporary sediment ponds(s). Include table of BMP's used.

☐ ☐ Depict and label areas of environmental significance (wetlands, floodplains, buffers, etc.)

☐ ☐ Flood plain boundary (if applicable)

☐ ☐ Soil log test pit locations.

☐ ☐ Existing utilities, with note to abandon in place or remove (as applicable)

☐ ☐ Building footprint with finished floor elevation

☐ ☐ Depict and label Proposed retaining walls with associated wall drain infrastructure

☐ ☐ Provide wall table for each retaining wall to include: top of wall and bottom of wall elevations, total height.

☐ ☐ For retaining walls over 4 feet in height include Note: “All walls over 4 feet in height are to be constructed under separate Building permits”

☐ ☐ Proposed fuel tanks, sanitary systems, or wells and wellhead protections areas

☐ ☐ Proposed stormwater pipes, including connections to existing network

☐ ☐ Label pipe slope, length (in LF), and material (do not duplicate label if shown in profile view)

☐ ☐ Catch Basins, numbered ascending from downstream to upstream

☐ ☐ Roof Drain Cleanouts, numbered ascending from downstream to upstream

☐ ☐ Structure stationing and offsets (coordinates shown in plan view)

☐ ☐ Include flow direction arrows on storm pipes

☐ ☐ Depict and Label Proposed Stormwater Treatment and/or Detention Facilities (if applicable). Include dimensions.

☐ ☐ Stormwater Treatment and/or Detention Facilities Cross-sections (see below)

☐ ☐ Depict and label flow control structures with elevations

☐ ☐ Include orifice inverts, weir elevations, overflow elevations, and bottom elevations of stormwater facilities and vaults (where applicable)

☐ ☐ Stormwater Pond Access Road (if applicable) Include Width Dimension. Label Access Road Material.

☐ ☐ Stormwater Pond Fencing and Gate Location (If applicable).

☐ ☐ Depict and Label infiltration infrastructure (French drains, trenches, drywells, etc.)

PROFILE VIEW

☐ ☐ Proposed Stormwater Pipe

☐ ☐ Label Pipe Type, Size, Length in LF, slope percentage

☐ ☐ Catch Basin Type, Size, Rim, invert elevations (in and out), station, offset

☐ ☐ Point of connection to existing network

☐ ☐ Trash Racks (as necessary)

☐ ☐ Riprap pads at outfalls (include design data and dimensions)

☐ ☐ Proposed Water and Sewer Pipes (ghosted or shaded)

☐ ☐ Label Existing and Proposed Ground

☐ ☐ Dimension Minimum Cover of Pipe

☐ ☐ Scale (horizontal and vertical)

☐ ☐ Grid Stationing (not applicable where utilities are private)

☐ ☐ Vertical Elevation Increments

☐ ☐ Include note and/or label identifying backfill class and/or specification

UTILITY SYSTEM PLAN

☐ ☐ Scale: 1" = 100' (larger scale preferred when possible)

☐ ☐ Depict existing and proposed stormwater infrastructure including proposed connection(s) (add plot transparency as necessary)

☐ ☐ Depict existing and proposed water infrastructure including proposed connection(s) to existing network (add plot transparency as necessary)

☐ ☐ Depict existing and proposed fire hydrants

☐ ☐ Depict existing and proposed sanitary sewer infrastructure including proposed connection(s) to existing network (add plot transparency as necessary)

☐ ☐ Depict and label any onsite septic system (OSS) infrastructure (if applicable)

☐ ☐ Depict flow direction arrows on proposed storm and sewer conveyance lines

☐ ☐ Depict franchise utilities (gas, cable, fiber, power, etc.)

☐ ☐ Include structure/facility names and numbering

WATER

PLAN VIEW

☐ ☐ Proposed Water Infrastructure, Including Connections to Existing Network

☐ ☐ Label Pipe slope, length (in LF), and material (do not duplicate label if shown in profile view)

☐ ☐ Depict and label size, type, and location of water valves, mechanical joints, flanges

☐ ☐ Depict thrust blocking (where applicable)

☐ ☐ Depict and label water meters and irrigation meters with defined size

☐ ☐ Water Service Lines (no dual services allowed)

☐ ☐ Depict and label type, service line size, and location of fire hydrants

☐ ☐ Depict and label type, size, service line size, and location of premise isolation

☐ ☐ Depict and label vacuum and air release valves (where applicable)

☐ ☐ Include separate Irrigation Plan (if system to be maintained by City)

☐ ☐ Dimension horizontal separation of water/sewer pipes (as applicable)

☐ ☐ Include design insets of each water/sanitary sewer crossing and label vertical separation of pipes

☐ ☐ Add Note: "Expose Connection Points and Verify Fittings 48 Hours Prior to Distributing Shut-Down Notices"

☐ ☐ GENERAL NOTES (WATER MAIN INSTALLATION) at end of plan section, on separate sheet

PROFILE VIEW

☐ ☐ Depict Proposed Water Pipe

☐ ☐ Label Pipe Type, Size, Length in LF

☐ ☐ Proposed Stormwater and Sewer Pipes (ghosted or shaded)

☐ ☐ Label Existing and Proposed Ground

☐ ☐ Dimension Minimum Cover of Pipe

☐ ☐ Scale (horizontal and vertical)

☐ ☐ Grid Stationing (not applicable where utilities are private)

☐ ☐ Vertical Elevation Increments

☐ ☐ Include note and/or label identifying backfill class and/or specification

SANITARY SEWER

PLAN VIEW

☐ ☐ Proposed sanitary sewer infrastructure, including connections to existing network

☐ ☐ Label pipe slope, length (in LF), and material (do not duplicate label if shown in profile view)

☐ ☐ Depict and label material, length, and location of Side Sewer Lines

☐ ☐ Include flow direction arrows on sanitary pipes

☐ ☐ Manholes, numbered ascending from downstream to upstream

☐ ☐ Public structures shall be numbered as shown on City Comprehensive Sewer Plan

☐ ☐ Cleanouts, numbered ascending from downstream to upstream

☐ ☐ Dimension horizontal separation of water/sewer pipes (as applicable)

☐ ☐ Depict and label thrust blocking (where applicable)

☐ ☐ Depict and label Pipe Sleeves (where applicable)

☐ ☐ Depict and label Grease interceptor location(s)

☐ ☐ GENERAL NOTES (SANITARY SEWER MAIN INSTALLATION) at end of plan section, on separate sheet

PROFILE VIEW

☐ ☐ Scale (horizontal and vertical)

☐ ☐ Grid Stationing (not applicable where utilities are private

☐ ☐ Vertical Elevation Increments

☐ ☐ Depict existing and Proposed Sewer Pipe

☐ ☐ Label pipe type, size, length in LF

☐ ☐ Manhole size, type, rim, invert elevations (in and out), station, offset

☐ ☐ Proposed Stormwater and Water Pipes (ghosted or shaded)

☐ ☐ Label existing and Proposed Ground

☐ ☐ Dimension Minimum Cover of Pipe

☐ ☐ Scale (horizontal and vertical)

☐ ☐ Depict Pipe Sleeves (as applicable)

☐ ☐ Include note and/or label identifying backfill class and/or specification

TRANSPORTATION SHEETS GENERAL

☐ ☐ Existing Vehicular Access Points Across From and Adjacent to Project

☐ ☐ Depict any WSDOT Access Control for Restricted/Limited Access Points

☐ ☐ Provide Street Name, Public or Private on Existing Roadway(s)

☐ ☐ Access Corridor, Label as “Access Corridor” and “Private”.

☐ ☐ Stationing Existing Roadways

☐ ☐ Typical Public Works Cross-section for Each Roadway if Different Classification or Roadway Transition

☐ ☐ Depict and label any Gates

☐ ☐ Depict and label Mailbox Cluster Locations if Plat Development

INTERNAL ROADWAYS

☐ ☐ Label Proposed Roadways (Private, Public, Road A, Road 1, etc.)

☐ ☐ Label Roadway Classification (Arterial, Collector, Local, etc.)

☐ ☐ Depict Roadway Stationing (increasing left to right where possible)

☐ ☐ Station PC, PT, PI and Intersections

☐ ☐ Include Horizontal Curve Information (delta, radius, length, tangent)

☐ ☐ Include Vertical Curve Information (K value, length, stationing)

☐ ☐ Label BCR, ECR

☐ ☐ Depict and label Proposed Survey Monument Locations

☐ ☐ Flow Direction Arrows at Curb Returns Depicting Grade, Spot Elevations on Curb Returns

☐ ☐ Label roadway widths (ROW, EOP, Planter, Sidewalk, Clear zone)

☐ ☐ Driveway Locations

☐ ☐ Crosswalk Location(s) (if applicable)

☐ ☐ RRFB Locations (if applicable)

☐ ☐ Cul-de-sac Radius Labeled (if applicable)

☐ ☐ Guardrail(s) per Most Current WSDOT Std. Plan (if applicable). Include Std. Plan detail

☐ ☐ GENERAL NOTES (ROADWAY CONSTRUCTION) at end of plan section, on separate sheet

CIRCULATION PLAN

☐ ☐ Provide AASHTO sight distance calculations and profiles (separate plan as necessary)

☐ ☐ Proposed pedestrian circulation throughout site and connection to right-of-way

☐ ☐ Design vehicle movements in/out of proposed access points

☐ ☐ Design vehicle movements throughout proposed site (as necessary)

☐ ☐ Include note: “Engineer of Record certifies that proposed conditions will have no obstructions within vision triangles as required by AASHTO standards and City of Gig Harbor Public Works Standards.”

☐ ☐ Label exemptions in sight distance triangles

☐ ☐ Label required distances for emergency vehicle turnaround and access

☐ ☐ Commercial Driveways, provide driveway width dimension(s), throat width and length dimensions

CURB RAMP PLAN

☐ ☐ Individually Designed Curb Ramps in Plan View

☐ ☐ Label length, slope, and elevation on all features of curb ramp (slope percentages shall be compliant with WSDOT Standard F Plan Maximum Slope Percentages. 7.5% ramp slope, 1.5% cross slope preferred

☐ ☐ Label Each Curb Ramp with Specific WSDOT Type

☐ ☐ Include curve data on curb returns (radius, length, tangent, delta)

☐ ☐ Label counter-slope into curb ramp from street

☐ ☐ Include Applicable WSDOT Standard F Plan detail(s)

CHANNELIZATION and SIGNAGE PLAN

☐ ☐ Pavement markings (thermoplastic) with station and offset

☐ ☐ Lane striping, bike lane striping, fog line striping per MUTCD Standards

☐ ☐ Label Blue reflective fire hydrant marker locations per MUTCD Standards

☐ ☐ Clear reflective lane marker locations per MUTCD Standards (as necessary)

☐ ☐ Depict and label Existing and proposed signage with station and offset

☐ ☐ Depict and label Fire lane markings and/or signage

☐ ☐ Approved proposed landscaping locations to identify any plantings/signage conflicts

☐ ☐ On all Cul-De-Sacs Provide “No Outlet” Sign Location

☐ ☐ Depict and label Location of school bus and/or transit bus shelter(s)/pad(s)

ILLUMINATION PLAN

☐ ☐ Roadways labeled

☐ ☐ Show photometric boundary for each calculated region (i.e. Street A, Intersection A, etc.)

☐ ☐ Photometric layouts for each roadway

☐ ☐ Uniformity Ratio Min./Max table for each roadway

☐ ☐ Depict and label Light pole with station and offset, Light pole to be located at back of sidewalk

☐ ☐ Pole type(s), including manufacturer and model number(s)

☐ ☐ Depict Junction box, Junction box to be located at back of sidewalk

☐ ☐ Provide note: “Junction boxes to be welded shut after L & I inspection is complete”

☐ ☐ Schedule 80 conduit in right-of-way

☐ ☐ Schedule 40 conduit wire all other

☐ ☐ Existing and/or proposed service cabinet location(s)

☐ ☐ Include Wire size, type, conduit

☐ ☐ Submit Line loss calculations

☐ ☐ Include Wiring schedules

☐ ☐ Lighting platform, LED wattage(s)

☐ ☐ Location of service disconnects (5%maximum voltage drop from source to farthest light pole)

☐ ☐ GENERAL NOTES (Roadway Illumination Construction) at end of plan section, on separate sheet

FRONTAGE IMPROVEMENTS – PAVING PLAN

☐ ☐ One full lane width of asphalt pavement overlay, dimension

☐ ☐ Depict, label, and dimension proposed Curb and gutter pan

☐ ☐ Depict, label, and dimension proposed Sidewalk

☐ ☐ Depict, label, and dimension proposed Planter strip (if applicable)

☐ ☐ Depict and label Proposed street light locations per Illumination Plan

☐ ☐ Depict and label Existing/proposed crosswalk(s)

FINAL LANDSCAPING AND IRRIGATION PLAN consistent with the requirements of GHMC 17.78.030(B) and including:

☐ ☐ Community Development Director Signature block in lower right-hand corner of all landscaping plan sheets

☐ ☐ Tree Protection Barricade per GHMC 17.78.092(D) in the plan view and a tree protection barricade detail.

☐ ☐ Delineation of no-construction zone, or qualified arborist report per GHMC 17.78.092(A).

☐ ☐ Tree clearing protocol (NOTE: Also include on Clear and Grade Plans or Civil Erosion Control sheet). Include protocol approved under Land Use Permit, or qualified arborist report. If no protocol was approved, the following language shall be included on the plans:

A. Clearing limits shall be identified with a 4-foot high orange barrier fence. Trees to be saved near the clearing limits shall include standard tree protection measures as detailed in GHMC 17.78.092(D). Tree protection fencing shall be placed at the outer edge of the 10-foot No Construction Zone as required by GHMC 17.78.092(A).
B. For proper tree removal to occur, the contractor shall implement the following steps for clearing activity:
    1. Surveyor shall stake clearing limits
    2. A rubber-tracked backhoe removes the understory and brush to allow visual and physical access for the review of trees to be removed and/or tree protection alternatives by owner and City Planning staff
    3. Owner or representative, owner's arborist, and Planning staff to review and inspect clearing limits and trees scheduled for removal or protection within tree retention areas
    4. Contractor shall place tree protection fencing as directed by Planning Staff and approved arborist report
    5. Planning staff shall inspect fence with a project representative (preferably the project arborist) prior to commencement of clearing activity

6. Prior to Planning division approval of Occupancy permits for the development, the owner's arborist shall revisit the site to inspect all retained trees to assess any impacts to them from the development. If impacts are found, arborist shall produce a report detailing the location, size and species of trees and any recommendations for replacement using GHMC 17.99.240(E) and 17.78 as guides

REPORTS

☐ ☐ Final Storm Drainage Report

☐ ☐ Final Sewer Hydraulic Report (if requesting City sewer service)

☐ ☐ Final Water Hydraulic Report (if in City of Gig Harbor water service area)

☐ ☐ Geotechnical Report

☐ ☐ Roadway Illumination Calculation Report (20-foot poles and higher)

☐ ☐ Maintenance and Source Control Manual

☐ ☐ Stormwater Pollution Prevention Plan (SWPPP)

☐ ☐ Stormwater Maintenance Agreement (draft)