



Planning Division
CLIENT ASSISTANCE MEMO

Pre-Application Process FAQ

Is a Pre-Application Conference Required?

Pre-application conferences are optional, but highly recommended for all Type II and above applications; the same type of applications that require an Intake Appointment.

Why Should I Request a Pre-Application Conference?

- The pre-application conference allows representatives from relevant departments (planning, building/fire, engineering, etc.) an opportunity to review your project and provide you with comments before you've spent significant time and money on the design.
- The City staff will also answer any questions you may have about the codes, fees, regulations or design standards.
- The City will explain the development review process and expected timelines to permit approval.

How Can I Make the Best of a Pre-application Conference?

- The City will review whatever you bring in. However, the City can provide you with better information and answer questions more specifically if you provide more detailed site and architectural plans before the meeting.
- Include in your submittal a list of your questions so we can review them before the meeting.
- Provide the City with the most accurate plans you can when you schedule the conference. The City will review the proposal you bring in. If there are major revisions to the plan such that the site plan or architectural plans are significantly different from the time you requested the meeting to the actual meeting date, the City may choose to reschedule the meeting to give us more time to review the current plans.

What Can I Expect from a Pre-application Conference?

- Before the meeting, the City staff will review your pre-application materials and create a written memo. This memo will list the applicable codes and standards from the City's zoning, subdivision and building codes and relevant sections of the Design Manual. The level of detail for this code review will depend on the quality and quantity of information you provide.
- The City will explain the application process and timelines.

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- You will be able to meet with and ask questions of members from the planning, building/fire, engineering departments, and Fire District #5, as applicable.
- After the meeting, you will receive an audio recording of the meeting in the form of a CD or web link.
- The City will also provide relevant application forms.

What is the Process for a Pre-Application Conference?

- You must reserve a pre-application conference meeting. All meeting reservations are first come; first served.
- Conferences are held on the 2nd and 4th Wednesday of each month in the afternoon.
- The City holds two pre-application conferences per meeting day; each is limited to an hour.
- You must reserve your pre-application conference no later than 3 weeks (21 days) ahead of time.
- There is a fee for a pre-application conference. Please see the current fee schedule at <https://www.gigarborwa.gov/234/Checklists-Applications-Fees>

Are the Results of the Pre-Application Conference Binding?

- The City will attempt to provide you with the most accurate information possible based on the information you present.
- The advice the City gives you during the pre-application conference is subject to change based on several factors including changes in your plans and potential changes in the code or regulations between the time of the pre-application conference and when you turn in a completed application.
- The City will review our notes from the pre-application conference at the time of your intake appointment to ensure that you have worked out any changes suggested during the pre-application conference and to confirm you have all of the required documents.

Client Assistance Memos are not intended to replace the Gig Harbor Municipal Code. Should you have any questions regarding this information please call the Planner of the Day at (253) 851-6170.

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