

# MASON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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www.co.mason.wa.us



- Building
- Planning
- Environmental Health

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## SITE PLAN INSTRUCTIONS

A complete, accurate, and detailed site plan is important to avoid delays in the review and approval of your project. A sample site plan and topography are located on the inside of this form. An easy to use grid, which can be used to draw your site plan on, is also located inside. The following items will be required, if applicable, to complete the building permit application package. Additional information may be needed depending upon individual site conditions. For more information see submittal standards and instructions on the back of this form.

Submittal Requirements	Septic Approval	Site Built Home	Manufactured Home	Man. Home Replacement	Addition or Remodel	Garage, Barn or Carport	Retaining Wall, Deck	Bulkhead or Dock, ●	Demolition of Structure	Mechanical or Plumbing	Re-Roof Structure	Commercial Projects
Building Permit Application Form		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Site Plan		4	4	4	4	4	4	4	4			5
Septic Records		✓	✓	✓	✓	✓	✓					✓
Septic Permit Application & Septic Design	3											
Water Adequacy Form		✓	✓									✓
Construction Plans		3			3	3	3	3				5
Energy Code Application Form		✓			✓	If Heated						✓
Septic Pumpers Report Existing systems older than 3 years.		✗	✗	✗	✗	✗						✗
Property Lines Flagged	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Geotechnical Study * See instructions on back		3	3	3	3	3	3	3				3
Plumbing/Mechanical Application Form		✓			✓	✓				✓		✓
Engineered Calculations *		2			2	2	2	2				2
Floor Plan			✓	✓	✓	✓						
S.E.P.A. *								✓				✓
Road Access Permit	✓	✓	✓			✓	*	*				✓
Fire Apparatus Access Road		✓	✓									✓

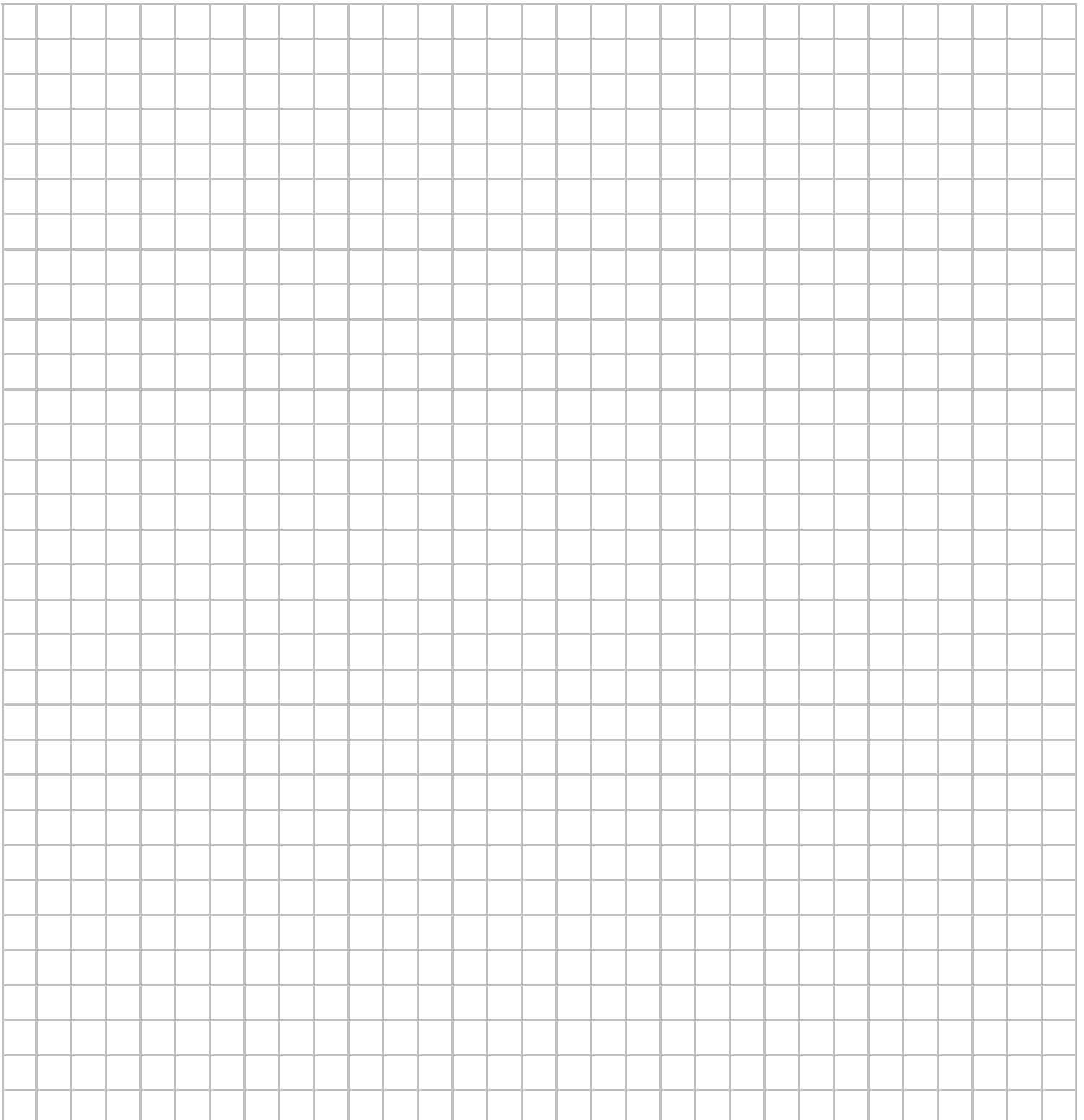
The number in the table indicates the number of copies required if applicable.

- ✓ Required for submittal of a complete application.
- ✗ A pumpers report may be required when a septic system is existing and has been installed for three or more years. The pumpers report, dated within the last three years, shall include the size and condition of the tank and the condition of the baffles.
- Additional information and permits may be required by the Planning Dept. call extension 281 for information.
- \* If applicable, needed when site conditions require the additional information.

## SITE PLAN REQUIREMENTS:

A complete, accurate and detailed site plan is important to avoid delays in the review and approval of your project. Use the checklist below as a tool to help you complete the site plan.

- Q **1. Scale:** A scale of 1"=20', is typical but other scales such as 1"=10' or 1"-40' are also acceptable. Do not exceed 1"=60.
- Q **2. North arrow**
- Q **3. Property line location and dimensions.**
- Q **4. Label abutting streets**
- Q **5. Shoreline/Surface water:** Indicate creeks, streams, lakes, ponds, wetlands and other bodies of water within 300 ft of the proposed project.
- Q **6. Wetlands and Seasonal Drainage:** Show setback distances from wetlands or seasonal drainage.
- Q **7. Easements:** Indicate location and size of road, utility, and private easements.
- Q **8. Show All Existing Development:** Identify existing and proposed structures. Include porches, decks, roof overhangs, cantilevers, and structures that will be demolished.
- Q **9. Proposed Building Footprint:** Use scale to show distances to property lines, existing structures, septic tank and drainfield. **Stake or flag footprint of proposed structure.**
- Q **10. Sewage Disposal System:** Identify septic tank location and drainfield.
- Q **11. Existing and proposed Buffers:** Include open space, fences, sidewalks and parking areas.
- Q **12. Retaining walls:** Proposed and existing.
- Q **13. Slopes/Site contours (Topography):** Identify any slopes greater than 15%, fills or cuts greater than 4ft. that are located within 300ft. of the proposed project. Use Contour lines or arrows to show the direction of the slope.
- Q **14. Wells:** Show existing and proposed, **need to include all wells located within 100 ft of property.**
- Q **15. Waterfront projects:** Show all structures on adjacent property.
- Q **16. Driveway/ Site Access**
- Q **17. Stormwater Run-off Path:** Identify stormwater run-off path and direction of flow.



TOPOGRAPHY PROFILE:

Building Permit number: _____ Owner/Applicant: _____ Parcel Number: _____	Direction:	Scale: Date of application:	Approval: <i>for office use</i> Building: _____ Planning: _____ Env. Health: _____
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# SUBMITTAL STANDARD INSTRUCTIONS/INFORMATION

**A. Site Plan:** Site plans must be drawn to scale . On at least 8 ½" x 11" paper. A checklist indicating information required on the site plan is listed in the site plan application. Incomplete site plans will not be accepted.

**B. Construction Plans:** Plans must be drawn to scale, preferably ¼" = 1'. Dimensions must be noted on the plans. A complete set of plans shall include foundation plan, framing plans, floor plans, cross sections, and elevations. A complete building plan will give the building department enough information on how your project will be constructed. If you plan to construct a log home, pole building greater than 864 square feet, or a metal structure, calculations stamped by a Washington State licensed engineer or architect, will be required. Also, masonry or concrete structures, may require an engineered design. The building official may require additional drawings, details, sections, or stamped-engineered calculations and/or details.

**C. Directions to Site:** Provide *accurate* directions to your project site. This information will be used by staff when they review the project and by building inspectors.

**D. Structural Engineered Calculations:** Will be required if the proposed structure does not meet conventional construction standards. Include 2 sets with your building permit application.

**E. Road Access Permit:** May be required if accessing a public road or right of way. Contact Mason County Public Works at (360) 427-9670, ext. 450 for more information.

**F. Washington State Energy Code and Ventilation & Indoor Air Quality Code (WSEC & VIAQ):** Refers to Energy envelope calculations and air quality code compliance.

**G. Existing On-Site Septic System:** Documentation of an approved on-site sewage system will be required. An existing system must have records and a **pumpers report**, dated within the last three years, per Mason County Health Services Policies. These policies are case/job specific if you have any questions please contact Environmental Health at (360) 427-9670 ext. 352.

**H. Septic Approval or Sewer Permit:** A Septic design application must be approved by the Mason County Environmental Health Department prior to permit issuance for all single family developments using septic systems. If sewer is available, sewer permits can be obtained by calling Mason County Utilities at (360) 427-9670 ext. 270 or ext. 296

**I. Water Availability:** The local water purveyor must complete a water availability application if the project will be connected to a public water system. Private well systems require a water well report, or capacity test, and bacteriological test dated within the previous 12 month period.

**J. RLC/Pre-Inspection:** Resource Lands and Critical areas checklist. Includes a site visit by a planner to identify critical areas on a site.

**K. Aquifer Recharge Areas:** Areas where water infiltrates the soil to the groundwater table. Call Planning Department, extension 281

**L. Critical Area:** Critical areas include shorelines, flood plains, streams, wetlands, important wildlife habitat areas and landslide hazard areas (such as steep slopes and marine bluffs). The planner may need to visit your site to decide whether a buffer zone is required between the critical area and the proposed structures. Please mark the corners of proposed structure(s) with flags or stakes.

**M. Geotechnical Study:** A geotechnical assessment or report will be required if the parcel is located within a Landslide/Erosion Hazard Area.

**N. Wetland:** Areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, under normal circumstances, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

**O. Buffer:** An area of land or designated for the purpose of insulating or separating a structure or land use from a critical area or resource land in such a manner as to reduce or mitigate any adverse impacts of the developed area.

**P. Parcel Number:** a 12-digit tax assessment number assigned to each parcel by the Assessor's Office.

**Q. Legal Description:** This describes the parcel of land identified by the 12-digit tax identification number. It is acceptable to submit a brief legal description of the parcel as it appears on record at the Assessor's office. Legal descriptions are used to check the dimensions of a parcel and any underlying restrictions such as setbacks from property lines or easements, lot coverage, or height of buildings.

**R. Address:** Site addresses are assigned through the Mason County Department of Community Development, for more information (360)427-9670 ext. 291.

**S. Contractor Registration Number:** Contractors must be licensed with the state. The contractor license number can be obtained from the general contractor that will be performing the work or through the Labor & Industries website at: [www.ini.wa.gov/contractors](http://www.ini.wa.gov/contractors).

*An owner can be an owner-contractor when building on his or her own property.*

**T. SEPA:** The State Environmental Policy Act, RCW 43.21C and implementing State and County administrative rules.

**U. Fire Apparatus Access Road:** Mason County Standards require a fire apparatus access road for every facility, building, or portion of a building that is more than 150 feet from an existing approved access road. When the new fire apparatus road is installed, it is to extend to within 150 feet of any portion of the exterior walls of any building. Fire apparatus Access Roads Ordinance and details are available. To request a copy call (360) 427-9670 ext. 352