



Small Town. Real Life.

SITE PLAN REQUIREMENTS

A site plan is a map or “plot plan” of your property showing existing and proposed conditions. Site plans submitted as a part of your permit application package will include all the site features and information listed below (depending on your site and scope of project, of course). Assume all items are required unless they are not applicable (N/A) or not relevant to your project or project site.

Unless otherwise noted, all site plans and drawings must be drawn and plotted to a standard engineering or architectural scale (e.g. 1”=20’, ¼”=1’, etc.) The sheet size, scale, north arrow and scale bar must be noted on the document. Information about the author must be noted. Plans labeled “not for construction” or “draft” will not be accepted.

If your plans are too busy or unreadable when showing all required content listed below, then they may be separated into various sheets (e.g., hardscaping plan, utility plan, etc.) However, staff may require you to show certain elements all on one plan sheet if they cannot determine code compliance with them separated. *For example, tree protection measures should be shown on all plan sheets for staff to determine that no construction work will extend into these areas.*

General Site Plan Features & Information

Whenever new construction or exterior work is proposed, it is important to identify the piece of property where the work is to occur, the relationship of that work nearby properties and streets, and the scope of the work that is to occur. The site plan must be stamped by a professional engineer licensed in the State of Washington if the permit is related to a subdivision.

	Required	N/A
Title Block (Sheet Title, Subdivision Name, Lot Number/Address, Parcel Number, Model/Elevation, Zoning Classification, Company Name and Information, Site Plan Author and Contact Information, Drawing Date, Revision Number, Property Owner and Contact Information)	[]	
A North arrow indicating the direction North.	[]	
The map scale. A scale of 1” = 10’ is minimum. Minimum sheet size of 11”X17”.	[]	
Property lines, easements (utilities, access, etc.), and their dimensions.	[]	
Lot Size (in square feet)	[]	
Legend (unless features are directly labeled—all features must be identified)	[]	
Lot Corners and their Final Elevation	[]	
All required Setbacks (building, sensitive area, street, tract, alley, garage, rear yard, side yard, etc.)	[]	[]

Contour Lines at 2-foot intervals (existing in light grey, final in black bold)	[]	[]
The dimensions between buildings, and from buildings (including overhangs and projections) to all property lines.	[]	
Label structures to be demolished, such as detached garage, shed, single family house.	[]	[]
Clear distinction between any existing and proposed buildings or site features. (e.g. shade existing or proposed)	[]	[]
Building Footprint & Eave Outline		
The locations and square footage of all existing and/or proposed driveways, walkways, decks, patios, and other impervious surfaces, indicating surface materials and dimensions.	[]	[]
All streets and alleys, with street names. Note the nearest cross street.	[]	[]
The location, dimensions and square footages of all existing and proposed buildings.	[]	[]
The use of each building or area (garage, residence, ADU, shop, shed, etc.). Include window wells, retaining walls, rockeries, and fences.	[]	[]
Finished grades, any steep slopes (15% or greater) and/or fill areas.	[]	[]
The height of fences, decks, retaining walls and rockeries (top and base).	[]	[]
Building Height Calculation (see DMC 14.64.130.A)		
Finished floor elevations, including garage floor, building corner elevations.	[]	[]
If a geotechnical report has been provided, ensure any relevant geotechnical recommendations are clearly shown, such as identified critical areas and buffers.	[]	[]
Lot coverage (area of impervious surface) and supporting calculations. Provide separate subtotals for buildings, driveways/ parking areas, and walkways/ patios. Identify existing, proposed, and replaced impervious surfaces.	[]	[]
Building Coverage (if applicable to zone) square footage expressed as a percent	[]	[]
Floor Area Ratio (FAR) calculations shall be provided by structure (garage, house, shed, etc.) and area (in square feet) by floor of existing and proposed structures.	[]	[]
Existing/ proposed improvements within the right-of-way showing sidewalks, curb or curb and gutter, storm drain pipe, catch basin, street trees, and fire hydrants.	[]	[]
Drainage facilities- positive drain, downspouts, catch basins, flow control devices, and infiltration facilities.	[]	[]
Significant & Exceptional Trees (Inner and Outer Critical Root Zones)	[]	[]
Designated usable private open space	[]	[]

Sewer and Storm Connection Locations and IEs (bolded). Note on plans if sewer check valve will be required or not (required when elevation of lowest fixture is above elevation of upstream manhole rim elevation)	[]	[]
Driveway Detail (elevations, width, length, slope. Note: Max slope is 12%). Strip Drain required for reversed slope driveway (show tie-in)	[]	[]
Any Sensitive Areas and Associated Buffers	[]	[]
Storm Drainage (both natural and constructed drainage ways)	[]	[]
Location & Species of Required Yard Trees (DMC 14.40.075) – Lots formed after 2017.	[]	[]

Sample Site Plan

