



SINGLE-FAMILY BUILDING PERMIT SITE PLAN REQUIREMENTS

The checklist below identifies elements and information necessary for the City to accept a site plan for review in connection with a single-family residential building permit submittal

If you think an item is not applicable to your project, please bring this to the attention of the planner prior to application submittal. Site plans without all applicable items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing.

In most cases, submittals must be made in person. Submittals by mail or email will be accepted only by prior arrangement. The City is not responsible for material mailed or emailed without prior arrangement. The information on this checklist is not meant to be all-inclusive and additional materials may be required.

Site Plan Requirements

- Vicinity map (two copies).
- Scaled, minimum 1 inch = 20 feet.
- Drawing scale and North arrow.
- Site address and tax parcel identification number.
- Property lines and their dimensions.
- Size of the lot in square feet.
- Existing shoreline, showing the ordinary high water mark (OHWM), if applicable.
- Name(s) of roads/streets adjacent to the property.
- Location and dimensions of existing structures,

driveways, walkways, patios, decks, vegetation, retaining walls, fences, bulkheads, stairs, docks and wells.

- Location and dimensions of proposed structures, driveways, walkways, patios, decks, landscaping, retaining walls, fences, bulkheads, stairs, docks and so forth.
- Distance from all proposed structures to the nearest property lines.
- Calculations for existing and proposed impervious surface in square feet.
- Site topography with existing and proposed contours in five-foot intervals where slopes are 40 percent or greater and two-foot intervals where the slope is less than 40 percent.
- If served by an on-site septic system, King County Health Department approval of the septic system design.
- Extent of any critical areas and critical area buffers on or near enough to affect the property, for example, wetlands, streams, shoreline or steep slopes.

Note: It is incumbent on the applicant to disclose to the City the presence of critical areas on or within 100 feet of the applicant's property to the extent known by, or readily available to, the applicant (MVMC 18.60.100).

- Access, utility or other easements to or across the property, where applicable.

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- Erosion and sediment control measures consistent with the 2009 King County Surface Water Design Manual Appendix D.

If your project is on property that is partially or wholly within the 200-foot shoreline jurisdiction, include the following information:

- Name of the waterbody adjacent to the property,
- Location of the ordinary high water mark (OHWM).
- Existing shoreline topography, with two-foot intervals waterward of the OHWM.
- Dimensions from all proposed structures to the

OHWM.

- Height of all proposed structures measured from the average grade to the highest point of the structure (Average grade is calculated by averaging the existing ground elevation at the midpoint of all exterior walls of the structure).

Contact the Department of Public Works and Community Development at (425) 413-8800 with any questions.

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