



**Community Development /
Environmental Health / Public Works
Site Plan Checklist**

Site plans shall be drawn to a scale.

The scale used shall be divisible by 10 (e.g. 1"=20', 1"=40', etc.)

The following information should be included with ALL site plan submittals:

APPLICANT INFORMATION

- Name/Address/Phone #/E-mail Address
- Owner
- Design Professional
- Contractor
- Date of submittal
- Map and Tax Lot Number

SITE PLAN BASICS

- North Arrow and Scale Bar
- Property boundaries & right of way lines
- Names of adjacent and intersecting roads and streets
- Road approach width and location
- On-site driveways, roads, and parking/staging/turnaround areas (with dimensions), including any fire department turnarounds/access to meet fire agency requirements

PROJECT FEATURES

'Structures' include all commercial and non-commercial buildings, dwellings, shops, barns, sheds, pump houses, equine facilities, propane tanks and pads, etc.

- All existing and proposed structures and additions (label use and dimensions of each structure)
- All existing and proposed roof overhang lines and downspout locations
- Finished Floor Elevation (FFE) for all proposed structures
- Decks, porches, patios, propane tanks and pads, retaining walls
- All known utilities and utility features



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PROPERTY INFORMATION

- Topography: existing and proposed contour lines at 2-foot intervals
- Location of wells (or water sources) on subject property and neighboring properties within 100' of septic areas
- Existing and proposed septic drain fields and dedicated septic drain field repair areas
- 100-year floodplain boundaries and zone type, if applicable
- All natural features *including major vegetation blocks, trees, ditches, seasonal streams, creeks, rivers, ponds, lakes, springs, wetlands, ravines and cliffs*
- Course and flow direction of all ditches, drainageways, streams, creeks, and rivers
- Inlets, piped stormwater systems, and outlets
- Direction and downhill slope of building site (in percent – see example site plan)
- Identify any landslide, landslide runout, or areas of significant erosion, unstable slopes, and slopes greater than 15%
- Extent of cut and fill areas

DEVELOPMENT DETAILS

- Full extent of all disturbed area associated with construction (*see Disturbed Area Worksheet*)
- Full extent of all impermeable surfaces at project completion (*see Impervious Area Worksheet*)
- Location and extent of Low Impact Development (LID) & Green Stormwater Infrastructure (GSI) methods and systems used at the site
- Type and location of all Erosion and Sediment Control (ESC) measures and ESC Best Management Practices
- Documentation of Oregon DEQ Permit Approval (if applicable)
- Completed Erosion and Sediment Control Permit Application Form
- Completed Disturbed Area Worksheet
- Completed Impervious Area Worksheet
- LID & GSI credit documentation



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SETBACKS AND DISTANCES

- Distance of proposed structures from edge of road and from right-of-way (front property line)
- Distance of proposed structures from adjacent structures on the property and on adjacent property (if less than 50')
- Distance of proposed structures from all property lines
- Distance of proposed structures from septic system (tank, lines, replacement area)
- Distance of proposed structures from all natural features

SEPTIC, WATER AND EASEMENTS FOR APPLICATIONS TO ENVIRONMENTAL HEALTH

It is the responsibility of the owner/applicant to show all easements on the property and to comply with the provisions of the easement.

- A scale of 1" = 50' is preferred
- Distances from at least two property lines to existing and proposed structures
- Dimensions of all property lines
- Location of proposed or existing septic tank, drop box, drain field and replacement drain field or location of sanitary sewer line providing service to the property
- Distances of septic tank, drainfield, and replacement drainfield from proposed structures.
- Location of wells (or water sources) on subject property and neighboring properties within 100' of septic areas
- Distance between the well(s) and existing/proposed drain fields
- Distance between the well(s) and the existing/proposed structures
- Proposed and existing soil test hole locations