



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT
RESIDENTIAL BUILDING PERMIT SITE PLAN CHECKLIST

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**SITES PLANS MUST BE ACCURATE, CLEAR, AND DRAWN
TO SCALE. DRAWINGS SHALL INCLUDE:**

1. Draw plans to a standard engineering (i.e., 1" =10', 1" =20', etc.) or architectural scale. List the graphic scale used on the site plan.
2. Include landowner name(s), parcel number, & site address on the site plan
3. Provide north arrow on site plan
4. Show property lines (from a recorded survey), lot dimensions, property corner locations, & adjoining street name(s)
5. Provide a copy of a survey of the subject property with the site plan
6. Show the location, dimensions, and distances to property line of all existing and proposed structures, drain-fields, septic tanks, and wells. Additionally show zone's setback lines.
7. Location of rock construction entrance
8. List lot size square footage & acreage
9. Provide corner elevations of the site & lot topography of existing & proposed grading (drawn at either 2 or 5 foot contours)
10. Location of proposed soil stockpile area
11. Location of decks & patios (existing & proposed; covered & uncovered)
12. Location of driveway (existing & proposed)
13. Sidewalk /walkway location (existing & proposed)
14. Retaining wall /bulkhead location (if applicable)
15. Location of existing septic system &/or well
16. Provide lot coverage calculations for existing & proposed buildings
17. Provide impervious surface calculations (existing & proposed)
18. Location & name of streets /alleys (existing & proposed)
19. Location & purpose of easements (public & private) –if applicable

<p>20. Show the location of drainage, catch basins, low impact development (i.e., rain gardens & bio-swales) –include a complete stormwater plan (see residential stormwater application checklist for more information)</p>
<p>21. Show proposed landscaping (along street frontage, around perimeter, & internally to property) either on the site plan or as a separate landscape plan. List the plants chosen (common name &/or species). Provide landscape area square footage /calculations and how the required minimum landscaping is met. Native plants are preferred.</p>
<p>22. Show the location of utilities (existing & proposed), connection to the sanitary-sewer, storm-water, and potable water service connections</p>
<p>23. Show the distance that the front of the building is to the nearest fire hydrant</p>
<p>24. Show the location of critical areas (i.e., streams /creeks, wetlands, and geologically hazardous areas/ steep slopes) that are either on the subject property or within 300 feet of it –include a critical area report if applicable</p>
<p>25. If the subject property abuts a shoreline, show the location of the shoreline, bulkhead, ordinary high water mark (OHWM) and setback. List the percent slope as measured from top of bank landward. Provide impervious surface calculations for existing & proposed development (from top of bank landward). A shoreline exemption may be required – inquire with PCED for what this entails.</p>