



DRAWING A SITE PLAN

All drawings shall conform to the following requirements.

Standard Site Plan Requirements (See Shoreline & Critical Area requirements on Page 2)

1. **Sheet size** – Preferred sizes are 8½"x11", 11"x17", 18"x24", or 24"x36". An 8½"x11" site plan is acceptable only if all information can be shown at a legible and reproducible scale. One 8 ½"x11" reduced copy is required for recording by the Auditor for Land Use Permits (not to be confused with BUILDING PERMITS). We must receive at least one site plan at or reduced to 8½"x11" or 11"x17". Two-page plans are acceptable as well (large and small scale).
2. **Title Block** – Locate the following information on the right hand or bottom margin of all sheets:
 - Owner's Name
 - Date
 - Owner's Address
 - Site Address
 - Page Number
 - Tax Parcel Number
 - Lot Description
 - Drawing Title
 - Drawing Scale
 - Revision Date & Number
 - Name, Address & Phone number of person preparing drawings
3. **Scale** – All site plans should be drawn to a standard Engineering scale. Indicate scale with bar symbol for plan reduction integrity. Site drawings are preferred to be at a scale of 1" = 20', 30', 40', or 50'. Scales of 1" = 100' or 200' should only be used for very large parcels, and then a smaller scale drawing should also be submitted to provide greater detail of the area where new work is proposed.
4. **North Arrow** – Include on all site and related drawings (i.e., vicinity map, detail enlargements, floor plan).
5. **Property Lines** – Show the location and dimension of all property lines.
6. **Limits of Work** – Show all proposed Limits of Work and existing development areas defined as areas directly altered as a result of development including, but not limited to, the area containing structures, driveways, gardens, landscaped areas, areas of grading, excavation, or fill.
 - 6a. **Estimate of Timber Removed** -- Site plans for undeveloped forested land on parcels over 2-acres in size shall indicate Estimate of Timber Removed for design (measured in board-feet)*.
 - 6b. **Estimate of ground disturbance** (measured in cubic yards)- This is the cumulative measurement of all grading activities including fill and excavation.
7. **Easements** – Show location for all existing and proposed utility, open space, drainage, view, and access easements and/or private roads; draw to scale and accurately dimension.
8. **Existing and Proposed Structures** – Show location, dimensions (including height), and use of all existing and proposed buildings and structures on the site, include number of rooms and bedrooms; show distances to EACH property line from the furthest most projection of the structure, including overhangs, stairs, and decks. All setbacks are measured to the furthest most projection of any structure, including overhangs, stairs, and decks.
9. **Adjacent Buildings, Wells, and Septic Systems** – When your building, well or septic system is within 50 feet of any adjacent property line, you must show all buildings, septic systems and well locations on the adjacent parcel that are located within 50' of the property line. Show distances from the adjacent property line to the neighboring structures.
10. **Setbacks** – Show applicable minimum setbacks to ALL property lines and to centerline of adjacent right-of-ways (ROW's), unless another ROW setback is applicable.
11. **Driveways and Parking** – Show location of on-site driveways and parking, and square footage of all existing and proposed impervious surfaces.
12. **Adjacent Roads** – Locate and label the existing roads or rights of way, both county and private. Show centerlines.
13. **Spot Elevations and Topography** – Show surface elevations at each corner of the site and at each corner of the structure base. Where any portion of the parcel has a slope that exceeds 1:10, show existing and proposed contours at 5-foot intervals.
14. **Show location of Water Supply, Utility/Service Lines and Storage Tanks** – Include zones of protection for well,

and zones of protection for any well on adjoining property that extends across property boundaries. Also see item 7 for additional requirements.

15. **Show location of all Sewage Disposal Systems** – Include location of all test holes for sewage disposal permits and the general area and layout planned for the sewage disposal system. If the system is built, show as built.
16. **Critical Areas and Site Drainage** – Show all ponds, wetlands, streams, bodies of water, their respective buffers and tree protection zones (see requirements 24 & 25 below for added detail) and drainage for site.
17. **Stormwater Management Plan Elements** – Show all existing and proposed stormwater management plan elements accurately. Mapped elements shall be consistent with all other permit application components.
18. **Site Profile** shall also have scale and may be included on stand-alone sheet or on same sheet as site plan.

Parcels with Shoreline and/or Critical Areas**

19. **Ordinary High Water Mark (OHWM)** – Field located OHWM must be shown for all shoreline parcels.
20. **Seaward Property Line(s)**- Show seaward property line(s) in addition to those in requirement 5.
21. **200’ Shoreline Jurisdiction** – Show a line marking 200 feet from OHWM for all shoreline parcels. This line should follow the contour of the shoreline.
22. **Lot Width** – Indicate lot width at seaward facing edge of buildings for all shoreline parcels.
23. **Shoreline Aesthetic Setback**- Show setback as 100’ from the top of the bank (TOB) to the seaward face of the structure(s) for all shoreline parcels. If there is sufficient vegetative screening to obscure the proposed structure (must be demonstrated in application and trees indicated in site plan) the setback may be reduced to 50’ from TOB. If there is no TOB, then measure from OHWM.
24. **Fish and Wildlife Habitat Conservation Area (FWHCA) Water Quality Buffer**- The Water Quality Buffer is measured from OHWM of marine/shoreline waters, ponds, lakes, or bank-full-width (BFW) for streams. Buffers depend on the size of the parcel and slope from the OHWM/BFW to the edges of proposed structure:

Parcel Size < 1 acre	Parcel Size ≥ 1 acre
100’ if slope is < 30%	75’ if slope is < 30%
150’ if slope is ≥ 30%	112.5’ if slope is ≥ 30%

25. **Tree Plan & Tree Protection Zones (TPZ’s) 1 & 2** – For all trees, show species and trunk ≥ 6 inches diameter at breast height (DBH; measured at 4-feet above the ground) located within the 200’ shoreline area and within 50’ of proposed Limits of Work. Trees more than 50’ from all Limits of Work may be represented with generic symbol (e.g. tree cloud).
 - **Critical Root Zones Near Limits of Work:** Tree plans must show critical root zones where clearing and grading will extend into the tree canopy. Critical root zones equal 1-foot for every inch of DBH and is measured from the center of the tree.
 - **Tree Protection Zone 1 (TPZ1) Requirements:**
 - i. Extends 35 inland of OHWM/BFW, including any dripline areas extending into TPZ2 (no trees may be removed from this zone)
 - ii. Include dripline areas (aka ‘canopy extent’) for all trees in TPZ1
 - **Tree Protection Zone 2 (TPZ2) Requirements:**
 - i. Extends from 35’ to 110’ inland of OHWM/BFW, including any dripline areas that extend past TPZ2
 - ii. Indicate trees proposed for removal
26. Additional case specific information including, but not limited to:
 - **Coastal Geologic Buffer(s)** for nonbedrock shorelines as determined by approved geotechnical report
 - **Wetland Boundaries, water quality buffer(s), and habitat quality buffer(s)** as delineated by approved wetland report
 - **Stream(s), Water Quality Buffer(s), and TPZ’s** as determined by approved FWHCA report
 - **FEMA Floodplain Elements**- Structures proposed in frequently flooded areas must include the following
 - i. **Surveyed Spot Elevations** at all corners of proposed structure
 - ii. **Surveyed Contour Lines** at 1-foot intervals

**For projects involving over 5,000 board-feet of timber removal for regulated parcels, a forest practices permit (filed with Washington Department of Natural Resources) may be required. We may ask for additional clarification concerning timber cut in preparation for development.*

***For shoreline parcels: Applicants shall provide photographs taken from the shoreline toward the project site and from the project site to the shoreline.*