



Planning Division CLIENT ASSISTANCE MEMO

Intake Appointment FAQ

When is an intake appointment required?

You do NOT need an intake appointment if you are applying for:

- Final Short Plat (SPF)
- Special Use Permit (SUP)
- Sign Permit (SIGN)
- Administrative Design Review (DRB)
- Land Clearing (LC)
- Alternative Landscape Plan (ALP)
- Nonconforming Review (NCR)
- Boundary Line Adjustment (BLA)
- Minor Plat Revisions (PPLATR)
- Minor amendments to a PRD/PUD
- Temporary Trailers (TEMP)
- Home Occupations
- Stand-alone building permit

You DO need an intake appointment for ALL OTHER land use applications.

What should I expect at my intake appointment?

- The purpose of an intake appointment is for you to submit ALL of your application materials. If all of the application materials are submitted, the City will accept your application and issue a Determination of Complete Application (DCA). The DCA starts the City's 120-day review clock. If you are missing some of the application materials or they are not in an acceptable format, the City will not accept your application.
- Intake appointments are scheduled for Tuesday mornings and last about an hour. They require an appointment. Please contact Cindy Andrews at (253) 851-6170 or planningintake@gigharborwa.gov to schedule your appointment.
- Applicants will meet with representatives from Planning, Engineering and Building at the Planning Counter.
- You can find a list of the application materials you need to bring by project type at: <https://www.gigharborwa.gov/234/Checklists-Applications-Fees>

This webpage contains general application information (fees, application information, environmental checklists, the general permit application form, etc.), project specific checklists, and information about design review.

What if my application is incomplete?

- If your application is incomplete, the City will tell you so at the time of the appointment and will provide you with a written list of the remaining items you need to complete your application.
- The City does not review application materials for code compliance until ALL of the application materials have been formally submitted and the City has issued a Notice of Complete Application.
- The City will not accept any items individually. All materials will be accepted together once the application is complete.
- Once you have gathered the remaining items, you will need to schedule another intake appointment.