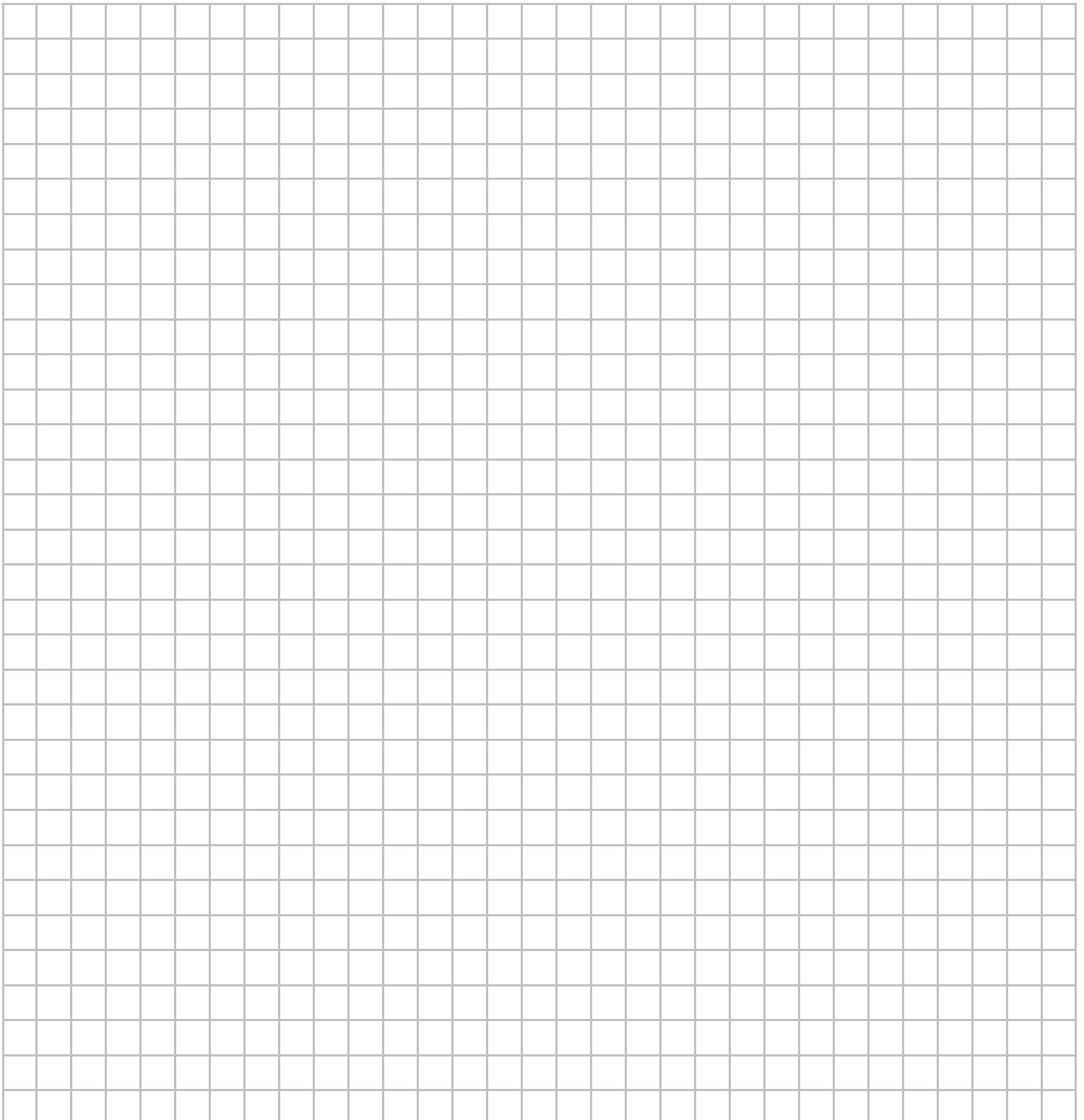


## **SITE PLAN CHECKLIST**

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.

	<b>Scale:</b> 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
	<b>North arrow</b>
	<b>Property line location and dimensions.</b>
	<b>Label abutting streets</b>
	<b>Shoreline/Surface water:</b> Indicate creeks, streams, lakes, ponds, wetlands and other bodies of water within 300 ft of the proposed project
	<b>Wetlands and Seasonal Drainage:</b> Show setback distances from wetlands or seasonal drainage.
	<b>Easements:</b> Indicate location and size of road, utility, and private easements.
	<b>Show All Existing Development:</b> Identify existing and proposed structures. Include porches, decks, roof overhangs, cantilevers, and structures that will be demolished.
	<b>Proposed Building Footprint:</b> Use scale to show distances to property lines, existing structures, septic tank and drainfield. <b>Stake or flag footprint of proposed structure.</b>
	<b>Sewage Disposal System:</b> Identify septic tank location and drainfield.
	<b>Existing/proposed Buffers:</b> Include open space, fences, sidewalks and parking areas.
	<b>Retaining walls:</b> Proposed and existing.
	<b>Slopes/Site contours (Topography):</b> Identify any slopes greater than 15%, fills or cuts greater than 4ft. that are located within 300 ft of the proposed project. Use Contour lines or arrows to show the direction of the slope
	<b>Wells:</b> Show existing/ proposed.
	<b>Waterfront projects:</b> Show all structures on adjacent property.
	<b>Driveway/ Site Access</b>
	<b>Stormwater Run-off Path:</b> Identify stormwater 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: _____
---	------------	--------------------------------	---

## **SUBMITTAL SPECIFICATIONS AND INFORMATION**

**Site Plan:** Site plans must be drawn to scale and at least 8 ½" x 11". Scale not less than 1"=60'. Checklist indicating information required on the site plan is listed on the site plan application. Incomplete site plans may cause a delay in the review and approval of your project.

**Construction Plans:** Plans must be drawn to scale, preferred 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 you plan to construct your project. If you plan to construct a log home, pole building greater than 864 square feet, or a metal, masonry, or concrete structure, calculations and plans, stamped by a Washington State licensed engineer may be required. The building official may require additional drawings, details, sections, or stamped-engineered calculations and/or details.

**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

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

**Driveway 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

**Washington State Energy Code:** WSEC Energy envelope calculations and air quality compliance.

**Existing On-Site Sewage System:** Documentation of approved on-site sewage system and satisfactory operation and maintenance report within last 3 years.

**Septic Approval or Sewer Permit:** Septic design application must be approved by the Mason County Public Health prior to permit issuance for all development with septic systems. If sewer is available, sewer permits can be obtained by calling Mason County Utilities.

**Water Availability:** The water system manager must complete a Water Adequacy application if the project will be connected to a public/community water system. Private wells systems require a water well report, or capacity test, and bacteriological test within last 12 months.

**RLC/Pre-Inspection:** Pre-site inspection may be necessary for application. A site visit completed by a planner to identify critical areas and setback on the site.

**Aquifer Recharge Areas:** Areas where water infiltrates the soil, and percolates through it and surface rocks, to the groundwater table. These areas are mapped with Mason County Community Development.

**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 the proposed structure with flags or stakes.

**Geotechnical Study:** A geotechnical assessment or report will be required if the development is within 300 ft of a slope 14% or greater. Additionally if the parcel is located within a mapped Landslide/Erosion Hazard Area

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

**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.

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

**Legal Description:** This describes the parcel of land identified by the 12-digit tax identification number. It is acceptable to submit a legal description of the parcel as it appears on deeds, real estate contracts, and statutory warranty deed, or in records 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).

**Address:** Site addresses are assigned through the Mason County Department of Community Development; call (360) 427-9670 ext. 352 for more information.

**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: <https://wws2.wa.gov/lni/bbip/contractor.asp> an owner can be an owner-contractor when building on his or her own property.

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