

RESIDENTIAL SITE PLAN SUBMITTAL CHECKLIST



Snohomish County Planning and Development Services

A **Site Plan** is a scaled drawing of your proposed project showing its relation to other lot features and lot lines. It is required so that permit reviewers can confirm that your project conforms to Snohomish County Code. The kind of site plan required will depend on the type and size of your project.

SITE PLAN – Required for all residential projects except the following: a) Mechanical or plumbing only permits, b) reroof and siding permits, and c) demo permits. Note: staff reserves the right to request a site plan for the aforementioned permits in the event a special circumstance is found.

A separate landscaping site plan is required and subject to the [Landscape Plan Submittal Checklist](#) for the following projects:

1. [Temporary Dwellings](#);
2. [Garages or personal storage structures](#) over 2,400 square feet in size; and

Building Permit Site plans shall meet the following criteria (1-15):

- _____ 1. Site plans must be drawn on white paper Do not use graph paper.
- _____ 2. **Drawn to a standard engineering scale** (ex. 1" = 10', 1" = 20', 1" = 30', 1" = 50' etc.).
- _____ 3. **Include a title block** that has the following information: Owner(s) name, north arrow, address, and tax parcel number(s). (*Your parcel number is located on your property tax statement issued by the [County Assessor](#). You can obtain this 14-digit number from the [Assessor's Office](#).*)
- _____ 4. Show the entire property and include accurate **property line dimensions for the legal lot** on which the work is occurring. Refer to [Assistance Bulletin #24](#) for the difference between a tax parcel and a legal lot.
- _____ 5. Show **name and width of adjacent public road rights-of-way**. To obtain right-of-way width, contact Public Works at (425) 388-3488.
- _____ 6. Show the **location and width of any private roads or easements on or adjacent to the site**. Include recordation numbers when available.
- _____ 7. Show any established Critical Area Protection Areas (CAPA) and/or Native Growth Protection Areas (NGPA), proposed CAPA, waterbodies, and slopes steeper than 33% within 300' of the area of disturbance. Waterbodies should have their ordinary high-water mark delineated as well as any applicable buffers. Refer to [Assistance Bulletin #15](#) for additional information.
- _____ 8. Show the location, dimensions, and distance to the property lines of **all** proposed structures, driveways, parking areas, sidewalks, and patios.
- _____ 9. Show and label existing structures, driveways, parking areas, sidewalks, and patios, etc. as "Existing". Label the proposed items depicted as "Proposed."
- _____ 10. Show and label proposed and existing septic tanks, wells, drain fields, and reserve areas, along with their setbacks to the property lines and structures. Also include the water and septic lines from structures to the fixture. **If you do not know the location of your existing tank, drainfield, or reserve areas you may find them at www.snoHD.org**

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- _____ 11. Show your **area of disturbance** – this includes all areas of new structure and pavement as well as any land that will be disturbed in the course of construction and/or converted to lawn or pasture. The area of disturbance must match the “Clearing” square footage identified on your application.
- _____ 12. Identify, in square feet, the amount of **new and replaced hard surfaces**, including all new roof area (**including eaves**), patio, walkway, pavement, gravel, concrete and compacted dirt, etc. This number should match the numbers listed on your application. Also, include the existing hard surface square footage.
- _____ 13. Address stormwater runoff in one of the following ways:
- a. If there is **no new or replaced hard surfaces**, include this note in the margins of the site plan.
 - b. If the project is **in a subdivision with a previously approved drainage plan** and requires no further drainage review, include a note as appropriate per the subdivision lot drainage memo.
 - c. If the project is **subject to a Small Project SWPPP** only, include notes identifying how runoff will be handled. If downspouts are proposed, indicate the directional flow of stormwater; or
 - d. Identify the facilities (e.g., infiltration trench, dispersion trench or dry well), proposed under the **Land Disturbing Activity (LDA) Permit** on the site plan, including distances to structures.
- _____ 14. Note **how exposed soils will be protected from rain and erosion** during the course of construction (e.g., plastic covering). If no exposed soils are expected for longer than 24 hours, indicate such. If a stockpile is expected indicate the proposed location. This note should be consistent with the Small Project SWPPP or Land Disturbing Activity Permit.
- _____ 15. When **subject to the Small Project SWPPP**, **all applicable BMPs shall be listed** on the site plan along with their approximate location. If the project is subject to a LDA permit, this can be addressed on the appropriate LDA plans and is not required on the building permit site plan.
- _____ 16. Site plans for new ADU's and for structures to be converted to an ADU, shall also provide the following:
- _____ a. Show an off-street parking space, in addition to the two spaces required the primary residence, when required.
 - _____ b. Show how the ADU and the primary dwelling are utilizing the same driveway per SCC30.28.010(3)(b)

Applicants are strongly urged to consult with County staff before paying for house plans or septic plans. You may want to consider applying for a Residential Pre-Application Conference. Fee is listed under SCC30.86.400(10). A Site Reviewer (and in some cases, a biologist and/or grading/drainage reviewer) visits your site and provides a comment letter. If requested by the applicant, a meeting is subsequently held with the applicant to go over the site review results. If a permit is applied for within 18 months of the Pre-application Conference, \$200.00 is credited to the permit.