

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:**
 - Title of proposed development,
 - site address/location,
 - abbreviated legal description(s), and
 - tax parcel number(s) of proposed development
 - Name(s), address(es), and telephone number(s) of the recorded owners of the land and
 - Name, address, and telephone number of the applicant (if applicant is not the owner, then a signed Letter of Agent Authorization is required).
 - If applicable, the name(s), address(es), and telephone number(s) of any architect, planner, designer, or engineer responsible for preparation of the plan.
 - Drawing scale
 - Drawing date and revision date(s)
 - Legend
- 2. Scale – All site drawings shall be of a consistent and industry standard scale.**
 - 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**
 - Show the location and dimension of all property lines.
 - Show a vicinity map showing site boundaries and existing roads and accesses within and bounding the site.
- 5. Easements**
 - 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**
 - Show location, size (in square feet), and use of all existing and proposed buildings/structures on site.
- 7. Setbacks (i.e. Yards)**
 - Show applicable minimum setbacks to all property lines.
- 8. Topography and Spot Elevations**

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

9. Adjacent Roads

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

10. Driveways, Parking, and Circulation Plan

- Show the location of all on-site access points (driveways), streets, and roads with proposed width and outside turning radius.
- Show the location, design, and area (in square feet) of parking and, if applicable, loading areas.
- Label with type of surface (e.g. gravel, asphalt, concrete, grid pavers, etc.)
- Parking layouts shall be completely dimensioned, clearly showing all parking stalls, driveways, and aisles, with parking stalls sequentially numbered.
- If a project will generate more than 10 peak hour trips, a traffic impact study prepared by a qualified transportation planner or professional engineer shall be submitted.
- Show frontage improvements.

11. Utility Plan

- 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

12. Impervious Surfaces: Itemized Totals (ft²) & Grand Total (ft²)

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

13. Existing Trees

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

14. Proposed Landscaping Plan

- Treatment and materials used for open spaces, and the types of plants and screening to be used.

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.**