



# Site Plan Requirements Checklist

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Permit #:

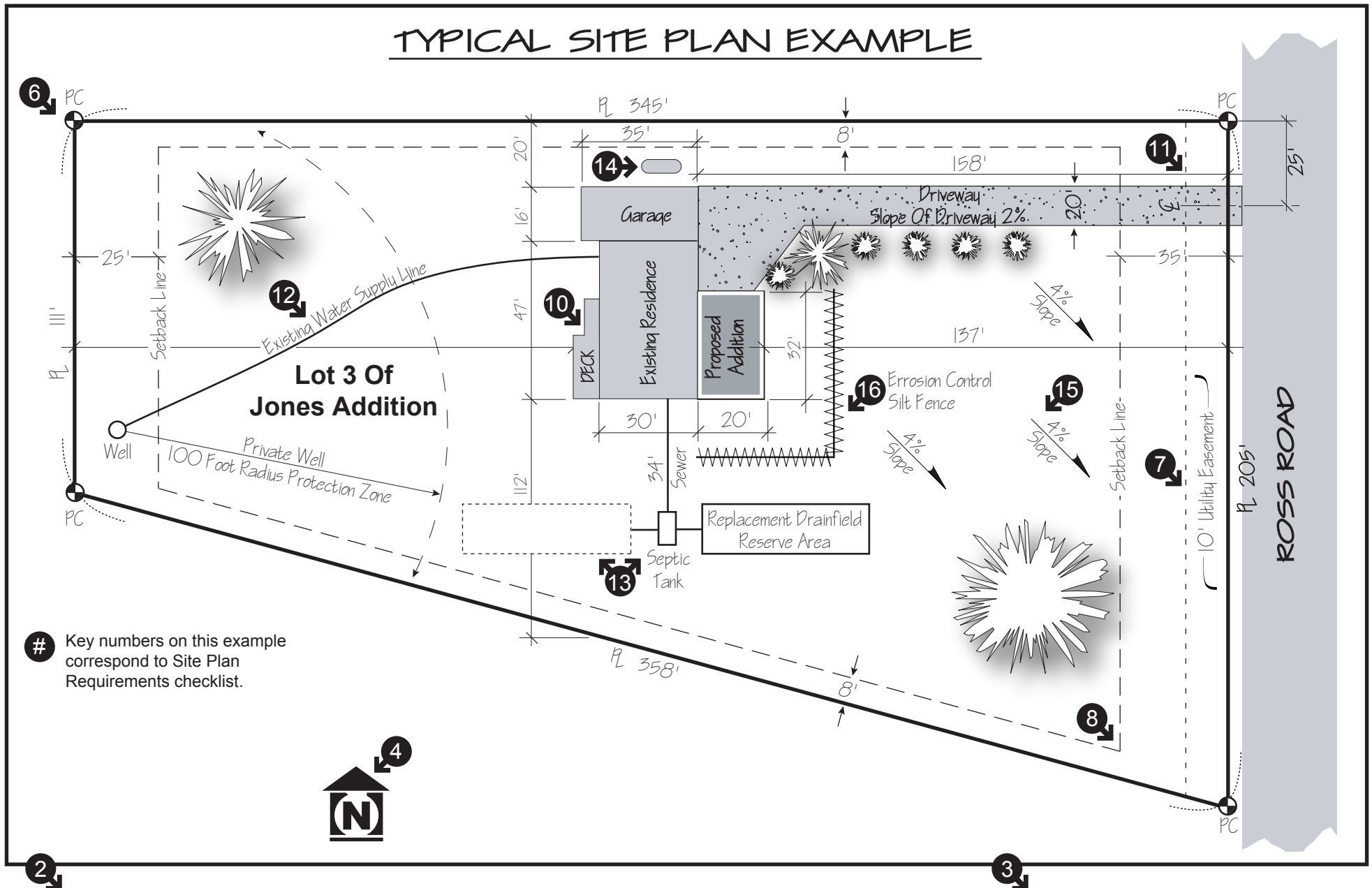
Accepted by:

See page 2 for examples of how to draw each element. Place a checkmark (or N/A) in the box in the App(licant) column when you have placed the element on your site plan. County permit staff will review the same checklist using the PDS column. Staff cannot accept applications without each of the required elements.

## PDS App Required Element

		<b>1. Paper:</b> All site plans must be clearly and accurately drawn on 8½ x 11 (letter) or 11 x 17 (tabloid) paper. If you need more space, you may logically divide your site and draw each portion on a different page, or use layers.
		<b>2. Title block:</b> Applicant's name, site address, date, and assessor property ID number (P-number) for the subject property.
		<b>3. Scale:</b> Include map scale. Use any appropriate scale, e.g., Scale: 1" = 40'.
		<b>4. North arrow:</b> Show an arrow indicating the north direction.
		<b>5. Existing vs Proposed.</b> Clearly differentiate on drawings between existing and new conditions or improvements. Use the abbreviation (E) to indicate existing.
		<b>6. Property boundaries:</b> Show the property lines of all relevant parcels.
		<b>7. Easements:</b> Show all easements (e.g., utility, drainage, dike, access, railroad).
		<b>8. Setbacks:</b> Show the distances from all existing and proposed buildings from all property lines with dashed lines for setbacks, critical areas, and shorelines.
		<b>9. Shorelines:</b> If within 200 feet of the ordinary high water mark (OHWM), show the OHWM and setbacks from OHWM to all structures, including neighbors' structures, within 300 feet from both side property lines. If within 500 feet of a dike or levee, show measurements from the landward toe of the dike to the project.
		<b>10. Building footprints:</b> Show location and dimensions of all existing and proposed buildings or structures. Identify each building by its use (e.g., residence, garage). Show roof overhang lines, decks, porches, and retaining walls.
		<b>11. Driveway:</b> Show entire length and width of driveway in feet to a public or private road. Show grade of driveway in percent of slope. Turnouts are required every 300 feet. To create a turnout, the road must be widened to 20 feet for a length of 30 feet to allow vehicles to pull over and emergency vehicles to pass.
		<b>12. Well location and water lines:</b> Show the drinking water supply (existing and proposed, public or individual). Show all wells, a 100' radius around each well, public water mains, and water supply pipes to all buildings.
		<b>13. Septic or sewer:</b> Show method of sewage disposal. For private septic, show existing and proposed tank, drain fields, and lines. Tanks must be 5' from the building foundation and 50' from any well. Drain fields must be 10' from the building foundation and 100' from any well. For public sewer, show location of sewer main and private pipes to buildings.
		<b>14. Fuel tanks:</b> Show the location of any existing or proposed fuel tank (e.g., propane, fuel oil).
		<b>15. Slope:</b> Show slope (elevation change) of building site. Use contour lines or arrows to show direction and percent (%) of slope(s). Identify any erosion or landslide areas as well as any potential unstable slopes greater than 15%. Percentage % of slope = Rise (drop in height) divided by Run (distance) multiplied by 100.
		<b>16. Stormwater management:</b> Show the location and dimensions of existing and proposed: <ul style="list-style-type: none"><li>a. infiltration systems;</li><li>b. stormwater ponds;</li><li>c. drainage ditches;</li><li>d. below-grade pipes;</li><li>e. temporary erosion and sediment control techniques;</li><li>f. clearing limits.</li></ul> See the Stormwater Management Requirements handout for other requirements.

# TYPICAL SITE PLAN EXAMPLE



Name:	JOHN R. DOE	Address:	1142 CROFT ROAD SEDRO-WOOLLEY, WA	Scale:	1" = 40'
Site Address:	12345 ROSS ROAD	Property ID#:	P12345	Date:	6/15/2004