


King County
**Department of Development
and Environmental Services**

 900 Oakesdale Avenue Southwest
Renton, WA 98057-5212

206-296-6600 TTY 206-296-7217

SITE PLAN REQUIREMENTS HANDOUT & EXAMPLE

For alternate formats, call 206-296-6600.

Best to print on legal (8 ½ x 14") paper.

ATTENTION: DDES PERMIT APPLICANTS

RE: Site Plan Requirements

The site plan that is submitted with a building permit application is a very important part of the permitting process (see example on page two). **The length of time in processing and the cost of your building permit can be greatly affected by the accuracy of the site plan that is submitted.** If there are items missing from the site plan or if information that is submitted is not accurate, additional time will be spent by DDES review staff working with you to correct any inadequacies.

In order to ensure smooth and timely processing of your permit application, please be sure to submit as accurate and detailed a site plan as possible. It is important that the site plan be consistent with the building plan elevations and the grading questionnaire. You will be asked to correct and clarify any inconsistencies. Below is a checklist of site plan requirements to assist you with the application process. If you have any questions about the site plan requirements, please feel free to contact the **DDES Permit Center** by calling **206-296-6600**.

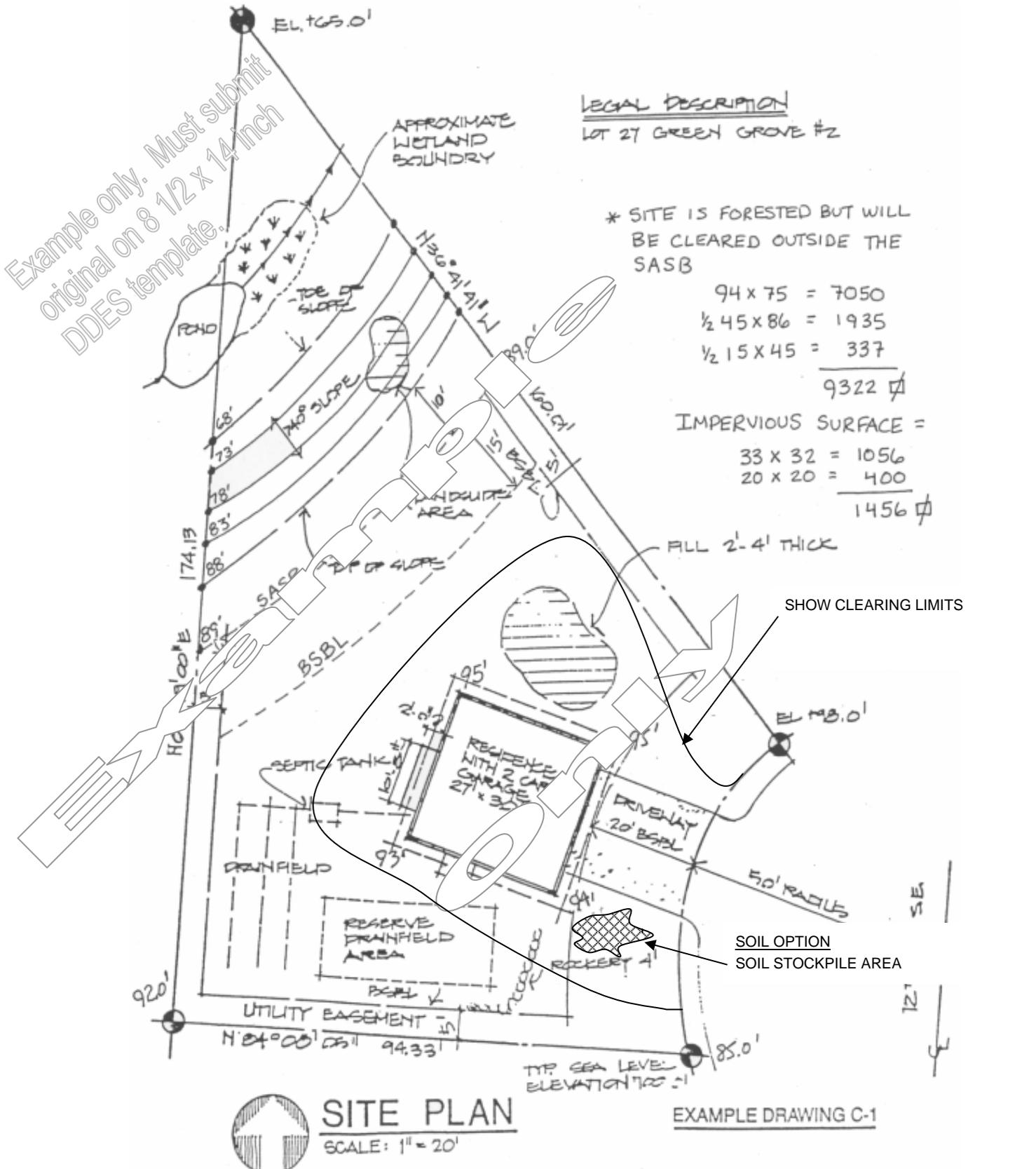
SITE PLAN REQUIREMENTS:

Scale – must maintain an engineering scale; 1 inch = 20 feet, 1 inch = 30 feet.

- No broken property lines – must give dimensions for the property and show the entire lot. For large parcels, draw a two-page site plan, the first page depicting the entire lot at a convenient engineering scale and the second page depicting an enlargement of the developed area at a larger scale (for example 1. = 20. or 1. = 40.). If you have questions about how to show a large parcel, please contact the Permit Center by calling 206-296-6600.
- Either corner finished grade elevations for the property and the building in question or finished grade topography. Topography is preferred as it gives more information that we can use to make a prompt decision. Please reference DDES Customer Information Bulletin 9, *Obtaining a Residential Building Permit*, when topography is required.
- North arrow.
- Driveway must be indicated and dimensioned, from the street to the garage or parking area.
- Show any streets abutting with the property (this includes streets, access easements, and joint use driveways)
- Indicate parking.
- If the property is served by a septic system, show septic system including tank, drainfield, and reserve area – if the permit is for a new residence the location on the site plan must match the approved septic design.
- Show all structures on the property and indicate existing vs. new. Structures include rockeries, retaining walls, decks, porches, and roof overhangs.
- Show well location and well radius.
- Show and dimension all easements.
- Indicate proposed setbacks from the property line to all buildings and from building to building.
- Indicate location and type of all impervious surface areas.
- Must be on legal-sized paper (8 ½ X 14 inches). Note example on page two.
- Must match legal description for the property provided by the applicant as well as assessor's/kroll maps.
- Ordinary high water mark (OHWM), slopes, and sensitive areas (wetlands, streams, flood hazard areas/boundaries, erosion hazard areas, and coal mines) should be indicated on site plan.
- Provide a soil amendment plan. Refer to "Achieving the Post-construction Soil Standard" document.
- Illustrate the clearing limits. Include removal of any trees, shrubs, and/or ground cover.

Check out the DDES Web site at www.kingcounty.gov/permits

Site plans (also known as Plot Plans) for the Building Services Division of the Department of Development and Environmental Services (DDES) must be submitted on the DDES Site Plan Template, which is 8½ x 14 inches in size (example below). To obtain a DDES Site Plan Template, contact DDES at 206-296-6600 or at 900 Oakesdale Avenue SW, Renton, WA 98057, or see DDES forms online at www.kingcounty.gov/permits.



DDES BUILDING SERVICES DIVISION RESIDENTIAL SITE PLAN APPROVAL	For DDES Staff Use Only		Activity/Project No. _____
	Ref: KCC 21A.12.030 Max. Impervious Surface Allowed _____ S.F. Max. Bldg. Height Allowed _____ Ft.	Ref: KCC 21A.12.170 Min. Bldg. Setback from Street _____ Ft. Min. Garage Setback from Street _____ Ft. Min. Bldg. Setback from Interior _____ Ft.	
PERMIT CENTER VALIDATIONS: <input type="checkbox"/> Zoning _____ <input type="checkbox"/> Site Review Not Applicable _____		SITE ENGINEERING AND PLANNING VALIDATIONS: <input type="checkbox"/> General Critical Areas <input type="checkbox"/> Wetland/Streams <input type="checkbox"/> Geotechnical <input type="checkbox"/> Grading <input type="checkbox"/> Shorelines <input type="checkbox"/> Site Engineering <input type="checkbox"/> Floodplain	
Validated Signature _____ Login Initial _____ Date ____/____/____		Validated Signature _____ Login Initial _____ Date ____/____/____	
<input type="checkbox"/> Notice – Historical Landmark <input type="checkbox"/> Notice – Farm Land Preservation <input type="checkbox"/> Notice – Fire Sprinklers Required Date _____ <input type="checkbox"/> Notice – Served by Septic and/or Wells		<input type="checkbox"/> Notice – Special Site Conditions (see attached) <input type="checkbox"/> Notice – Flood Elevation Certificate Required <input type="checkbox"/> Notice – Pre-Construction Conference Required <input type="checkbox"/> Notice – SANT Required	