



DEPARTMENT OF COMMUNITY DEVELOPMENT

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SITE PLAN CHECKLIST

Site plan **must** be legible.

Site Plan Checklist

Only a complete site plans can be accepted at time of appointment. The permit technician is unable to complete the site plan for you. If you have questions please call before submittal.

You must ensure that every item below is included in the site plan. Check each item below when completed in site plan. The permit technician will review at time of submittal, incomplete site plans will be returned.

DCD YOU


_____ **Title Block**

Indicate applicants name, site address, Assessor's Tax Account # (Parcel #).

_____ **Scale - prefer engineer scale to architect scale**

Indicate map scale. Use appropriate scale and note it on your site plan. (example - Scale 1" = 40')

_____ **North Arrow**

Show an arrow indicating the NORTH direction. 

_____ **Property Boundaries / Easements - full site plan is needed, attach detailed plan if needed**

Show property lines and all easements (utility, drainage, dike, access, railroad, etc). Indicate site dimensions. Include building footprint square footage and names of adjacent roads.

_____ **Driveway**

Show entire length and width of driveway in feet. Indicate grade of driveway in percent (%) slope.

_____ **Building Footprint**

Show location and dimensions of all existing and proposed buildings or structures. If this project includes an addition, clearly show the addition different from the existing building. Identify each building by its use (residence, garage). Indicate any decks, porches, or retaining walls.

_____ **Impervious Surface**

Indicate the amount of new impervious area. Label new and old impervious areas. Include the sq/ft of building, roof area, parking area, patios and any new driveway (including non-paved driveways).

_____ **Setbacks**

Indicate the building setbacks from all property lines with a dashed line. Include distances between structures, and distances from structures to critical areas, including shoreline setbacks when applicable.

_____ **Power Lines from property boundary to structure**

_____ **On-Site Septic System Location or Sewer Lines**

Indicate method of sewage disposal. See back side for septic site plan requirements.

_____ **Well Location or Water Lines - must show 100 foot radius around well.**

Indicate the drinking water supply (existing and/or proposed, public or individual). Show all private well(s), public water mains and water supply pipes to all buildings.

_____ **Propane**

Show the location of the propane tank (if any).

Propane is prohibited in locations such as basements or pits or anywhere gas can unsafely collect.

Propane tanks > 125 gallons - minimum setback of 10 ft. from property line and buildings.

Environmental Health Requirements

Note - this building permit application may require you to bring your septic system up to current codes.

DCD YOU

- On-site septic system location or sewer lines (existing and/or proposed).
- Show measurements from the foundation to septic tank, drainfield and reserve area.
- Sewage transport line
- Current O&M inspection.
- Reserve area
- Is the stormwater diverted from drainfield / tank area? Show measurement from stormwater facility facility to septic tank and drainfield.
- Are all septic system components completely installed (tanks, transport lines, drainfield)?
- Is the septic system finalized, please contact EH to see what requirements they may have.

Water

- Well location(s) with a 100 foot radius around well.
- Water Lines and water meters, from water source to all buildings.

Land Use Requirements

DCD YOU **SPAAD** If you have a SPADD on this property- you must show the approved building envelope.

Shorelines

- For shoreline properties, show the ordinary high water mark (OHWM), the shoreline buffer, the shoreline setback, and the distances from OHWM to all structures, including structures within 300 feet from both sides of property.

Slope

- Indicate slope (elevation change) of building site. Use contour lines or arrows to show direction and percent (%) slope(s). Identify slopes greater than 15%.
- Percentage % of slope = Rise (height) divided by Run (distance) multiplied by 100.

Critical Areas

- Show all critical areas such as geologically hazardous areas, wetlands, rivers, streams, ponds, etc.

Stormwater

- Method and location of stormwater disposal facilitates such as rain gardens, splash blocks, dry wells based on the current Stormwater Management Manual for Western Washington.

Commercial Building Requirements - in addition to items above.

A site plan prepared by a licensed civil engineer, architect, or landscape architect containing the following information in addition to the general information required above.

DCD YOU

- Existing structures and significant features on the subject property and on adjacent properties.
- Property lines, adjoining street and immediately adjoining properties and their ownership.
- The layout of an internal vehicular and pedestrian circulation system, including location and dimensions of existing and proposed improvements on public right-of-way such as roads, sidewalks, and curbs.
- Corner grades and existing contours of topography at five-foot intervals.
- Existing and proposed grades and volume and disposition of excavated material, if applicable
- Natural drainage direction and storm drainage facilities and improvements.
- Locations of all existing and proposed utility connections.
- Parking spaces and driveways.
- Identify all uses in existing and proposed structures.
- Proposed landscaping.