

## **Single Family Residential Site Plan Checklist**

Site Plans submitted shall conform to the following page size requirements:

- Minimum page size: 11" x 17"
- Maximum page size: 24" x 36"

The numbers in the list below correspond to the numbers in boxes on the sample site plan attached. **Please refer to [Friday Harbor Municipal Code \(FHMC\) 15.06](#) for a full description of site plan requirements.**

- 1. Title Block – Locate the following information on the right-hand or bottom margin of all sheets:**
  - o Title of proposed development,
  - o site address/location,
  - o abbreviated legal description(s), and
  - o tax parcel number(s) of proposed development
  - o Name(s), address(es), and telephone number(s) of the recorded owners of the land and
  - o Name, address, and telephone number of the applicant (if applicant is not the owner, then a signed Letter of Agent Authorization is required).
  - o If applicable, the name(s), address(es), and telephone number(s) of any architect, planner, designer, or engineer responsible for preparation of the plan.
  - o Drawing scale
  - o Drawing date and revision date(s)
  - o Legend
- 2. Scale – All site drawings shall be of a consistent and industry standard scale.**
  - o All drawings shall be drawn to scale no smaller than 1" (inch) = 20', 30', 40', or 50' (feet). Scales of 1" = 100' or 200' may be accepted only when the subject property is very large (i.e. several acres). Graphic scales shall not substitute for dimensioned drawings.
- 3. North Arrow – Include on all site and site-related drawings.**
- 4. Property Lines & Vicinity Map**
  - o Show the location and dimension of all property lines.
  - o Show a vicinity map showing site boundaries and existing roads and accesses within and bounding the site.
- 5. Easements**
  - o Show location for all existing and proposed utility, open space, drainage, and access easements and/or private roads. Draw to scale and accurately dimension.
- 6. Existing and Proposed Structures**
  - o Show location, size (in square feet), and use of all existing and proposed buildings/structures on site.
- 7. Setbacks (i.e. Yards)**
  - o Show applicable minimum setbacks to all property lines.
- 8. Topography and Spot Elevations**
  - o Show existing and proposed contours, at no less than 5-foot intervals, based upon a site survey, as well as elevations of the 10- 50-, and 100-year floods where such data is available.

- o Show surface elevations at each corner of the site and at each corner of the existing and proposed structure base.

#### **9. Adjacent Roads**

- o Locate and show existing public right of ways and/or private roads.

#### **10. Driveways, Parking, and Circulation Plan**

- o Show the location of all on-site access points (driveways).
- o Show the location, design, and area (in square feet) of parking.
- o Label with type of surface (e.g. gravel, asphalt, concrete, grid pavers, etc.)
- o Parking layouts and driveways shall be completely dimensioned.

#### **11. Utility Plan**

- o Show the location of:
  - Water supply, including water meter size and location.
  - Sewer lines and clean outs, label size of each.
  - Stormwater drainage (include separate preliminary drainage and stormwater runoff plan).
  - Refuse
  - Private utilities (i.e. cable, telephone), if known.

#### **12. Impervious Surfaces: Itemized Totals (ft<sup>2</sup>) & Grand Total (ft<sup>2</sup>)**

- o On-site driveways
- o On-site parking
- o Building/structure footprints
- o On-site paths/walkways (if applicable)

#### **13. Existing Trees**

- o Show existing trees which have a trunk diameter of six inches or greater measured four feet above grade (in shoreline).

**Other site and building design elements as required.**

**If applicable, locate and show existing Critical Areas** and associated buffers. See [FHMC Chapter 18.08](#) for conformance requirements.

**If the subject property is a shoreline parcel**, see [FHMC Chapter 18.04](#) and contact the Land Use Administrator for a list of required permit applications and site plan elements pertaining to proposed shoreline development.

**Note Shoreline Permit number & print conditions.**