

DRAWING A SITE PLAN

STEVENS COUNTY LAND SERVICES PERMIT CENTER

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Customer Service Bulletin # **GEN-3**

A successful project includes a complete and accurate site plan (also called a plot plan). Site plan review is required for any development in the county, including building permits, sewage permits, structures that are exempt from building permits (i.e., barns, garages, outbuildings). The Site Analysis Application and site plan may be applied for **prior to or in conjunction with** submitting an application for another permit. Site preparation should not occur until the site analysis is complete to insure all applicable buffers are maintained. The Planning Division will perform the site analysis and provide a copy of the approved site plan to the applicant. Please submit the completed site plan to the Building Division with your application for the building permit.

A scaled plot plan drawing is preferred in order to locate improvements accurately. If your property is larger than a few acres, it is helpful to attach a sketch map of the entire parcel showing outside boundaries. Denote with cross hatch a smaller acreage area around the building site on the sketch map and then draw your plot plan of that smaller area according to the instructions below (see Figure A for example). If you prefer to use your own graph or drawing paper for the site plan, that is fine. Just be sure to provide the requested information.

Zoning Classification	Required Structural Setbacks(1)
Urban Residential : R-1 R-2	20 feet front & rear 10 feet side 5 feet all property lines
Business (B) & Industrial (I)	0 feet
Urban Reserve (UR) & all Rural Area (RA-5, -10 & -20) Forest (F) & Agriculture (A) Rural Agriculture (AR) & Rural Community (RC) Crossroad Area (CR) & Small Resort (SR)	10 feet
Master Planned Resort (MPR) Fully Contained Community (FCC) Major Industrial Development (MID)	Per 3.05.030 Per 3.05.040 Per 3.05.050

(1) Setbacks as described are the minimum required property line structural setback from abutting adjacent properties, provided however, if such abutting property is an alley, road, or utility easement the setback is a minimum of three (3) feet from the right-of-way or easement line.

An accurate and detailed plot plan is required. The plot plan must show all existing and proposed items along with the distances between each item and distances from lot lines.

- Show an arrow indicating North.
- Show size and dimensions of the property.
- Show existing and proposed structure locations, including distances to other features. Please be sure to label all structures, **including decks**. Identify dimensions of structures. If the project includes an addition to an existing building, please show the addition in contrast to the existing building. Decks are considered a part of the structure for the purpose of determining setbacks.
- Show existing and proposed on-site sewage systems, along with locations designated for replacement drainfields. Show proposed test hole locations.
- All existing and proposed driveways and roads, including public roadways and private easement.
- All easements and utilities including all underground and overhead power lines, phone lines, water lines, etc.
- Existing and proposed wells and waterlines along with any wells within 100 feet of the property lines.
- Show all surface water such as lakes, creeks/streams (both year round and season), wetlands, ponds, etc, including distances from the ordinary high water mark (OHWM) to all other features.
- Show topography including all slopes, drainages and elevations of the site.

SHORELINE PARCEL ADDITIONAL INSTRUCTIONS

Projects on properties within 200 feet of major shorelines or wetlands will be reviewed for conformance with the protective regulations established by the county's Shoreline Master Program (SMP) and Critical Area Ordinance (CAO). Although construction of a single family residence **may be exempt** from SMP permitting requirements, it still must be reviewed for consistency with SMP policies and regulations. The SMP issues affecting your shoreline property's site plan primarily deal with setbacks from the Ordinary High-Water Line (OHWL), building height and the project's potential impact on the shoreline and it's natural processes. Setbacks may vary based on when the subdivision lot was established, existing development on adjacent properties or if there are unstable/sensitive banks.

The Critical Area Ordinance establishes buffer areas and limits construction within 200 feet of wetlands. Buffer areas will vary depending on the wetland rating. The CAO also addresses impacts relating to flood zones, fish and wildlife habitat, aquifer recharge areas and geologically hazardous areas (such as steep or eroding slopes).

Contact the Planning Department for specific information on regulations that may apply to your shoreline property and proposed project. Submittal of a JARPA application is required for any construction within 200 feet of a shoreline regulated by the SMP.

- The plot plan must be drawn to scale. Use any appropriate scale provided the scale is noted on the plot plan and all the required features can be shown.
- Show the ordinary high-water line (OHWL). Identify if the OHWL is natural bank or manmade retaining wall.
- Show any existing structures located within 300' of your side property lines. **Show the structures' setbacks from the ordinary high-water line.** It may be easier to show this information on a separate sketch that denotes your property and adjoining parcels. If your property is within a subdivision, you can use a copy of the plat.
- A typical cross section or cross sections showing:
 - a. Existing ground elevations
 - b. Proposed change in ground elevations, if applicable
 - c. Height of existing structures
 - d. Height of proposed structures
 - e. Where appropriate, draw proposed land contours using 5-foot intervals in water area and 10-foot intervals on areas landward of ordinary high-water mark, **IF** development involves grading, cutting, filling or other alteration of land contours.
 - f. Identify source, composition and volume of fill material.
 - g. Identify composition and volume of any extracted materials and identify proposed disposal area.
 - h. Identify shoreline designation according to the Stevens County Shoreline Master Program.