



MISCELLANEOUS PLANNING REVIEWS

SEE INSTRUCTIONS FOR SUBMITTAL REQUIREMENTS ON THE BACK OF THIS FORM

Submittal Standards	ACCESSORY ELEMENT INSPECTION	COMPREHENSIVE PLAN AMENDMENT	HEARING EXAMINER ANNUAL REVIEW	INNOCENT PURCHASER REVIEW	NON-CONFORMING USE CONFIRMATION	RECORD RESEARCH – CLOSED STUDY	REQUEST FOR CLARIFICATION	SITE SPECIFIC INFORMATION LETTER	ZONING CERTIFICATE	RECEIVED
Letter of Authorization	√		√	√						
Description of Request	√	√	√	√	√	√	√	√	√	
History of Uses on Site				√	√					
Site Plan	√				√			√		
Design Standard Checklist										
Vicinity Map	√				√			√		
Assessor/Treasurer Segregation				√	√					
Affidavit				√						
CARLS					√			√	√	
Fee	\$252	No Fee	\$378	\$170.10	\$1000	\$378	\$630	\$252	\$252	

Submittal Standard Instructions

LETTER OF AUTHORIZATION: If not the applicant, the property owner must sign authorization for the applicant who is acting as the agent.

DESCRIPTION OF REQUEST: Provide a detailed description of the nature of your request (see back of form).

SITE PLAN: Site plan must be drawn to scale (not less than 1"=100'), show all property corners, existing and proposed structures, adjacent roads, all storage tank locations, all easements, well locations and north arrow. Site plans shall be at least 8 ½"x11". Refer to code 18J.30.040 if located in the Parkland-Spanaway Community Plan area and 18J.40.040 if in the Gig Harbor Community Plan area.

DESIGN STANDARD CHECKLIST: Design Standard Checklist is required for all applications that trigger design review. A Design Guideline form is required for applications that require a Site Plan Review.

VICINITY MAP: Also, provide detailed directions to the site.

ASSESSOR TREASURER SEGREGATION INFORMATION: Provide copies of segregation.

HISTORY OF SITE: Provide a detailed chronological list and description of uses that have occurred on the property. Also include information such as: number of employees, square footage of structures used (see back of form)

FLOOR PLAN: Identify all existing and proposed uses on the floor plan.

AFFIDAVIT: Must be signed, notarized and recorded with the Pierce County Auditors office; except for Innocent Purchaser Status requests.

CARLS: Critical Area and Resource Land Checklist, available at the Development Center.

Signature of Land Use Planner (Complete Request)

Date

